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| ***Course Description:*** | | The Career Prep course will focus on the various components of career planning and exploration, academic skills for success, financial literacy, professionalism, and digital citizenship. This course utilizes technology for instruction, assignment submission, and testing. |  |
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| ***Classroom Management Plan:*** | | **Classroom Management Plan**   * Verbal reprimand * Conference with student with parent contact * Withdrawal of privilege(s) with parent contact * Other consequences determined to be reasonable and appropriate by the school administration.   **Cell Phones**  Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. In secondary schools, students will have access to their phones and earbuds/headphones outside of classroom instruction time such as between classes and lunch. Failure to follow these procedures will result in a disciplinary referral to the office. |  |
| ***Classroom Expectations:*** | | You are expected to conduct yourself in a respectful and productive manner. In addition to all the rules and expectations listed in the student handbook, I expect you to have a positive attitude, treat others with respect, practice self-discipline, and demonstrate responsibility. If these conditions are not met, you can expect one-on-one meetings with me, parent/instructor conferencing, and administrative action, if necessary.  **Concerning the use of cell phones and other electronic devices:**  Devices should be on silent and kept in your purse, backpack, or pocket during class unless otherwise instructed. You may not place it on your desk. Parents, guardians, and other family members should call the front office in case of emergency.  If you violate this rule, you can expect the following consequences:   * *First offense* – The phone or device will be placed in a phone chart at the front of the room. You may pick it up at the end of class. * *Second offense* – The phone or device will again be placed in a phone chart at the front of the room until the end of class and a parent/guardian will be notified. * *Third offense* – This is defiance and I will notify an administrator. |  |
| ***Grading Policy:*** | | Major assessments will count 70 percent of your grade. Homework and classwork will account for 30 percent of your grade. Grades will be updated weekly in PowerSchools. Each grading period will consist of nine weeks. |  |
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| ***Make-up Work Policy:*** | | **Make-up tests** will **only** be given to a student who has an **excused absence**. **The student must make arrangements with the teacher to take a make-up test.** **Tests may be taken during Patriot Path with prior arrangement from each teacher.**  A student only has two chances (the next two Patriot Paths after the absence) to make up a test. All make-up tests will be administered in the designated classroom on the Patriot Path session roster.  **Homework/Classwork:** Students who are absent for **excused reasons** will be permitted to make up missed work. **It is the student’s responsibility to get their work assignments the day upon return to school and complete the assignments according to a time frame determined by the teacher within two weeks of the date of the last absence**. Grades of zero will be assigned for assignments missed because of unexcused absences. |  |
| ***Materials and***  ***Supplies Needed:*** | | All materials can be found in Schoology assignments through provided links and documents. |  |
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| ***Laptops***  ***Turnitin Notice***  ***(English Courses)***  ***Accommodations*** | | **Concerning laptop utilization:** 1.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.  The majority of writing assignments in this course will be submitted to Turnitin via the Schoology learning platform. Turnitin generates a report on the originality of student writing by comparing it with a database of periodicals, books, online content, student papers, and other published work. This program will help students discern when they are using sources fairly, citing properly, and paraphrasing effectively - skills essential to all academic work.  Students will have the opportunity to review their Turnitin originality report and will have the opportunity to make revisions before submitting their work for grading. Once their work is submitted, teachers have the opportunity to view the student/s originality report and grade accordingly.  Requests for accommodations for this course or any school event are welcomed from students and parents. |  |
| **Career Prep Probable Pacing Guide** | | | |
| **Unit 1** | **Course Introduction, Personal Decision Making**  Discuss the decision making process and identify what steps to use in decision  making  Resources: Marshmellow Video, Decision making power point, T-Chart activity,  Fairy Tale Assignment  Approximate Length of Unit: 4 days | | |
| **Unit 2** | **Digital Citizenship**  Learn the importance of digital safety and effects of positive/negative digital  citizenship behavior  Resources: Everfi.com (7 modules);Everfi registration instructions, PowerPoint,  handout/videos w/four mini-lessons, Public Service Announcement  handout/activity  Approximate Length of Unit: 5 days | | |
| **Unit 3** | **Technology Basics**  Identify the steps to diagnosing problems with hardware, software, and  advanced network systems to become more productive.  Resources: Videos, quiz  Approximate Length of Unit: 2 days | | |
| **Unit 4** | **Introduction to Digital Portfolio**  Understand how a digital portfolio can express my “Brand of Me” to potential  colleges and employers.  Resources: Video, Life Collage Activity  Approximate Length of Unit: 3 days | | |
| **Unit 5** | **Introduction to Careers**  Understand the different types of occupations and research requirements for  each type  Resources: Kuder, career exploration activity and presentation, blue collar  activity, four year plan handout, Madison City Schools curriculum catalog  Approximate Length of Unit: 9 days | | |
| **Unit 6** | **Post-Secondary Preparedness**  Understand the post-secondary educational requirements for chosen career,  admission requirements for post-secondary selection, requirements for the  different types of financial aid, and application process for financial aid  Resources: Research activity, presentation rubric  Approximate Length of Unit: 7 days | | |
| **Unit 7** | **Career Exploration**  Understand the employment process, including filling out a job application,  writing correctly formatted resumes and cover letters, and using proper  interview skills to increase employability.  Resource: Networking handout, Elevator speech, Kuder (application/resume &amp;  cover letter entry), Soft skills video examples, Soft Skills activity, Interview  process activity  Approximate Length of Unit: 6 days | | |
| **Unit 8** | **Work Place Behavior**  Understand appropriate and inappropriate workplace behaviors, benefits and  consequences of workplace behavior, how to address workplace behaviors, and  how to accept and respect diversity in the workplace  Resource: Online videos/activity; quiz  Approximate Length of Unit: 2 days | | |
| **Unit 9** | **Digital Portfolio Creation**  Understand how to professionally create and develop electronic documents,  create and format a variety of personal artifacts and business related documents,  the importance of an electronic portfolio  Resource: Wix.com, examples of portfolios  Approximate Length of Unit: 8 days | | |

**\*This is a tentative plan and may change at the discretion of the teacher.**

**Please sign below to acknowledge that you have received, read, and understood the syllabus.**

**Student name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/guardian name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/guardian, please provide two ways for me to contact you (email address, phone numbers):**

Parent/guardian Email:

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Parent/Guardian Phone number:

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