

CAREERS Syllabus

Instructor:	Mrs. Schroeder	
Required:	Grade 10	
Prerequisite:	None	
Length of course:	1 semester	
Required Projects:	Daily Career Search	Investigating a Career
	Journal Entries	Post-Secondary Project
	Career Portfolio (online)	“Getting a Job – Process Kit”
	Variety of assessments	Mock Interview
	Job Shadowing	<i>Payroll Activity</i>
	<i>Career Cluster Project</i>	<i>Managing a Checking Account</i>

Goal: To provide students with the tools needed to assess their career goals based on individual talents and passions, current and future career trends, and investigation of a variety of career fields through research and job shadowing.

Course Description: This course is designed to increase the students understanding of the connection between self-concept, educational achievement, work and learning attitudes, and career planning. To apply their knowledge of the career planning process, students will use decision-making skills to prepare to seek, obtain, and maintain a job or occupation.

Text: Sukiennik, Diane & Lisa Raufman. The Career Fitness Program. Boston: Pearson Education, Inc., 2016.

Applications: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Google Sites
Minnesota Career Information System – <http://mncis.intocareers.org>
Username: firstname.lastname
Password: 2019Tigers

Course Outline:

- I. Daily Career Search (daily 1st quarter)
- II. Job Shadowing (3 days + prepare and complete by end of 1st quarter)
- II. Self Awareness (9 days)
- III. What Careers Are Out There? (5 days)
- IV. Career Clusters and Careers (1 days)
- V. Career Cluster Project (4 days)
- VI. 2 Careers Project (4 days)
- VII. How Do I get My Training? (3 days)
- VIII. Post-Secondary Education (3 days)
- IX. Post-Secondary Project (3 days)
- X. Job Search Process (3 days)
- XI. “Getting a Job – Process Kit” (3 weeks)
- XII. Mock Interview (6 days)
- XIII. Career Planning Portfolio (final preparation – 3 days)
- XIV. You Got the Job! (3 days)
- XV. The Workplace (3 days)

Grading:

A	93 %	C	73
A-	90	C-	70
B+	87	D+	67
B	83	D	63
B-	80	D-	60
C+	77	F	0

Daily Assignments– 15% of grade

Much of our daily discussion will consist of daily exercises and assignments. If you are absent, it will be your responsibility to ask about any assignments you may have missed. “Absent” will be entered for these assignments until you have completed them.

Tests - 30% of grade

Projects - 40% of grade

Each project will be assigned points. Based on the percentage of the points received out of the number possible, you will be assigned a letter grade.

Redos and late projects can earn no more than a 65%.

No plagiarism – any piece of a project that is determined to be plagiarized will receive a zero

Participation - 15% of grade

You will receive four (4) points for each day. However, points can be deducted if student is disruptive/off task (this could occur more than once).

Any work not handed in on the final day of class will be recorded as a zero.

Classroom Expectations:

- Respect yourself, faculty and your peers
- Bring all required materials for class
- Raise your hand and wait your turn
- Use active listening
- Come ready to learn
- Use appropriate language
- Be on time
- Respect personal and school property
- The bell tells the teacher to dismiss you
- No food, candy or drinks
- Complete all assignments on time
- Ask questions
- All electronic devices out of sight/hearing

Discipline Policy:

1st offense - Teacher detention/Phone call home

2nd offense - Written referral/Detention with Mr. Wormley

3rd offense - Referred to Administration