

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	Payroll Activity
	Career Cluster Project	Managing a Checking Account

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: MnCareers. St. Paul, MN: iSeek Solutions, 2014.

Software: Minnesota Career Information System – <http://mncis.intocareers.org>
Username: lastname.firstname
Password: 2020Tigers

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:

Classroom Matrix (In Google Classroom)

Classroom Matrix								
NHS Expectations	Start Class	Direct Instruction	Group Activities	Individual	Adapted Assignments	Getting Help	Devices/Media	End of Class
NOTICE THE POSITIVE We all contribute to a positive & safe school atmosphere.	Come to class ready to learn Power off personal electronics	Focus on instruction	Listen to others Encourage each other Work together	Have books and other materials ready Demonstrate self-control	Raise your hand	Be kind and respectful in face-to-face and digital conversations Be a good example and demonstrate self-control	Demonstrate self-control	
HAVE RESPECT & PRIDE We cooperate to build a community where everyone is celebrated.	Be on time Be seated	Get on task and stay on task Avoid distractions	Respect all members of the group Have appropriate conversations with respectful and kind words Show effort and pride in your work	Show respect for others' work, property, and privacy	Be respectful Wait patiently for your turn	Have pride for and take care of devices Be respectful to presents and not be distracted by technology Create your own work without plagiarizing, and know how to credit sources	Remain in seat at end of class	
SHOW RESPONSIBILITY We are accountable & engaged, & help each other reach goals.	Book, pencil, and paper Leave food and beverages in locker in exception but do not remain on floor	Ask and answer questions Participate	Work together to share the load	Work quietly on individual work	Talk to teacher (during class, before school, during (not) after school)	Have device ready for class Use device appropriately Be accountable for following the school technology policy Use technology for educational purposes	Log off computer Push chair in	

Discipline Policy:

- With a written referral, student owes me 15 minutes at the following lunch period.
- If behavior is ongoing, day after day, parents/guardians will be called and Mr. Michaelson/Mr. Wormley will be involved.