Journey Middle School
217 Celtic Drive, Madison, Alabama 35758
Career Preparedness - 8th Grade

A.   Ramsdell

Teacher Contact Information	**Email:** acramsdell@madisoncity.k12.al.us **Classroom Phone:** Ext. 84320
Classroom Digital Platforms	**Webpage Link:** https://www.madisoncity.k12.al.us/Domain/3386 **Schoology Link:** https://madisoncity.schoology.com/home
Textbook Information	This course has no textbook. Relevant materials will be accessed in class and through Schoology as needed.
Course Description	18 Week Course **A course that prepares students with knowledge and skills in the area of career development, academic planning, and computer skill application. The required 20-hour online experience can be met by successfully completing the course. The final grade is calculated in the student's high school GPA. Upon successful completion of Career Preparedness, the student receives credit towards graduation.**
Credentialing	None
Prerequisite	None
Course Objectives	Students will strive to reach college and career readiness standards. This course also equips them with the skills needed for business and industry, continuing education, and lifelong learning. Acquisition of these skills is achieved by incorporating content and strategies that can easily allow students to meet the required 20 hour online experience as defined in Alabama state department of education high school distance learning: online/technology enhanced course or experience guidance document.
Course Goals	**Students will:** 1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces. 2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork. 3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing. 4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway. 5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork. 6. Participate in a work-based learning continuum.

CTSO Integration ***(JMS Career Technical Student Organization is TSA)*** *https://www.madisoncity.k12.al.us/Page/8087*	Technology Student Association, TSA, is a **career technical student organization** and a fundamental part of this course. It is a national career and technical student organization of students engaged in science, technology, engineering, and mathematics (STEM). TSA is integrated into the program which includes competitions and leadership opportunities. TSA provides students with activities during their class time and after school with our local TSA Chapter. *TSA Based Activities relevant to CSIM include but are not limited to: Lab Safety Posters, Coding Challenges, Career Prep, Cyber Security, Essays on Technology, Challenging Tech Issues.*
Course Outline	Week 1 - Unit 1: Personal Decision-Making Week 2 - Unit 1: Personal Decision-Making Week 3 - Unit 2: Academic Planning and Career Development Week 4 - Unit 2: Academic Planning and Career Development Week 5 - Unit 3: Digital Literacy Week 6 - Unit 3: Digital Literacy Week 7 - Unit 3: Digital Literacy Week 8 - Unit 4: Financial Management and Budgeting Week 9 - Unit 4: Financial Management and Budgeting Week 10 - Unit 4: Financial Management and Budgeting Week 11 - Unit 5: Banking and Financial Institutions Week 12 - Unit 5: Banking and Financial Institutions Week 13 - Unit 6: Credit and Debt Week 14 - Unit 6: Credit and Debt Week 15 - Unit 7: Saving and Investing Week 16 - Unit 7: Saving and Investing Week 17 - Unit 8: Risk Management and Influence Week 18 - Unit 8: Risk Management and Influence **This is subject to change.*
CTE Lab Safety Guidelines	Each student in a CTE/PLTW course will be required to complete a lab safety exam and score 100% correct before being allowed to use any tools on projects. We expect students to responsibly and safely use the CTE equipment. Examples of equipment used in CTE courses may include and are not limited to the following: scissors, hot glue guns, box cutters, power tools, hand tools, measuring tools, electronic equipment, computers, medical supplies, adhesives, robotics equipment, food items (consumable and non-consumable).
Embedded Numeracy Anchor Assignment *(Academic Planning & Career Development Unit Research Project 32 points)*	**Student Mathematical Practices** | 1. Make sense of problems and persevere in solving them.	5. Use appropriate tools strategically.
2. Reason abstractly and quantitatively.	6. Attend to precision.
3. Construct viable arguments and critique the reasoning of others.	7. Look for and make use of structure.
4. Model with mathematics.	8. Look for and express regularity in repeated reasoning.	

Embedded Literacy Anchor Assignment *(Academic Planning & Career Development Unit Research Project 32 points)*	**Students will:** **Reception** R1. Read a variety of print and nonprint documents to acquire new information and respond to the needs and demands of society and the workplace. *Examples: emails, directions, diagrams, charts, other common workplace documents* R2. Read and comprehend a variety of literary texts to develop a literal and figurative understanding as appropriate to the type of text, purpose, and situation. *Examples: short and long prose texts, poetry, dramas* R3. Utilize active listening skills in formal and informal conversations, following predetermined norms. **Expression** R4. Use digital and electronic tools appropriately, safely, and ethically. R5. Utilize a writing process which includes planning, revising, editing/peer-editing, and rewriting to create a focused, organized, and coherent piece of writing for a specific purpose and audience. R6. Employ conventions of grammar, mechanics, and usage in order to communicate effectively with a target audience. *Examples: punctuation, capitalization, spelling, effective sentence structure, appropriate formality of language* R7. Use context clues to determine meanings of unfamiliar spoken or written words.
Classroom Expectations	1. Be prepared to learn each day. 2. Bring necessary materials to class each day. 3. Treat yourself and others with respect. 4. Respect the belongings and personal space of others. 5. Be responsible for all technology and supplies. 6. Set high expectations for yourself. 7. Follow all district-level, school-level, and classroom-level policies and procedures.
Progressive Discipline Procedures *(JMS Policy)*	**All progressive discipline will correspond with the Madison City Schools Code of Conduct regarding Class I and II offenses. Class III offenses are a direct office referral.** ● Warning ● Conference with student with parent notification ● Parent Contact ● Detention ● Referral to administration for repeat Class I violations and initial Class II and III offenses---Consequences determined to be reasonable and appropriate by the school administration.
Electronic Communication Device Policy	Wireless Communication Devices A. Definitions 1. Instructional Day – • When school is open and in session: • During class time, lunch, transitions between classes, and any non-instructional periods; • Any time that students are required to store their Wireless Communication Devices under the Student Code of Conduct, or other school rules; or • Any other time, students are instructed to store their devices by school staff. 2. Wireless Communication Devices – Any portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device, including, without limitation: • cellular telephones • tablet computers • laptop computers • pagers • gaming devices • smart watches • earphones or headphones (Air Pods, ear buds, over the ear headphones, etc., whether wireless or not) B. Possession of Wireless Communication Devices – Students are prohibited from bringing Wireless

	Communication Devices into school buildings and onto school grounds, except in compliance with this policy. The Board is not responsible for the theft, loss, or damage to any Wireless Communication Device brought onto campus by a student. C. Storage of Devices– At all times during the Instructional Day, students who possess a Wireless Communication Device on any campus or in any school must turn the device off and store the Wireless Communication Device off their person in a locker, car, backpack, purse, gym bag, or other storage location approved by school administrators. This storage requirement is subject to the exceptions set out in subsection D below. D. Prohibition on Use; Exceptions – Students are prohibited from using, operating, or possessing a Wireless Communication Device during the Instructional Day, except under the following limited circumstances: • The use, operation, and/or possession of the device is specifically included in the student's Individualized Education Plan (IEP), 504 Plan, or an Individualized Health Plan; • The use, operation, and/or possession of the device is for educational or learning purposes under the supervision of school personnel; and • The use, operation, and/or possession occur during an emergency threatening the life or safety of the student or another person. The Superintendent or designee is authorized to develop additional guidelines for implementation of these exceptions. E. Searches – School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such reading, examination, and inspection shall be reasonably related and limited to the suspected violation. F. Disciplinary Action – Any violations of this policy may result in disciplinary action under the Student Code of Conduct. G. Additional Procedures Authorized – The Superintendent or designee is authorized to develop any additional rules necessary to carry out this policy.
Grading Policy *(MCS Policy)*	**70%** = Assessments (Tests, Essays, Projects) **30%** = Daily Grades (Quizzes, Homework, Classwork, and Participation) **Testing Days:** Mondays and Thursdays
Late Work Policy	• Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments on time. • Late assignments will be reviewed and considered on an individual basis. As CTE/STEM courses simulate real-world work environments and emphasizes project-based learning, timely completion of tasks is essential. However, if circumstances arise, students are responsible for communicating with the teacher emulating positive employability traits; each situation will be assessed fairly and thoughtfully.
Make-up Work/Test Policy	• Students are permitted to make up work, tests, and other assignments, activities, etc., when absences are excused. Under normal circumstances, it is expected that students will submit previously assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absence(s) must be made up within three school days after returning to school. However, for extended excused absences when homebound services are not necessary, the teacher may grant additional time, but not to extend beyond two weeks past the return to school. It is the joint responsibility of student and parent to ensure a student makes up work following excused absences. Teachers may alter assignments, tests, work, activities, etc., as necessary to ensure an accurate evaluation of the student's performance after an excused absence. • Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.
Technology	Student laptops should not be hard-wired to the network or have print capabilities. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. Neither the teacher nor the school is responsible for broken, stolen, or lost laptops. Laptops and other electronic devices will be used at the individual discretion of the teacher.
Cheating/Plagiarism	A student who cheats will not receive credit for the work in question. If any other student has cooperated in cheating, that student is also considered to have cheated and

	will not receive credit. Cheating students will also be subject to the consequences in the disciplinary consequences in Section XXII of this CSC. Cheating is defined to include, but is not limited to: (a) copying someone else's work in or out of class and identifying and submitting it as your own (b) failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own (c) the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class (d) any other situation in which the student attempts to or accepts credit for work not his or her own.
Artificial Intelligence Acceptable Use Policy *(MCS Policy)*	Madison City Schools acknowledges that technology is ever-changing and has a tremendous impact on our global society, local community, and classrooms. Artificial intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is our responsibility to educate and train students to utilize AI in an ethical and educational way. Therefore, Madison City Schools is not banning the student or teacher use of AI, but each student will need to be aware of the limitations and guidelines of its usage: a. Madison City Schools student email accounts and Chromebook access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns. b. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited. c. Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as-needed basis, adhering to specific data and privacy guidelines regarding age restrictions and usage. d. College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence. e. Students who use AI software with a personal device and/or personal credentials should do so at their own risk, acknowledging that each platform is collecting various forms of data. f. Students must acknowledge the use of AI in any capacity related to their schoolwork, including text, images, multimedia, etc. The use of AI could be subject to the Academic Dishonesty Policy. h. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.
Materials & Supplies	JMS Chromebook and Charger Composition Notebook **(Must Have for This Class)** Colored Pencils/Markers Assorted Highlighters Pencils / Pens Glue Stick Individual Headphones / Earbuds with auxiliary jack cord (no wireless)
Homework	Students are allotted time in class to complete assignments. In the event that a student is absent or does not finish during class time, they will need to complete the assignment for homework.
Parent & Student Acknowledgment Form	*https://forms.gle/V6jyXNQuhT3DNPNJ9*