

Pro-Start Syllabus

Grade 11- 12

Logan County Schools, Logan, W.V., 25601

Ralph R. Willis Career and Technical Center

Teresa Justice, Pro Start Instructor

COURSE PHILOSOPHY

The Pro Start Department's philosophy is to provide and educate students in as many aspects of the restaurant and food industry trade as possible and to provide them the opportunities to become skilled, successful citizens of the global community. The instructor is committed to providing a safe, industry-standard learning environment that promotes commitment, teamwork, communication skills, strong work ethic and responsibility. Students are encouraged to pursue work in a related field, continuous education and industry related training upon successful graduation from the department. During the senior year SkillsUSA competitions and championships reward students for excellence and keep training relevant to employers' needs. An important part of the program is the PORTFOLIO. It provides students an experience that actively engages students in reflective exploration of self and to help students to make a smooth transition from high school to their post high school experience with resume development and interview skills.

The goal of this program is not only to produce skilled food service employees, but to give students the ability to adapt their talents to the ever-changing technologies in the restaurant and food industry.

COURSE DESCRIPTION

Projects and skill set testing is an activity and assessment for all students. Portfolio is a culminating exit program which demonstrates a senior's ability to write, speak, apply knowledge, problem solve, and use the skills of time management, organization and risk taking. Students use a multitude of resources as they work through the portfolio (presentations, hands-on demonstration, skill set checklists, resume, cover letter, interviews and managerial shop roles in Simulated Workplace.

COURSE ASSESSMENT PLAN

Students are assessed in a variety of ways. Each student is assessed on attendance and participation on a daily basis. There is also a weekly assessment based on quantity of work, quality of work, effort and problem solving ability. (Please see grading criteria). WIN testing is a computer-based program that measures basic skills for the workplace and is used in the current job market and the WV Workforce Investment program. The Portfolio Project product is graded for its adherence to the rubric as well as for the quality of workmanship. The project is graded by both the instructor and business representatives from the auto collision field. Report cards are issued quarterly and serve as a guideline for students and

parents to measure achievement. Parents are encouraged to contact instructors to ensure a continuing participation in student progress. Parents can visit the Ralph R. Willis website found on the Logan County website and locate more information and instructor contact info. Progress reports are issued three times a year in the middle of each quarter to provide students and parents a timely update on progress and achievement. Engrade is a useful tool for both parents and students to monitor progress. Please contact administration if you have questions about accessing Engrade.

GRADING POLICY

Students will be graded on the following: weekly performance and participation, competency of skill, quantity of work, quality of work, and WIN testing, portfolio.

TIMELINE FOR PROGRAM ACTIVITIES

Grade 11-12

- **First Quarter:** Safety and Simulated Workplace Introductions and Testing; Work projects as appropriate; Portfolio Development and WIN for Seniors. Approved project production may begin Teaching and mentoring of exploratory students.
- **Second Quarter:** Skills USA, Portfolio Development and Senior WIN Testing. Projects will follow Skill Set Checklists provided by the WVDE. Food-Handlers card preparation and testing.
- **Third Quarter:** Portfolio Development; various projects and testing according to Skill Sets. Junior WIN testing. Food Handlers card preparation and testing.
- **Fourth Quarter:** Senior Portfolio Completion. Junior Portfolio Development. Certification in Pro-Start testing. Skill Set Checklists from WVDE to ensure following standards and guidelines.

Skill Sets Links

All skill set links can be found under the Hospitality and Tourism Links at the WVDE. Click on Secondary Programs of Study. Follow the blue links to all information.

<http://careertech.k12.wv.us/OCTIWebsiteRevisions/16Clusters/HospitalityandTourismMainPage.html>

A hard copy of this information is included following this syllabus. However for individual course links. Please see the page above.