

# Workplace Math 11



## Course Description

**Workplace Math 11** builds on concepts from prior math courses. The course is designed for students who plan to enter the workforce or pursue post-secondary programs that do not require theoretical math. It focuses on practical math skills used in everyday life and workplace settings, and encourages growth in mathematical understanding and critical thinking skills.

## Course Materials

The Workplace Math 11 materials are available through an online LMS called Brightspace and requires a computer/tablet device. All learning resources and activities are provided online through the StudyForge platform and directly in the course. Students may require a method for printing, scanning, and saving their learning evidence. Students should have a scientific calculator.

## Curriculum

The Curriculum for this course is available at: [Workplace Math 11](#)

## Assessment & Evaluation

Item	Weight
Assignments	50
Projects	25
Chapter Tests	25

Learners are expected to spend 90-120 hours on the course. This time includes viewing/reading lesson resources; researching the technique or focus of the assignment, planning, making, and completing coursework; submitting the assignment and reviewing feedback.

## Testing Information

There is ONE invigilated test in the course. Invigilation ensures the test is completed as intended with no additional support or resources. Invigilation is done by EBUS approved staff only. You will require photo ID, a computer with a webcam to show you are accessing the test (screen share), and a secondary device to show your workspace. Invigilation procedures will be outlined in your course

## Course Activation

You will be declared active in this course upon the completion of 3D Objects and Rate of Change assignment.

## When learners are not meeting the learning outcomes/falling behind

When learners fall behind the expected pace or plan, they will be contacted via email or phone and if there is no improvement or response, parents will also be contacted. If deemed necessary, contact with the learner's home school may also occur to help determine a solution.

Learners are expected to let the course teacher know when they are struggling with course content. In response, the course teacher will provide appropriate help or strategies to support learning. The course teacher will also provide feedback on course work to support learning and help learners improve. Parents will be made aware if their child is actively working but struggling to meet the learning outcomes of the course.

Learners falling behind in a manner where it does not appear that they will complete the course within a year will be sent reminder emails. Without a response or renewed efforts in the course, the learner may be assigned an F or withdrawn. Should they begin actively working in the course, the learner may be given an alternate completion date.

## Inactivity and Communication

Learners are expected to login and submit work in their online courses on a weekly basis. EBUS teachers monitor learner participation, work submission and periods of inactivity in their courses. Learners who do not submit assignments will receive an *online gentle reminder email (OGRE)* to inquire about progress and reasons for inactivity

OGRE notice #1 - Two weeks - no assignments submitted.

OGRE notice #2 - Three weeks - no assignments submitted.

OGRE notice #3 - Four weeks - no assignments submitted.

Learners who receive an inactivity email must contact their teacher to communicate their intentions for the course and their plan to engage in the course.

If a learner has been inactive and has received three OGRE reminders and has not responded to communications from their online teacher, the learner may be withdrawn from the course.

Communication between learners and teachers is important. EBUS Academy offers a flexible learning environment, and we understand that various circumstances can arise that prevent learners from engaging in their courses. When learners anticipate being absent from their online course, they should contact their teacher in advance, whenever possible.

## Integrity Policy

At EBUS, you're expected to complete your own work and use tools—including AI—responsibly. Integrity means showing what you know and giving credit when you use help or ideas from others. The policy can be found [here](#).

Exams, Tests, and Quizzes

Complete all tests independently without notes, devices, or AI unless permitted by your teacher.

Cheating or unauthorized use of AI/internet may result in a zero, test retake under supervision, or other consequences.

## Plagiarism

Plagiarism is using someone else's words, ideas, or AI-generated work as your own. Avoid it by writing in your own words and citing all sources (including AI tools). Use [bibme.org](http://bibme.org) for citations. Consequences range from warnings to zeros to redoing work under supervision.

## AI Use

AI tools may only be used when explicitly permitted by your instructor. If allowed, you must include an AI Use Statement (e.g., "Used ChatGPT [May 2025] to brainstorm ideas; rewrote in my own words") and cite the tool. AI-written essays, code, or images submitted as your own work are not permitted.

## Consequences

If unauthorized help or AI use is suspected, your teacher will contact you. Consequences depend on severity and may include warnings, resubmission, zeros, or withdrawal from the course.

## Learner Expectations

- Adhere to the EBUS Academic Integrity Policy.
- Contact your teacher when help is needed.
- Review feedback from assignments and tests, where applicable.
- Work to complete the course in a timely manner.
- Communicate respectfully.
- Review progress reports.

## Reporting

There are three Written Learning Updates that are accessible from the learner dashboard. An email will go out when these are available.

The teacher will regularly send out progress reports showing the learner's progress, on weeks that EBUS Academy is in session.