

# Career Management

## Southern Lee High School

### Course Information: 2019-2020

<b>Mrs. Jessica Blackmon</b>	919-718-2400 ext 2111	<b>Planning:</b> 3 <sup>rd</sup> Block 11:10 – 1:20
<b>Room 705</b>	jblackmon.sl@lee.k12.nc.us	<a href="http://lee.schoolwires.net/blackmon">http://lee.schoolwires.net/blackmon</a>

#### Course Description

This course prepares students to locate, secure, keep, and change careers. Emphasis is placed on self-assessment of characteristics, interests, and values; education and career exploration; evaluation of career information and creation of a career plan. Based on the National Career Development Guidelines, skills learned in this course include, but are not limited to communications, interpersonal skills, problem solving, personal management and teamwork. English language arts are reinforced. Work-based learning strategies appropriate for this course include business/industry field trips, internships, job shadowing, and service learning. Student participation in Career and Technical Student Organization, (CTSO) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences. Course utilizes Conover Workplace Readiness Certification for soft skills acquisition.

#### Required Resources

Students will be required to use the following online resources/text in the classroom:

- *Conover Workplace Readiness*
- *Canvas*
- *School to Career Textbook*

#### Required Supplies

Black and/or dark blue ink pens  
No. 2 pencils  
Spiral notebook  
Flash Drive

#### Guidelines for Term Grading

In order to adhere to county policy credit for this course will be awarded as follows:

The terms of this course are divided as follows:

- Quarter 1 – 1<sup>st</sup> 9 weeks** = 40% of overall grade for semester
- Quarter 2 – 2<sup>nd</sup> 9 weeks** = 40% of overall grade for semester
- \*\*X1 – CTE Post Assessment** = 20% of overall grade for semester

Within each quarter students will be graded as follows:

- Assessments- 40%** - SchoolNet Tests
- Classwork- 25%** - Canvas activities/assignments, Class assigned activities
- Participation- 20%** - Workplace Readiness Modules
- Assignments- 15%** - Canvas Quizzes

#### Assignment/Make Up Policy

Please refer to interim period handout regarding when missing work can be made-up.

**\*\* CTE Post Assessment is only required IF you do not acquire the Workplace Readiness Credential through Conover.**

**Note: The content of this syllabus is subject to change in accordance with the needs of the class and/or instructor.**

**Attendance Policy**

It is important for students to adhere to the district policy in order for students to receive credit in this course. The district allows students to miss **no more than eight absences** per semester in a course in order to receive credit. Failure to adhere to this policy will result in the student receiving an ‘FF’ in this course if their overall grade is considered passing at the end of the course. If students are failing the course with more than eight absences, they will receive the failing grade. The school has implemented a policy that students will not be allowed to make up absences past the same semester the course was taken. Absences may only be made up on scheduled SATURDAYS this year.

**Tardy Policy**

You must be in your seat before the bell rings. There will be consequences enforced for all tardiness:

- 1<sup>st</sup> Tardy = verbal warning
- 3<sup>rd</sup> tardy = phone call home, 1 absence
- 6<sup>th</sup> tardy = exclusion from extracurricular activities 5 days, 1 absence
- 9<sup>th</sup> tardy = administrative referral for ISS, exclusion from extracurricular activities for 10 days, 1 absence

**Plagiarism/Cheating**

No form of plagiarism or cheating will be tolerated. Students are required to sign and return a portion of the student handbook stating they understand the school rules and consequences associated with this. Due to the technological nature of this class, the Lee County Schools Acceptable Use Policy allows for any and all activity to be monitored on the use of school equipment at any given time.

**Classroom Rules/Expectations:**

- Respect each other and property
- Be prepared and prompt for class
- Expect to learn and allow others the opportunity to learn
- Adhere to ALL school and county policies

**Consequences:**

- Phone Calls home both positive and negative
- Small treats/Verbal Praise as rewards
- Referrals if necessary
- Lunch of Afterschool Detention

**Parent/Guardian Agreement:**

I understand the expectations of my student, \_\_\_\_\_, and agree to cooperatively encourage compliance with the rules/expectations set forth by the instructor at all times. I also understand the consequences, and realize that if my student does not comply, they will be subject to these consequences.

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

\_\_\_\_\_  
Date

**Student Agreement:**

I understand what is expected of me in this class and agree to comply with the rules/expectations set forth by the instructor at all times. I also understand the consequences, and realize that I do not comply; I will be subject to these consequences.

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

\_\_\_\_\_  
Date

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