

School: Crook County High School

Course Title: Careers

Instructor's Name: Vicki Duncan; Anita Hoffman; Kim McBride

Contact Phone (Vicki) 541-416-6900, ext. 3129 **Contact times:** 7:45-3:15
(Kim) 541-416-6900 ext. 3171 (Anita) 541-416-6900 ext.3132

E-mail Address: vicki.Duncan@crookcounty.k12.or.us, anita.hoffman@crookcounty.k12.or.us,
kim.mcbride@crookcounty.k12.or.us

Semester I X II

Course Description: This course places heavy emphasis on meeting state standards in career education by exploring career interests, determining aptitudes, acquiring job application skills (including successful resume and letter of application writing and interviewing techniques). Students will also receive training in post secondary education application procedures, financial aid application instruction and SAT/ACT testing application. Development of positive work attitudes, career planning and life success strategies will also be stressed. Students will develop capabilities in the areas of Personal Management, Problem Solving, Communication, Teamwork, Employment Foundations and Career Development. This course is only offered during first semester and is required for graduation.

Learning Standards (Critical Content Power Standards)

The objective of the course will be to:

- *Complete district 7-year plan
- *Complete State Standards for CRLS and Extended Application
- *Explore different career opportunities/interests
- *Goal setting and planning
- *Complete SAT/ACT/ or Aptitude Testing forms
- *Complete job applications
- *Complete resumes
- *Activities Chart
- *Complete an FAFSA application
- *Complete an application to a post secondary education institution
- *Apply for two post high school education scholarships
- *Learn job interview techniques
- *Complete Mock Interview
- *Document State test scores required for graduation.
- *Complete **TEN** hours of Community Service
- *Complete class portfolio
- *References / Letters of recommendation

Materials Needed:

**2" Three Ring Binder (White)
Page Covers**

Film, Videos/ Other Electronic Media:

Guest Speakers TBA

Internet application to OSAC, FAFSA, ACT and SAT, CIS
CCHS Aspire Office

Others (Articles etc.):

Crook County High "School To Work" Packet

Crook County High School "Job Shadow" Packet

FAFSA, SAT, and ACT instructional Packets

State of Oregon Career Exploration Booklet

Notification of the Right to Object to the Use of Materials

Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

The first step in expressing objection is consultation with the classroom teacher or library staff and providing a brief written complaint. The staff member receiving a complaint regarding instructional materials shall try to resolve the issue informally through the discussion of the original assignment or the opportunity for an alternative assignment.

If not satisfied with the initial explanation or an alternative assignment, the person raising the questions will meet with a building administrator who, if unable to resolve the complaint, will provide a Request for Reconsideration form which will be given to the superintendent for action.

Goals

By the end of the first semester 100% of students will meet or exceed subject level learning standards in Careers as measured by a score of 80% or better on Careers Class Portfolios', Mock Interviews and class activities.

Citizenship (Behavior Expectations)

Attendance: Attendance is required and is critical part of a student's overall grade. It is crucial to the understanding of the critical content and skill development. Students will not be allowed to make-up missed work for unexcused absences, which may impact their ability to complete the required class portfolio.

Participation

- Complete daily bell quiz. (Must be present to earn daily participation points).
- Take part in classroom discussion
- Complete all assignments, projects, presentations, community service (10 hours)

Behavior

- Follow all rules and procedures
- Treat fellow students with respect
- Be respectful and courteous to all guest speakers
- Demonstrate responsible use of computer labs and school equipment.

Evaluation (grading)

All work will be given a point value and graded on a straight percentage basis. Grades will be based on completion of daily participation and portfolio assignments and mock interviews. Grades will be posted bi-weekly and will also be available upon request.

Grading Scale

The grading scale is weighted by a computer program and will be graded as an assessment or class work grade. 40% of the grade is assessed from portfolio completion, 30% of the grade will be based on daily work and class participation, 20% on completion of a Mock interview and 10% for completion of Community service.

100%-90%	= A
89%-80%	= B
79%-70%	= C
69%-60%	= D
59%-below	= F

Makeup Policy

Any class work missed due to an excused absence may be made up with a new due date(with the exception of daily bell quizzes). All work submitted beyond the due date will be given partial or no credit. ***NO MAKE-UP work will be allowed for work missed due to an unexcused absence.*** Students who are not earning an A, B or C in Careers Class will be required to come to student support time for additional assistance or to complete make up work. The teacher will notify students when they are required to attend.

Students who are not earning an A, B or C in Careers Class will also be **required** to attend a specific make up day during parent/teacher conferences to complete missed work

Individuals not completing the mock interview or other class requirements by the end of first semester will be given two weeks in second semester to complete class requirements. Failure to complete all assignments in the allotted time will result in failure of this class. This class is required for graduation from Crook County High School and will not be offered during second semester.

Student Name: _____ Period Number _____

CAREERS CLASS

Careers Instructors: **Mrs. Duncan**
 Mrs. Hoffman
 Miss. McBride

I have read the class syllabus for Senior Careers class and understand the objectives of this course and realize my student will need to provide the above-mentioned supplies. I also realize that failure of this class may prevent my student from graduating.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____