CAREER PREPAREDNESS

Syllabus

Journey Middle School
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Course Description:	Career Preparedness is a required course in the state of Alabama that focuses on four primary areas of instruction: Personal Discovery and Planning, Career Exploration, Financial Literacy, Technological Skill Building and Integrations. Students must pass Career Preparedness (with greater than a 60%) in order to receive an Alabama High School Diploma. Career Preparedness is meant to be a project-based learning course that encourages students to fully engage with the content and material. This course begins with personal exploration in order for students to determine their strengths and potential career pathways that align with their personality and interests. Students will compare and contrast college pathways and career pathways by analyzing the requirements of each. Students will also learn personal financial management strategies to assist them in making wise financial decisions after high school. Technology and computer literacy will be interwoven throughout the Career Preparedness course and applied to each concept. This course will help students with employability skills, an entrepreneurship overview, and career advancement opportunities through continuing education opportunities.
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 Prerequisites	None
Course Digital Platforms	Schoology: https://madisoncity.schoology.com/home Curriculum: https://www.ngpf.org/; https://www.alabamaachieves.org/content-areas-specialty/career-preparedness/ Parent Communication: *PowerSchool will be used for parent contact. Please make sure all contact information is up to date in Powerschool.*
Credentialing	None
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.*
Classroom Expectations:	Classroom Rules and Procedures: 1. Be on time, on task and prepared to learn. 2. Respect the teacher, the classroom, other students, and yourself. 3. Be responsible for your own learning. 4. Clean up after yourself and your classmates. 5. Keep all personal electronics PUT AWAY.
Grading:	Test grades will account for 60% of the 9-weeks grade, with the remaining 40% being determined by 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. Please make sure all absences are excused as class work can be made up and graded for excused absences only. Work submitted after the deadline will count for half credit.
Make-up Work:	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 absences must be made up within a timeframe determined by the teacher. **It is the responsibility of the student to ensure he or she makes up work following excused absences. Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.**
Late Work:	For work turned in late, the following policy will apply: • The assignment will drop one LETTER grade for each school day that passes. For example, if an assignment is turned in one school day late, the highest a student can receive is 89%; two days late, 79%, etc. 1 day late = maximum credit 89% 2 days late = maximum credit 79% 3 days late = maximum credit 69% 4 days late = maximum credit 59% 5-10 days late = maximum credit 50% • Half credit is always better than no credit! Until work has been made up, "Missing" (which counts as a zero) will be put in the grade book. This will be updated once work is completed and turned in.
Accommodations:	Requests for accommodations for this course or any school event are welcomed from students and parents.
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)*	<table><tr><th colspan="2">Student Mathematical Practices</th></tr><tr><td>1. Make sense of problems and persevere in solving them.</td><td>5. Use appropriate tools strategically.</td></tr><tr><td>2. Reason abstractly and quantitatively.</td><td>6. Attend to precision.</td></tr><tr><td>3. Construct viable arguments and critique the reasoning of others.</td><td>7. Look for and make use of structure.</td></tr><tr><td>4. Model with mathematics.</td><td>8. Look for and express regularity in repeated reasoning.</td></tr></table>
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.
Turnitin Notice:	The majority of writing assignments in this course will be submitted to Turnitin via the Schoology learning platform. The primary focus of this software is to help students become better writers and scholars. 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.
Technology	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.
Materials and Supplies:	Charged computer Folder with filler paper or a notebook Pens and Pencils Highlighters

Course Outline	Unit 1: Personal Decision-making Unit 2: Academic Planning and Career Development Unit 3: Digital Literacy Unit 4: Financial Management and Budgeting Unit 5: Banking and Financial Institutions Unit 6: Credit and Debt Unit 7: Saving and Investing Unit 8: Risk Management and Insurance