**Course Syllabus**

**Career Prep**

**Instructor: Johnny Johnson**

**Dear Parent/Guardian,**

**I am excited to have your student in my Career Prep class this semester. I know that there is a lot of real world information that your student will be able to take with them and utilize as they move forward in their academic endeavors and career paths. Thank you for sharing them with me.**

**Below you will find a detailed Syllabus. Please review it with your student and if you have any questions or concerns at any time during the semester, please feel free to contact me.**

**Thank you,**

**Johnny Johnson**

**Career Prep Instructor**

**Head Baseball Coach**

**My child and I have read and discussed the classroom syllabus.**

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Email Address(es) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Home Work

**Course Syllabus**

**Career Prep**

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**Course Description:**

The Career Prep course focuses on the following integrated areas of instruction: decision making, academic planning and career exploration and development, technology, digital citizenship, and financial literacy. Course content ranges from college and career preparation to computer literacy skills interwoven throughout the course. Instruction: Instruction will be heavily laboratory/application-based. This course uses technology for instruction, assignment submission, and testing. Students will be instructed on how to complete and submit all assignments, take tests, and access curriculum.

**Course Objectives:**

Mastery of the content standards provides a strong foundation for student acquisition of the skills, attitudes, and knowledge that enables students to achieve success in school, at work, and across the life span.

**Classroom Rules and Expectations:**

Instruction will be heavily laboratory/application-based. This course uses technology for instruction, assignment submission, and testing. Students will be instructed on how to complete and submit all assignments, take tests, and access curriculum.

**Accommodations:**

Requests for accommodations for this course or any school event are welcomed from students and parents.

**Concerning Laptop Utilization:**

Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.

**Grading Policy:**

Test grades will account for 70% of the 9-weeks grade, with the remaining 30% being determined by quiz/daily grades. The grading scale is as follows: A (90-100%), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as class work can be made up and graded for excused absences only. The final exam counts for 20% of the final grade.

Assignments are due at the time specified on Schoology assignments. If a student cannot produce the assignment at the time for which it is called, then it will be considered a zero.

**Late Work:**

Late or Missing grades will be recorded as a 0. Late assignments can be turned in for 50% credit.

**Make-Up Work Policy:**

Make up work is the responsibility of each student, and the guidelines in the Student/Parent Handbook are strictly enforced. Work due on the day of the absence must be turned in upon return to school or it will be considered late. If needed, students may make up work during Refuel or at home. Students are expected to inquire about make up work that they don’t understand. Assignments are posted in Schoology and most can be submitted there as well.

**Course Materials:**

All course materials can be found in Schoology Assignments through provided documents and/or links

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| **18 - WEEK PLAN\*** | |
| **WEEK 1** | Unit 1: 1.01-1.04 |
| **WEEK 2** | Unit 1.05-1.06 | Unit 1 Test | Unit 2: 2.01 |
| **WEEK 3** | Unit 2: 2.02-2.04 | Unit 2 Test |
| **WEEK 4** | Unit 3: 3.01-3.04 |
| **WEEK 5** | Unit 3.05 | Unit 3 Test | Unit 4: 4.01-4.02 |
| **WEEK 6** | Unit 4: 4.03-4.04 | Unit 4 Test | Unit 5.01 |
| **WEEK 7** | Unit 5: 5.02-5.03 |
| **WEEK 8** | Unit 5: 5.04 | Unit 5 Test | Wrap up and Review |
| **WEEK 9** | Term 1 Exam |
| **WEEK 10** | Unit 6: 6.01-6.06 |
| **WEEK 11** | Unit 6 Test | Unit 7: 7.01-7.06 |
| **WEEK 12** | Unit 7 Test | Unit 8: 8.01-8.06 |
| **WEEK 13** | Unit 8 Test | Unit 9: 9.01-9.07 |
| **WEEK 14** | Unit 9 Test | Unit 10: 10.01-10.06 |
| **WEEK 15** | Unit 10 Test | Unit 11: 11.01-11.03 |
| **WEEK 16** | Unit 11: 11.04-11.05 |
| **WEEK 17** | Unit 11: 11.06, Unit 11 Test |
| **WEEK 18** | Term 2 Exam |

**\* This syllabus serves as a guide for both the teacher and student; however, during the term it may become necessary to make additions, deletions or substitutions.**