



Chinook Jr./Sr. High Course Syllabus

Miss Hamilton

Room 106/107

406-357-2236 ext. 229

Career Class Syllabus

Overview:

Career Education is required for freshman at Chinook High School and is a semester course in which students will cover topics related to the career world and choices beyond high school. Freshman will also utilize this time to prepare for post-high school planning. Information covered in this class will relate to career education, planning and preparation with a great deal of emphasis on organizing information and writing.

Goals:

The career-related learning standards are fundamental skills essential for success in employment, college, family, and community life. They include: personal management, communication, problem solving, teamwork, employment foundations, and career development.

- **Personal Management**
 - Develop competence in personal management that contributes to fulfilling and balancing responsibilities of multiple life roles (i.e., individual, learner, producer, consumer, family member, citizen).
- **Problem Solving**
 - Develop and use productive and socially responsible approaches for resolving problems in family, school, community, and workplace settings.
- **Communication**
 - Select and use appropriate communication strategies in family, school, community, and workplace settings.
- **Teamwork**
 - Develop and use interpersonal skills that contribute to cooperation and teamwork in working toward common goals in family, school, community, and workplace settings.
 - Understand the issues related to diversity in school, community, and workplace settings.
- **Employment Foundations**
 - Integrate academic, technical and organizations knowledge and skills to work successfully in family, school, community, and workplace settings.
- **Career Development**
 - Develop skills to assess personal characteristics, interests, abilities, and strengths. Develop skills in identifying, evaluating, and using a variety of resources for exploring personal, educational, and career choices.

Special Materials List:

- Single subject, spiral notebook that will be kept in the classroom
- Writing utensil: Blue or black ink pens (no other colors) or a pencil
- College rule loose-leaf paper which can be kept in a binder for other classes as well

Classroom Rules:

- Be on time!
 - Tardies will only be excused when accompanied by an excuse note from a teacher or the office. Any tardy longer than 5 minutes will count as an absence
- Be Prepared!

- This means you must arrive in the classroom prior to the tardy bell with all required materials, class work, project materials, pen or pencil, etc.
- Be Respectful!
 - This covers the classroom (cleanliness, materials, etc) as well as other students, the teacher, and yourself. Treat others like you want to be treated.
- Show Effort and Communicate!
 - You need to try! If you need help, ask! If you have an idea, share it!

Grading:

All grades (grade checks, quarter, and semester) will be based on points earned from a combination of participation points, daily work, group projects, current events, quizzes, and tests throughout the semester using the Chinook High School standard points scale (see student handbook).

- Participation Points – These will come from **ACTIVE** participation in class discussions, presentations and from the daily journal
- Daily Work – will be scored solely on completion unless otherwise specified. This means simply complete it and turn it in for FULL points.
- Projects – There will be a variety of individual and group projects assigned throughout the semester that will be scored based on a rubric provided with the assignment.
- Quizzes & Tests – There will be quizzes (usually surprise) throughout a unit and a test at the end of each unit.
- Daily Journal – (Due Quarterly) Each day when you arrive there will be a mini-activity that must be completed in your journal (spiral notebook). These will be an assortment of activities, but organization, neatness, and consistency are a must. Please follow the proper formatting.

MISSING WORK:

- ABSENCES: Assignments missed due to absences will be submitted and scored according to Chinook High School policy. It is the student's responsibility to check with the teacher to collect and make arrangements for completing and submitting missing work.
- LATE WORK: Any work not submitted at the beginning of class on its due date will be considered late.
 - Work that is between 1 and 4 days late will be docked 30% of the total possible score. Work received more than 5 days late will be docked 50% of the total possible points. Work turned in over two weeks will not be accepted and result in a zero.

EXTRA CREDIT:

- Extra credit is available for any student who has turned in ALL regular work. Extra credit cannot be use to replace missing assignments!
- Extra credit assignments are available by conferencing with the teacher and can account for no more than 10% of the points possible at the end of each quarter.

Format of the Course:

The format of this course will combine lecture, student research, group projects/presentations and active discussion. Students are expected to participate in all course activities to the fullest and best of their ability.

Students will also be assigned a username/password for the Montana Career Information System allowing them to utilize this website for projects and research as well as tracking graduation requirements, developing resumes and cover letters, and investigating careers, vocational training programs, colleges and universities, as well as financial aid information.

Special information:

Plagiarism/Cheating: Intentionally or unintentionally using someone else's information, ideas, or words without providing proper credit will not be tolerated! These actions may result in a 0 (zero) grade. (See the Chinook High School Student Handbook)

Participation Agreement: - Career Class

Student Name: _____

(Please Print)

By signing below, you agree to the following:

- o that you have read and understand the information provided in this course syllabus
- o to participate fully and to the best of your ability in the classroom and on the work assigned
- o to be respectful of the building, classroom, instructor and other students
- o to communicate promptly and appropriately any issues, concerns, questions, or needs for additional assistance
- o to abide by the Union High School handbook, internet use guidelines, classroom rules, and teacher instructions

Student Signature

Date

Parent Signature

Date