

Classroom Expectations

1. Food and Drinks: No eating or drinking is allowed in the classroom, with the exception of bottled water on counters only.
2. Classroom Organization:
 - **Assignment Calendar:** A weekly calendar of assignments will be maintained. When students are absent, it is their responsibility to check the calendar and complete all missed work.
 - **Classroom Folder:** All students must have a dedicated classroom folder,
 - **Bring text book to class every lesson.**
3. Classroom Participation and Management:
 - **Bring a writing utensil to class every day!**

During class time, work only on the assignments given for this subject.

4. Disciplinary Process:
 - 1st—warning with documentation
 - 2nd—1 hour detention & student action plan
 - 3rd—1 hour detention, parent-student action plan, & parent contact
 - 4th—Administrative referral
 - In severe situations (fighting, property damage, harassment, etc.), student goes to the office
5. Assignment Deadline Dates:
 - Homework/Make-up assignments are due at the **beginning** of the hour on the due date.
 - Homework/Class assignments are accepted **two days late, with 20% deducted for one day late and 30% if two days late.**
 - Assignments missed due to excused absences must be made up within **five** school days or the assignment grade becomes a **zero**. If you are absent, arrange to make up your work before or after school.
 - Deadline Survival Clause: Notify Mrs.Hildreth 24 hours in advance if you are having difficulty meeting an assignment deadline. Extensions will be granted on an individual basis.
6. Make-up Quizzes or Tests: Any quiz/test missed must be made up within **five** school days of the test date or the student will receive a **zero** for the quiz/test. It is the student's responsibility to be aware of any missed quizzes/tests and to make arrangements to make-up the test before or after school.

Academic Honesty: If a student copies work from another person, **both** students involved will receive a **zero** for the assignment with a possible suspension. Tardies: Students are expected to be on time every day. Students will receive detention for the **fourth** tardy and all subsequent tardies. Students with **six** or more tardies will be referred to the administration for disciplinary action, which may result in suspension from school.

Careers & Employment Prep Syllabus Mrs. Hildreth 2010

Course Goal:

To assist students in assessing their interests and potential, provide the opportunity to explore career options, develop employment-seeking strategies, and strengthen on-the-job skills.

Course Objectives:

- Complete personal interest and aptitude assessments
- **Create and maintain an education/employment portfolio**
- Research and explore career clusters
- Research and write Career Components
- Explore and analyze educational options beyond high school
- Develop an understanding of workplace skills—expectations, teamwork, leadership
- **Set up and experience a Job Shadow**
- **Participate in a one-on-one Mock Interview**
- Demonstrate employment-seeking techniques to include:
 - creating a resume
 - networking and conducting a job search
 - writing cover letters
 - demonstrating effective interviewing strategies and techniques
 - filling out job applications

Exam: The exam will encompass all material presented during the trimester. The exam will count for no more than 20 percent of each student's final trimester grade.

Textbook

Career choices- A Guide for Teens and Young adults, Mandy Bingham & Sandy Stryker

Packets and Worksheets provided by teacher on a weekly basis.

Course Grading

(Subject to Change)

5% Participation

10% Portfolio

40% Class Assignments

45% Projects/Performance

100%

Grading Scale

A = 93-100

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 65-66

E = 0-64

COURSE OUTLINE (may be open to revision if necessary per teacher)

Week One

Who Am I?

Why People Work.

Defining success worksheet.

Making career Choices Page 18-21

Week Two

Start Portfolio- Your Personal profile

Identifying your Passions pg. 29

Work values Survey pg.31

Homework complete work values packet, DUE NEXT WEEK FOR GRADE.

Week Three

Strengths and personality pg. 38-45

Add notes to portfolio on personal strengths

Homework, Pages 46, 47, 48-Skills and Aptitudes.

Week Four

Roles, Occupations and Vocations

Lifestyles

Work Packet p. 59- 71 complete for homework

Week five

Speaker from County health services on careers in health

Homework- Write an informative essay on the various types of careers in the health field and the qualifications and training they require.

Week six

Budgeting, money and poverty

Work packet pg. 108-113, complete for homework 25 points

Week Seven

Speaker from local theatre, explaining careers in the performing arts.

Homework, work packet pg.111-121

Week eight

Students will examine the perfect career including physical setting, working conditions, relationships at work and psychological rewards.

Homework- job skills work packet pg. 132

Week Nine

Students will research various careers through the Internet and books

Homework- Interview a person with an ideal career (your ideal) and write an informative, persuasive paper about such career. You have 2 weeks to complete this.

Week ten

Speaker from dodge ridge on employment and careers in the ski industry.

Week eleven

Shadow program- write a letter to a prospective employer with the intent of shadowing this person for a day to research the job.

Week twelve- MID TERM PAPER 100 POINTS

Fulfill shadow requirement and write a report on the experience, complete for homework.

Week Thirteen

Review all jobs shadowed and present speech to the class on your experience shadowing.

Week fourteen

Setting Goals and solving problems

Work packet PG 185-191, complete for homework, 25 points.

Week Fifteen

Speaker from local restaurant to explain possible careers in the restaurant and catering industry.

Homework- write report on this speakers presentation, 20 points.

Week sixteen

Taking responsibility pg. 201-212, setting goals and solving problems.

Week seventeen

Resume writing and job interviewing. Make your resume glow and how to conduct yourself at the interview and land the job every time!!!

Week eighteen

Attitude, learning to accentuate the positive.

Work packet pg. 236- 247, complete for homework 25 points

Week nineteen

Finding your First Job

Where do I go from here?

Writing your plan of action

Work packet, complete for homework 25 points, study for final.

Week twenty

Final Exam, includes topics from whole course.100 points