

**FLORENCE HIGH SCHOOL
 SPECIFIC COURSE ASSIGNMENTS
 COOPERATIVE EDUCATION SEMINAR
 SPRING 2010
 LEIGH ANNA TRIMBLE**

Week	Date	Topic	Assignments	Test Dates
Wednesday	1-6	Turn in Wage and Hour Report for December. Begin Second Semester Paperwork	Bring all paperwork up to date	None

Week	Date	Topic	Assignments	Test Dates
Wednesday	1-13	Employers Expectations, The World of Work, Workers' Rights and Responsibilities	Module 3, Work Maturity Skills	On-going computerized tests

Week	Date	Topic	Assignments	Test Dates
Wednesday	1-20	Attendance and Punctuality, Personal Appearance, Personal Qualities, Positive Work Attitudes	Module 3, Work Maturity Skills	On-going after each lesson

Week	Date	Topic	Assignments	Test Dates
Wednesday	1-27	Doing Your Job, Understanding Your Job Description, Basic Skills	Module 3, Work Maturity Skills	On-going

Week	Date	Topic	Assignments	Test Dates
Wednesday	2-3	Turn in Wage and Hour Report for January. Communication Skills, Making Decisions on the Job, Safety Practices	Module 3, Work Maturity Skills	On-going

Week	Date	Topic	Assignments	Test Dates
Wednesday	2-10	Interpersonal Skills, Relationships With Supervisors, Relationships With Co-Workers	Module 3, Work Maturity Skills	On-going

Week	Date	Topic	Assignments	Test Dates
Wednesday	2-17	Relationships With Customers, Resolving Conflicts	Module 3, Work Maturity Skills	Computerized per Lesson

Week	Date	Topic	Assignments	Test Dates
Wednesday	2-24	Increasing Your Value To Your Employer, Improving Your Job Skills, Managing Yourself	Module 3, Work Maturity Skills	Computerized per Lesson

Week	Date	Topic	Assignments	Test Dates
Wednesday	3-3	Turn in Wage and Hour Report for February Coping With Stressful Situations	Module 3, Work Maturity Skills	Computerized per Lesson

Week	Date	Topic	Assignments	Test Dates
Wednesday	3-10	Changing a Behavior or Habit	Module 3, Work Maturity Skills	Computerized per Lesson

Week	Date	Topic	Assignments	Test Dates
Wednesday	3-17	Conflict Resolution	U.S. Work World Exercises	4-12-06

Week	Date	Topic	Assignments	Test Dates
Wednesday	3-24	Ethics	Ethics Video	4-12-06
Week	Date	Topic	Assignments	Test Dates
Wednesday	3-31	Turn in Work and Hour Report for March Legal and Liability Issues	Review Alabama Labor Laws	Study Sheet Evaluation
Week	Date	Topic	Assignments	Test Dates
Wednesday	4-7	Test on Conflict Resolution, Ethics		
Week	Date	Topic	Assignments	Test Dates
Wednesday	4-14-06	Update Portfolio		
Week	Date	Topic	Assignments	Test Dates
Monday	4-19	Spring Break / No School		
Tuesday	4-20	Spring Break /No School		
Wednesday	4-21	Spring Break / No School		
Thursday	4-22	Spring Break / No School		
Friday	4-23	Spring Break / No School		
Week	Date	Topic	Assignments	Test Dates
Wednesday	4-28	Update Portfolio		
Week	Date	Topic	Assignments	Test Dates
Wednesday	5-5	Turn in Wage and Hour Report for April Update Portfolio		
Week	Date	Topic	Assignments	Test Dates
Wednesday	5-12	Final Coop Paperwork for Year		
Week	Date	Topic	Assignments	Test Dates
Wednesday	5-19	Final Hour and Wage Documentation		
Week	Date	Topic	Assignments	Test Dates
Wednesday	5-26	Early Dismissal of Students		End Of Second Semester / End Of 4 th 9 Weeks
Thursday	5-27	Teacher Work Day		
Friday	5-28	FHS Graduation / Teacher Work Day		