



# Chickasaw High School

## Mrs. Kristin Kendrick

### 2019-2020 Course Syllabus

### Career Preparedness A

#### **Course Overview:**

The Career Preparedness course focuses on three integrated areas of instruction—academic planning and career development, financial literacy, and technology. Course content ranges from college and career preparation to computer literacy skills to ways to manage personal finances and reduce personal risk. The area of technology is designed to be interwoven throughout course instruction. Mastery of the content standards provides a strong foundation for student acquisition of the skills, attitudes, and knowledge that enables them to achieve success in school, at work, and across the lifespan. This course may be taught as two one-half credit courses consisting of Career Preparedness A and Career Preparedness B. Career Preparedness A will be taught in Grade 8 and Career Preparedness B in Grade 12.

#### **Students will:**

##### **I. Personal Decision Making**

A. Decision-Making Process

##### **II. Academic Planning and Career Development**

A. Workforce Behaviors

B. Personal Skills Interests and Abilities Related to Current Career Opportunities

C. Personal Preference, Education, and Training to Demands of the Workplace

D. Postsecondary/Higher Education Admissions and Financial Processes

E. The Employment Process

F. Electronic Portfolio Using Digital Tools A. Workforce Behaviors

##### **III. Technology Skill Applications**

A. Diagnose Problems

B. Advanced Technology Skills

C. Functions of Various Operating Systems

D. Emerging Technologies and Forecast Innovations

E. Digital Citizenship

F. Utilize an Online Learning Management System

G. Minimizing Exposure to Identity Theft, Fraudulent Schemes, Unethical Sales Practices, and Exorbitant Service Fees

#### **Coursework:**

The coursework for Career Preparedness is mostly online. Students will access most assignments through Google Classroom. Chickasaw City Schools will provide each student with an individual username and password which will allow them to access the computer and their school Google account.

#### **Grading Determination / Scale:**

60% Summative- Test, Unit Assessment, Major Projects

40% Formative- Quizzes/Classwork

100% Class Grade

#### **Expectations for Learning:**

- *Absences:* When you return from an absence, it is your responsibility to make up the work you missed. And if YOU MISS EVERYTHING IS ON GOOGLE CLASSROOM!

#### **Classroom Guidelines for Success:**

1. Be Prepared
2. Be Respectful
3. Have Integrity
4. Be Determined
5. Strive for Excellence

#### **Classroom Policies:**

1. Treat yourself, others, and school properties with respect.
2. Be prompt and prepared.
3. Follow directions and listen attentively.
4. Practice self-control.
5. Use academic and appropriate language.
6. Read instructions/directions before asking questions.
7. Return materials as you found them.
8. Personal Electronic Devices will not be used while in the classroom. (NO CELL PHONES)

In order to be respectful of your teacher, your fellow classmates, and yourself, several things must happen: Take yourself seriously: Follow directions, ask questions when you have them, come to class prepared, seek help when you need it, and **give your best effort**. This will undoubtedly lead to your success in our class.

Allow others to learn: Remember that you are not the only one here to learn. When using school property, think about the other students that need to use the equipment for their education. Our school and classroom is a safe learning community where everyone deserves the opportunity to learn.

Use academic language: In class and at school, we are a community of student scholars. When we are at home, sometimes we use a different language. When we are with our friends, sometimes we use a different language. When we are in our learning community, we use **academic or scholarly language**. When we are asking questions or disagreeing with a fellow classmate, we use specific respectful language. Most communication will occur using technology, we will use academic language. The chat feature will be used for collaboration on group projects, not socialization.

Academic Honesty: Students must not cheat (take information from a fellow student) or plagiarize (steal information from printed or sound sources without giving credit to the sources). These infractions are serious and will result in a zero for any assignment in which cheating is discovered and may result in disciplinary action. The assignment CANNOT be made up if cheating has occurred.

Parents, communication via email is the best way to get a quick response to any questions that you may have.

Mrs. Kendrick

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After reading all sections of the Course Syllabus with your parent(s), please initial where indicated and sign below and return to class. This counts as a class participation grade.

\_\_\_\_\_  
Parent or Guardian Signature  
Parent/Guardian Information:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Parent/Guardian(s): \_\_\_\_\_

Best Way to Contact:    Call                      Text                      Email                      Written Communication

Contact Information:    Phone \_\_\_\_\_                      Alternernate Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Google Classroom allows me to "Invite a Guardian" to view assignments, would you like me to add your to your student's Google Classroom?                      Yes                      No

Comments/Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What should I know about your student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_