

# SUSIE G. GIBSON SCIENCE & TECHNOLOGY CENTER

## Course Syllabus

### Building Management I

**Instructor:** Barry Calloway

**School Phone:** 540-586-3933

**Course Length:** One Year / 180 Days

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**Fee:** CTSO fee \$30.00 (Contact office if assistance needed)

### Course Description:

Building Management is an occupational preparation program area. Students experience hands on skills training in building management, grounds maintenance, woodworking, refinishing, and painting. Students also receive training in the areas of workplace readiness skills, positive employee traits, job performance and personal responsibility. Students who are able to appropriately demonstrate these skills may earn the right to participate in job shadowing, internship and entrepreneurship experiences when available. Competencies taught are based on each student's Individualized Education Program and are modified as necessary to meet the needs and abilities of that student.

### Course Outline

1 <sup>st</sup> Nine Weeks:	General Safety Rules OSHA 10 Hour Card Training Workplace Readiness* Examining all aspects of Industry* Address Elements of Student Life* Exploring Work-based Learning* Core Safety* Floor Machine Operation Fire Safety Training Power Mower Safety & Operation Window Cleaning Daily Carpet Maintenance Leaf Removal
2 <sup>nd</sup> Nine Weeks:	Measuring and Mixing Chemicals Mopping Hand Tool Usage & Care Linear Measurement Dusting Procedures Basic Woodworking Sanding / Staining Power Tool Safety
3 <sup>rd</sup> Nine Weeks:	Ladder Safety Light Bulb Replacement Window Glass Replacement General Building Maintenance Procedures and Repairs Floor Type Identification Carpet Shampooing Weedeater Safety & Operation Lawn Mowing & Trimming Policing the Grounds
4 <sup>th</sup> Nine Weeks:	Basic Mowing Procedures Maintaining Building Exteriors Maintaining Grounds Care Painting of School built house <u>(when applicable)</u> Scrubbing Stripping

*\*These competencies are ongoing and taught all through the course.*

**Grading:**

Letter Grade	GPA Value	Grade Range	Numerical Equivalent
A	4.0	3.5-4.0	89.5 - 100
B	3.0	2.5-3.4	79.5 - 89
C	2.0	1.5-2.4	69.5 - 79
D	1.0	0.5-1.4	59.5 - 69
F	0.0	0.0-0.4	Below 59.5

**Grade Design****Formative Grades 40%**

Formative work consists of: online module task, daily lab grades, classroom assignments, reports, quizzes, participation in Skills USA club organization (Professional Development Program-PDP), and development of professional competencies

**Daily Grades consist of:**

- A.     Safety - Instructor will observe students using proper safety rules and practices when using equipment and/or performing practical lab work.
- B.     Performance - Instructor will observe students to determine performance in class and on practical lab work. Areas observed will be attentiveness; willingness to try task; and demonstration of skills while performing individual, team and group lab work. Instructor will also observe participation in classroom discussions and understanding during question and answer sessions.
- C.     Effort - Students will be observed by instructor to determine effort on task during practical lab work.
- D.     Responsibility - Instructor will observe students to determine if students are acting responsibly while performing task. Students are also responsible for maintaining an orderly notebook/folder for each unit of instruction. Notebooks will be checked.
- E.     Employee Traits - Attitude, lab participation, proper dress, etc., to perform task. Students are also required to evaluate themselves using employee checklist each nine weeks.

Students are given daily lab grades on a 10 point scale, with 10 equaling 100%. There will be a minimum of ten daily grades given during a nine weeks grading period; however, more may be given.

**Summative Grades 60%**

Summative work consists of: tests, evaluations, assessments, mastery of competencies (including work place readiness skills, professionalism, and safety assessments), cumulative projects, and state exam benchmark assessments.

**Exams:**

Exam grades will be averaged along with the two nine weeks grades for that semester to determine students semester grade, but they will not count for more than 10% of that grade.

**Attendance:**

Regular attendance is critical because of the hybrid and hands-on nature of the course. Skills learned during online module training, class and hands-on lab projects are important to the success of the student in the program, and any absence be it online or in person results in a gap in the students

knowledge and abilities. It is almost impossible to make up lost time in the lab area of the program. Missed class assignments may be made up provided that the student gives the Building Management instructor a written excuse meeting school guide lines. *Excuses are required for students to make up missed assignments, tests and quizzes.*

### **Dress:**

To help provide a safe learning and working environment students in Building Management have work boots/shoes and work clothes that can be worn. This will insure access to appropriate work attire during lab activities in the building and outside on school grounds. Steel-toed boots or shoes would be preferred because some labs deal with mowing and power equipment.

### **Electronic Devices:**

While often a value tool, electronic devices are prohibited during the school day unless authorized by the instructor. Failure to abide by this guideline can result in the device being confiscated and/or other consequences.

### **SkillsUSA:**

SkillsUSA is the Building Management youth leadership organization. It is a integral part of the Building Management instructional program. Students who able to demonstrate the appropriate knowledge and skills may be eligible to compete in local, district, state and national contest when available.

### **School Supplies:**

Building Management provides many of the supplies needed for program activities. *Students would benefit from bringing the following:*

Pencil or Pen ( Blue Or Black).

Ear buds that are compatible with a Chromebook.

Work clothes and Work Boots/ shoes.

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Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities. To view a current list of compliance officers and how they can be reached, visit the Bedford County Public Schools website at <http://bedford.sharpschool.net/>.