#  2018-2019 COURSE SYLLABUS

 (One Credit – Required for Graduation)

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**Course Description:**

Career Preparedness is a one credit foundation course focusing on three integrated areas of Instruction — **academic planning and career development, financial literacy, and technology.** 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 life span. The area of technology is designed to be interwoven throughout course instruction. Simulations and projects promoting leadership skills offer further opportunities for application of knowledge and skills. Acquisition of these skills is achieved by incorporating content and strategies that allow students to meet the required 20-hour online experience as required by the Alabama State Department of Education.

***Prerequisites: None Course Fee: None***

**Philosophy/Essential Functions:**

Students will be expected to meet all course goals listed below and be able to demonstrate their understanding of the underlying concepts. The instruction will be both hands-on and application-based consisting of lecture and demonstration. Students will communicate both verbally and in written format using standard grammar, sentence structure, and paragraph development. All students, regardless of disability or interest level, will find this instruction to be helpful.

Student assessment will be based on their individual performance, completion of classwork assignments and test/quizzes. Students are expected to participate in class discussions, take accurate and useful class notes, and work effectively in groups or teams.

As in any performance-based course, **good attendance** is imperative for the successful

completion of this class. County attendance policies will be strictly followed when

determining eligibility for and acceptance of make-up work. It is the student’s responsibility

to keep up with class assignments and attendance.

**Students will check their INOW accounts in class each Friday**

**so all students need to have their passwords memorized!**

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| Required Materials: Flash drive Binder/folder with notebook paperPencils and Blue or black ink pens Suggested Materials: Ear buds/headphones1 yellow highlighter**Needed Donations**:* 1 box of Kleenex

Hand sanitizer   |

**Units of Study:**

Personal Decision Making Banking and Financial Instructions

Academic Planning and Career Development Saving and Investing

Technology Skill Application Credit and Debt

Managing Finances and Budgeting Risk Management and Insurance

**Objectives/Outcomes:**

The student will:

1. Develop skills to manage personal finance and reduce personal risk.
2. Explore career and educational options based on personal assessments and develop an individual 4-year plan for accomplishing goals.
3. Demonstrate skills using computers, online management systems, MS Office suite, and career planning software.

**Resources & Software Programs:**

Canvas, MS Office, NEFE High School Financial Planning Program, Alabama Council on Economic Education, Federal Deposit Insurance Corporation, Career Cruising, Alabama Career Info, Wells Fargo, Junior Achievement, and other resources could be used in the teaching of this course.

***Career Preparedness***

***Work Ethic Expectations***

## Classroom Expectations:

* Be Respectful (to people and equipment).
* Be Responsible (prepared, on time, teachable).
* Be Resourceful (you must have supplies & tools and use them).
* **No Food, Drink, Candy, GUM, or Grooming Supplies (lip gloss, hairbrush/comb, mirror, etc.) will be allowed in the computer lab**

If students are unable to uphold their responsibilities in the classroom, the following actions may be taken:

* A warning will be given – this is a reminder for the student.
* Student/Teacher conference on how to correct misbehavior.
* Parent notification and or conference & counselor referral.
* Administrative referral.

***All policies of the Tuscaloosa County Board of Education and Hillcrest High School will be followed.*** Inappropriate behavior will not be tolerated. Examples of inappropriate behavior include but are not limited to cheating, stealing, disrespectful behavior toward teacher or fellow students, inappropriate language, inappropriate dress, sexual harassment, misuse of technology (equipment, Internet), misuse of class time/resources (sleeping, playing on computers when assignments are incomplete), or possession of food/drink in the lab.

## Cheating:

Cheating will not be tolerated. If your student is caught typing on another student’s computer, using a document produced by another student, printing off a paper for another student, having any electronic device not authorized by the teacher at their desk or talking during a test, or doing anything else that would have the teacher believe the work turned in or used was not the sole product of that individual, all students involved will receive a zero on the assignment, and will not be allowed to make it up.

**Computer Usage:**

Your student is expected to abide by the Tuscaloosa County School’s computer usage agreement. Any student caught misusing the equipment and software will be referred to the administration, appropriate action will be taken. Your student will be responsible to pay for any financial loss incurred. Students should only run software programs and visit websites that they have been given permission to use to complete class assignments. **NOTE**: **Facebook, videos, music, any social media or texting website, and YouTube are not to be used except for approved class activities**. Violation of this expectation will be handled as a discipline matter.

**Personal Electronic Devices:**

On rare occasions, students may be allowed to use their own electronic and technological devices at **SPECIFIED** times and **ONLY** when authorized by the teacher for an instructional purpose. **If a student is using a device inappropriately (not in accordance with classroom instruction or TCBOE policy), consequences will be enforced as stated in the Code of Conduct Handbook.** The teacher is not responsible for any lost or stolen devices.

## Substitute Teachers:

On occasion, I may be gone for the school day. If a substitute teacher is in the classroom, your student is expected to show the utmost respect for that individual. Students may be referred to the administration if problems arise with the substitute.

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| **Grading and Evaluation** The final nine-week grade will be generated from daily participation, class assignments, and exams.  The final exam will count for 20% of the final grade.  The grade scale is as follows:A 100-90%B 89-80%C 79-70%D 69-60%F 59% and Below **Daily Work**: * Daily Work– A large portion of the student’s grade will be based on the completion of daily assignments. Homework will be given as needed. Assignments will be worth varying points, based on difficulty and time involved. Assignments without a name will not be returned or graded. **Also, “one day late” assignments will be worth ½ credit. If the student is more than a day late, no credit will be given**. Students will not be allowed to redo assignments. Students must verify that their assignments turned in electronically have posted. Failure to post an assignment correctly will result in the assignment being late.
* Students are responsible for their username and passwords to accounts created and used in class. Failure to do this may cause students to be locked out of their accounts. If students are not able to log into their accounts – they may not be able to complete assignments. Not being able to complete an assignment because of forgotten usernames/passwords could result in a zero for the assignment and will not be considered excused or allowed to make-up.
* If a student has an **excused** absence, he/she will be allowed to make up missed assignments according to board policy. The student **MUST** check the Make Up Work File and discuss his/her notebook with a reliable student. If computer access is needed to complete the assignment, it is the student’s responsibility to make arrangements with the teacher to use the lab. Students with unexcused absences will not be allowed to make-up work for a grade.

***“No one GIVES you a grade; you are responsible for EARNING the grade you receive.”******Hillcrest High School Code of Academic Honor and Integrity*****Statement of Purpose**At Hillcrest High School, we build excellence one Patriot at a time by conducting ourselves with honor in all aspects of academic and personal life. This code is established to foster an authentic learning culture where teachers and students seek academic, social, and personal integrity.**Mission Statement**Building Excellence, One Patriot at a Time.**Honor Statement**As a Hillcrest Patriot, I have neither given nor received inappropriate aid on this assignment. **Honor Pledge**As a Hillcrest Patriot, I pledge to conduct myself with integrity by upholding the principles of the Honor Code. |

Please Sign and Return this page

I have read and agree to abide by the attached syllabus. I understand what is expected of me this year in Career Preparedness.

Student Signature: Period \_\_\_\_\_\_\_\_

I have read the attached Syllabus. I understand what is expected of my son/daughter this year in Career Preparedness.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We will be using the computer and Internet in this class. Assignments will be completed and turned in online (Canvas). Your students’ post will be monitored while in this course.

* I give permission for my child to have an e-mail account and post assignments to the internet using a variety of different programs.

Parent/Guardian Name (printed):

Parent/Guardian Signature Date

Parent E-mail

Parent Phone Number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***The focus of this class is introducing a variety of career opportunities to your student. Would you be willing to speak to your student’s class about your current career?***

[ ]  Yes. My current occupation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  No, I would not be able to speak; however, a person who might be available is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You can contact them at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.