

Career Prep Syllabus 2020-2021

Teacher: Ms. Lexie Tisdale

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Room 200

Course Description: This 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 interwoven throughout the course. 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 their lifespan. We will integrate ACT prep throughout the course to prepare students for the exam.

Materials:

- 3 Ring Binder
- Loose leaf paper (preferably College-ruled paper)
- Pencils
- Students are encouraged to bring their own laptop or tablet, in accordance with the BYOD Policy, but it is not required.

Grading Policy:

This class will be graded using total points. Each assignment, quiz, and test will be given a point value. A student's grade will be determined by dividing Points Earned by Total Points possible. As per the SHS Handbook, "All final exams count 10 percent of the student's overall course grade."

Homework.....between 10-25 points
Classwork.....between 10-25 points
Quizzes.....50 points
Tests.....100 points

Points Earned
Total Points Possible

Classroom Rules and Expectations:

1. **Be Respectful**- To the teacher, other students and yourself.
Do NOT have your cell phone or any other device out, unless instructed by the teacher.
2. **Be Responsible**- Be on time for class. Have all your materials when you come to class. Turn in all assignments on their due date. If you are absent, you are responsible for getting any missed notes or assignments.
3. **Be Honest**- Do not lie, cheat or plagiarize. Consequences will be administered according to the ECBOE and SHS Code of Conduct.
4. **Be Positive**- You are awesome! You can do math! Having a positive "I can do this" attitude will only help you succeed.
5. **Do Your Best**- Complete all work. Be motivated to learn. Set goals to succeed. There is greatness inside everyone!

All rules and expectations in the ECBOE and SHS Handbook and Code of Conduct apply!

Covid Procedures:

We will follow the ECBOE and SHS guidelines and procedures. It is important that you also do your part by wearing a mask that covers your nose and mouth, wash your hands, and if you are experiencing symptoms please do not come to school.

Schools PLP:

SchoolsPLP is an online resource that we will use to complete and turn in assignments. It is an online learning platform similar to Google Classroom like we have used in the past. Each student can utilize this like an online textbook with assignments built in. It is designed to work on any device that connects to the internet. However, a tablet or laptop may make it more user friendly. Each student will receive their login information from their homeroom teacher.

Course Overview:

Chapter 1	Personal Decision Making
Chapter 2	Workplace Behavior
Chapter 3	Researching Careers
Chapter 4	Workplace Goals and Expectations
Chapter 5	Academic Planning
Chapter 6	Exploring the Employment Process
Chapter 7	Your Employment Portfolio
Chapter 8	Technology Basics
Chapter 9	Technology in the Workplace
Chapter 10	Appropriate Use of Technology
Chapter 11	Budgeting
Chapter 12	Consumer Choices
Chapter 13	Saving and Investing
Chapter 14	Credit and Debt
Chapter 15	Understanding Insurance
Chapter 16	Preparing for Emergencies

Syllabus Agreement Form

Thank you for taking the time to review this syllabus. By signing below you agree that you have read and accept the terms presented in this syllabus. If you have any questions or concerns about any of the content above please feel free to contact me at lexie_tisdale@ecboe.org. This form is due no later than **Tuesday, September 1st.**

Fill out the form online:

<https://forms.gle/2XjvPKCaN43YhDrB6>

Student: I have read this syllabus and understand all of the information contained in it. I agree to abide by all of the rules and expectations listed.

Printed Student Name _____

Student Signature _____ Date _____

Student has computer access at home.

Student has internet access at home.

Parent/Guardian: I understand all of the information contained in this syllabus and I have reviewed it with my child. My child has agreed to abide by all of the rules and expectations listed. (Note: Any Accommodations/ Modifications for students will be implemented according to their IEP or 504 Plan.)

Printed Parent Name _____

Parent Signature _____ Date _____ Parent's

email to use for correspondence _____

Parent has computer access at home.

Parent has internet access at home.

Any special notes you would like the teacher to know: