

TOLLESON UNION HIGH SCHOOL DISTRICT

CAREER EXPLORATION SYLLABUS

DEPARTMENT: Career and Technical Education
 COURSE TITLE: Career Exploration
 COURSE LENGTH: One Semester

Students will...

- Recall information alone or in a group
- Summarize key concepts and processes alone (assessment) or in a group (performance).
- Apply skills and knowledge in a given context.
- Maintain a career portfolio to include, but is not limited to, a four-year high school plan of study, information on a career interest, and post-secondary educational opportunities.

COURSE OBJECTIVES:

The student will explore careers and attain academic skills that will lead them towards becoming a life-long learner.
 The student will develop a career plan.

COURSE OVERVIEW:

Students will explore careers and attain academic and technical skills in the following foundational areas:

- | | |
|---|-----------------------------------|
| • Sixteen Career Clusters/Six Career Pathways | Four to six year career plan |
| • Academic foundations | Communications |
| • Problem solving and critical thinking | Information technology |
| • Organizational systems | Safety, health and environment |
| • Leadership and teamwork | Ethics and legal responsibilities |
| • Employability and career development | Technical foundations |

COURSE STANDARDS:

The standards listed below will be covered during the semester. These standards are taken from the Arizona Department of Education Career and Technical Education Program.

1. Explore individual strengths, values and personality traits
2. Explore a variety of occupational areas
3. Demonstrate an understanding of academic achievement and performance required for meeting career goals
4. Demonstrate career planning skills
5. Demonstrate decision making and critical thinking skills required for career success
6. Develop communication skills for public and workplace environments
7. Develop leadership and teamwork skills required for the workplace
8. Analyze and develop legal and ethical behaviors
9. Demonstrate technological literacy required in the workplace
10. Analyze how social, organizational and technological systems operate
11. Evaluate factors contributing to a safe and healthy work environment
12. Demonstrate an understanding of diversity

Students will be expected to dress in entry-level business attire at least once a month, beginning in September. If this requirement proves to be a financial hardship, please inform your child's teacher by writing a note indicating that your child will not be participating in this activity and your child will be given an alternative assignment to complete. This grade falls under the work place standards category of grades. Many former students have found appropriate clothing for this assignment at local thrift stores—saving even more money by purchasing items on the days that these stores offer sales. The grading for this activity is A: Business activity—professional look (head to toe); B: Casual business attire; C: Casual business attire but wore sneakers or clothes were wrinkled.

Attendance: Students are expected to be in class EVERYDAY in order to achieve academic success. Parent/Guardian MUST contact school to verify student absence in case an emergency does arise. School policy of academic probation will be enforced.

MATERIALS USED:

- TEXTBOOK: *Succeeding in the World of Work*, by Kimbrell and Vineyard, Glencoe McGraw Hill, 2008
- MISCELLANEOUS RESOURCE MATERIALS: Guest speakers, internet, videos, resource books, www.careercruising.com, googlesketchup, etc.

EVALUATION PROCEDURE: Students will receive points for completion of course requirements. The points earned during the semester will be added together and computed into a percentage, based on the weighted categories listed below. Many assignments will receive multiple grades—work place standards, class work, communication, etc. The semester grade is a cumulative grade from the beginning of the semester to the end—quarter grades are NOT averaged. The percentage is given a letter grade according to the following scale:

GRADING SCALE:	90 -100% = A (Exceeded)	GRADING CATEGORIES:	30%	Tests & Assessments
	80 - 89% = B (Mastered)		20%	Work Place Standards
	70 - 79% = C (Attained)		20%	Class work
	69 - 0% = F		15%	Career Portfolio
			15%	Communication

Last Name
First Name
Career Choice:

Period

ID#

Tolleson Union High School
Business Education Department
Career Exploration

Please read through the materials and sign the indicated areas below. You may call your child's instructor at 623-478-4327 (Mrs. Robinson), 623-478-4372 (Mr. Young), 623 -478-4318 (Ms. Peacock), or 623-478-4362 (Mr. Schall) if you have any questions regarding the content of this packet.

Your signature below indicates that you have read the syllabus and department rules and are aware of the contents.

Parent/Guardian Signature

Date

Student Signature

Date

This form should be returned to the instructor by _____

PLEASE PRINT

Student Last Name

First Name

Grade

ID

Birth date

Student email address:

Parent email address:

Parent Name:

Parent Phone Number:

I, _____, parent of _____
give permission for the instructor to email me regarding school performance, assessments, etc.

Would you be willing to serve as a guest speaker for the class? Yes/NO
If yes, what topic would you be willing to discuss?

In order to better serve your son/daughter, please let me know of any situation or conditions that may arise affecting your child's learning.

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Business Education Department

Classroom Rules & Procedures

1. All **school rules** apply. Refer to the Student Handbook.
2. **Attendance** is critical. If absent, one week is allowed to make up assignments. Class discussions and lectures are NOT repeated. It is the student's responsibility to make an appointment with the teacher to make up work. Some textbooks are available in the library for check out.
3. Maintain **proper behavior** at all times.
 - ✓ Begin warm up/bell work activity immediately upon entering classroom
 - ✓ Talk and operate equipment at appropriate times. Example: If the instructor is talking, you should be actively listening and not talking or using the computer.
4. Treat all school and student property with respect.
 - ✓ Use appropriate language
 - ✓ Use care with computer hardware and software
 - ✓ Use proper computer start-up/shut-down procedures
 - ✓ Use acceptable method for storing books, files, and supplies
 - ✓ Leave work area clean and organized; place chair under table
5. Come to **class prepared** with all supplies, ready to work. All computer equipment and materials are to remain in the classroom and may not be removed. NOTE: Some textbooks and supplemental materials may be checked out. Please see your instructor should this need arise.
6. **Personal business** should be taken care of before coming to class. This includes restroom, phone calls, etc. Please see your instructor should an emergency occur during class time.
7. Report **broken or vandalized equipment** to the teacher IMMEDIATELY. Failure to do so may result in you being held responsible for the cost of repairs or replacement of equipment.
8. **NO food, drinks** (except water in a clear re-closeable container), tobacco, or gum are allowed in the classroom/computer labs.
9. **Academic Dishonesty**: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project, and/or disciplinary referral. For more information, refer to the academic dishonesty policy in the student handbook.