

Career Choices Syllabus

Policies and Procedures

Mrs. Pickering

Welcome to Career Choices! This course was developed to assist students explore careers available in today's society, including traditional, nontraditional and emerging careers! Students will learn about the skills necessary to make meaningful decisions about their career choice by assessing their strengths and weaknesses as they relate to their career decisions, researching career clusters, learning how to secure a position in his/her choice career and lastly, developing long term goals so they can make financially sound decisions with their potential earnings. During the course students will create an e-portfolio to house their findings. In addition, students will work in small groups to create a bulletin board display showcasing a college or school along with information about their career choice.

As you know, there are countless careers to choose from and new careers are being created every day! I would like to provide students with exposure to as many careers as possible during the quarter and will be starting a Careers Café. The goal of this program is to show students that career options are limitless. Here is where I need your help!! I will be sending home a note looking for volunteers to share information about your career. This is informal and can be a PowerPoint presentation, a meet and greet with pictures or other materials related to your career. If you cannot attend in person, but would like to share information about your career with students, I can help you set up a virtual meet and greet. I will be sending home a more detailed letter in the next few days.

Materials/Supplies Your student will be using web based sites and Google Docs or Slides to create his/her e-portfolio. There are handouts that go along with the course and will need to be stapled or glued into a notebook. Your student will need the following materials each day for this 10 week course:

- **Earbuds or headphones**
- **Student Planner- the school provides one**
- **Composition notebook (no spirals please)**
- **Pencils, checking pens**

It is imperative to your student's success that he or she comes prepared to class everyday with the necessary materials. Please make sure your student has the necessary supplies as soon as possible. Being unprepared will result in the loss of passing time and possible lunch detentions.

Absent Work: Students are able to complete work at home if they fall behind or when they are absent. However, if a student is unsure of what they missed, it is his/her responsibility to find out what he/she missed while they were absent. There is an assignment file/crate which contains extra handouts for each day. Students are to do this as soon as they return. If you student has additional questions regarding the assignment they are to see me before or after instructional time. Make-up work will be accepted according to the time frame in the student handbook.

Grades/Assessments:

Grading Scale:

A: 100%-93%	C+: 79%-78%	D-: 62%-60%
A-: 92%-90%	C: 77%-73%	F: 59% and below
B+: 89%-88%	C-: 72%-70%	
B: 87%-83%	D+: 69%-68%	
B-: 82%-80%	D: 67%-63%	

Extra Credit: Extra credit may be given during the quarter. Further instructions will be given if extra credit is offered. Only students who have completed **all** assignments for the card marking will be able to complete and receive credit for these activities. Extra credit is not accepted late!

Bathroom/Passes: Your student will have 3 emergency passes per marking period. Students are to ask the teacher for permission and fill out a pass completely. Also before a student leaves they are to fill out the pass log and sign back in when they return. Students are to make sure they use passing time appropriately to get their belongings from their locker and use the restroom.

Contact Information/Power School: If you have questions feel free to contact me at hpickering@scslakeview-k12.com. During the quarter, you will also receive emails about due dates or other important information during the course. Please make sure your Power School account has your current email address.

If you have not done so, sign up for Parent Portal through Power School. This is a useful tool that can help you remain on top of your student's grades and attendance and help your student be successful here at JMS. Contact the office for more information.

JMS Positive Behavior System/STARR: The expectation in my class is that all students are following our code of conduct and guidelines set forth by our Positive Behavior System. We believe in promoting Safety, Tolerance, Achievement, Respect and Responsibility. Students will be awarded STARR bucks for demonstrating behaviors that promote safety, tolerance, achievement, respect and responsibility. These can be turned in to the cafeteria for drawings for prizes.

I look forward to being your student's teacher this quarter at Jefferson Middle School! I hope it is a wonderful experience for you and your student! Please take some time to sign and return this form and return it with your student back to school. Thank you!

Sincerely,

Mrs. Pickering

Student Name: _____

Parent/Guardian(s) Name and relationship to student:

Parent/Guardian(s) Email: _____

I have read and understand the policies and procedures in my student's Careers Choices syllabus.

Parent/Guardian(s) Signature: _____

Please have your student return this sheet to me by Friday _____.