Career Exploration Course Syllabus

*Chinle High School*

*“Aiming for success”*

**General Information:**

Ms. Serena Jimmy

Room B-21

E-Mail: sgjimmy@chinleusd.k12.az.us

**Prerequisite:**

None- Requirement for all CTE Courses

**Phone # :**

(928) 674-9538

**Class Schedule:**

Career Exploration

Accounting I

Prep

Accounting I

Accounting II/III

Career Exploration

Course Description:

In your Career Exploration course you will within this course explore various careers and begin the planning process towards your career. We will identify your strengths, skills (transferrable and soft skills), passions, interests, values to match one of the sixteen career clusters identified by Arizona. The focus of the course will be to develop a four-year career plan as well as a career portfolio to assist you through your transition in high school required by Arizona Educational Career Action Plan to graduate from high school and transition to a post-secondary education institute. In addition, we will research potential post-secondary options and calculate the cost to receive a certification or degree through the institution. Also, we will define financial aid as well as the process to apply for federal financial aid, Navajo Scholarships/Grants, and other financial aid available.

You will explore careers and attain academic and technical skills in the foundational areas:

 Academic foundations

 Communications

 Problem solving and critical thinking

 Information technology

 Organizational systems

 Safety, health, and environment

 Leadership and teamwork

 Ethics and legal responsibilities

 Employability and career development

 Technical foundations

Objectives

1. The students will complete AZCIS ECAP Checklist.
2. The students will complete 1-2 Math-based activities per month.
3. The students will complete 2 Achieve 3000 activities at 75% on the first try.
4. The students will explore 15 CTE Programs offered at Chinle High School.
5. The students will explore careers through field trips, guest speakers, research & career fair.
6. The students will examine post-secondary options through field trips, guest speakers, research & education fair.
7. The students will examine financial aid to support post-secondary.

**COURSE Structure**

The course structure for this course will be used as follows:

|  |  |
| --- | --- |
| Class Lecture and discussions  Small group activities and presentations  Individual presentations  Completion of hands-on activities  Educational Career Action Plan (AZCIS) | Textbook Readings, articles, and outside readings  Field trips  Internet Research  Career Portfolio with a four-year plan  Classroom guest speakers |

COURSE MATERIALS:

You will need for this course **a notebook** to be used in the class for notes, bell work, and exit ticket.

ASSESSMENT

Evaluation and Deadlines:

You will be graded for projects, participation, assignments, portfolio, group participation, presentations, quizzes, homework, and tests. Assignments are due as directed by the instructor (teacher). All assignments, tests, projects, simulations, etc. will be given point values and averaged for a grade. You will be required to keep a folder of all class materials containing the syllabus, assignment sheet, progress report, test, quizzes, and assignments that will be turned in at the end of the quarter for review.

The grading scale is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | 100-90% |  | **Weighted Grades** | |
| B | 89-80% |  | Assessments | 95% |
| C | 79-70% |  | Assignments | 4% |
| D | 69-60% |  | Achieve 3000 | 1% |
| F | 59-0% |  |  | 100% |
|  |  |  |  |  |

Bell Work:

Students will be expected to complete a warm-up assignment as soon as you enter the class, sit down, open your notebook and take out a piece of paper. This will be collected separately.

Special Projects:

As accounting students you are required to receive transferrable skills, soft-skills, and employability skills. In this course you are required to create an electronic career portfolio using the Educational Career Action Plan that your counselors will use as a tool to assist you with your transition through high school. The portfolio is meant to be updated yearly and what you will learn from this course will be procedures in exploring various careers. I will provide you with the procedure and if sometime down the road you make a career change the process will be similar to the course.

ACADEMIC MISCONDUCT & CONSEQUENCES

Plagiarism and cheating on exams:

Plagiarism is copying the work of another person and presenting it as your own work. Plagiarism may also be copying work from a solution manual. Plagiarism and cheating on exams are prohibited and will be penalized. When plagiarism or cheating occurs the instructor has the option to give the assignment an “F” grade (zero points) or give the student a grade of “F” for the course. The instructor may also refer the matter to the Administrators in accordance to the Student Handbook Policy.

Original Work:

All work, including homework, projects, and exams, must be clearly by your own original work. Students are encouraged to work together when completing homework and projects, but each student must do his or her own work. Any work that looks similar to another student’s work will receive no credit. It is your responsibility to make your work clearly original.

SCHOOL EQUIPMENT ASSIGNED TO YOU:

You are responsible for the textbook/equipment that is assigned to you for the year. If you have lost, damaged or stolen item you will be billed at the end of the year and it will be placed on file with the counseling office.

CLASSROOM MANAGEMENT PLAN

**Classroom Rules/Expectations:**

**Prompt:** Be in your assigned seat ready to work when the tardy bell rings. If not, you are marked tardy. Also, turn in your work at the appointed time.

**Prepared:** come to class with pencils, paper, notebooks, and completed homework and any other preparation required by the teacher.

**Polite:** Treat all students and staff with respect.

**Obey** staff directions given by the teacher, administrator or any staff member the first time the request is made.

COURSE POLICIES

|  |  |  |
| --- | --- | --- |
| ASSIGNMENT | LATE PENALTY | ACCEPTANCE PERIOD |
| Assignments | No Points Deducted | Excused Absences |
| No Points Given | Unexcused Absence |
| 10% Deduction | Late Assignments & Present for class |
| Exams/Quizzes | One Letter Grade | Unexcused Absence |
| No Points Deducted | Excused Absence/Taken before absence |
| Bell Work/Participation | No Points Given if you are TARDY or if you have an unexcused absence. | |
| Your grade will be exempt if you have an EXCUSED ABSENCE Slip from the Attendance Office. | |

Attendance Policy:

 You must be in your seats before the tardy bell rings.

 Attendance is important because every lesson builds upon one another.

 If you are going to miss class you’ll need to plan ahead and get assignment for that day prior to returning.

 It is imperative to be on-time so that you aren’t disrupting the educational process of others.

|  |  |
| --- | --- |
| **EXCUSED ABSENCES/MAKE-UP WORK:** | |
| EXCUSED ABSENCE  When you return from an EXCUSED absence, you are entitled to make-up work:  1. It will be your responsibility to give the teacher an absence slip from the office defining excused or unexcused absence;  2. Request for the homework, assignment upon return.  3. Return all assignments within 1-3 days. | UNEXCUSED ABSENCE  If your admit is UNEXCUSED your absence will result in:  1. Assignments receiving a zero with NO Make-Up allowed.  2. 15 minutes or more after the tardy bell is an unexcused absence  3. Excessive Unexcused absences will be referred to the office.  4. If you accumulate more than 15 days of unexcused absences, a grade of “NC” or no credit will be given if you are passing and a grade of “F” will be given if you are not passing.  5. If you are absent on a test or quiz day, you will be expected to make arrangements to take the test or quiz in the classroom with the teacher present. |
| **GRADING** | |
| Classroom Policy:  To help you and other students learn the material, the following policies will be enforced:   No talking during lecture time, unless called upon.   Raise your hand when you have a question or comment.   To maintain an effective learning environment I may change the seating chart at any time. | ASSIGNMENT POLIcy:   * Work must be completed in a professional manner. Incomplete assignments will not be graded. * Assignments need to be turned into the appropriate basket for grading; the teacher will not be responsible for work that is not turned into the appropriate place. |

I have read the above procedures and routines and I understand the routines and promise to abide by them. Any actions taken against me have been stated in the classroom management plan or the high school handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

 I prefer to be reached at the following numbers:

PHONE: Work (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_  
E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consequences:**

* 1st offense: Warning – Discussion with the teacher after class and note made to office referral
* 2nd offense: Contact parent or guardian and note of this will be added to an office referral.
* 3rd offense: Counselor or Administrator referral involving the teacher, student and a counselor or Assistant Principal and a note of this will be added to an office referral.
* 4th offense: Assistant Principal Referral and possible referral to internal or external suspension.
* 5th offense: Assistant Principal Referral and possible referral to internal or external suspension.

\*\* Multiple offenses will result in removal from class.

CODE OF CONDUCT

**Code OF CONDUCT that will be enforced in this class will be the following:**

1. Leaving class without permission including leaving class early will result in

2. Visitors not sanctioned by the front office will be denied access to the classroom

3. Extracurricular Activities: if a student is not passing my class at the time of grade check, the student will be placed on grade check as non-participatory.

4. Incomplete grades at the end of the first semester, if special case is deemed appropriate by the teachers, the student will have two weeks to make up the missed work in January. The teacher reserves the right to deny the extension request and assign whatever grade the student currently has.

5. Academic Deficiency Reports will be mailed home every three weeks and will indicate grades of a D or an F. Parents may check your student grades on-line.

6. Questioning records, the student has the right to challenge grades and attendance records and should start with the point of origin.

7. After School work: Students may stay after school either to make up with a teacher who is staying until 6 o’clock or if the student is in the library or computer lab before 4 p.m. in order to receive a bus pass home. Involvement in after school sports or academic programs may be denied and no bus pass given.

8. Food or drink will not be allowed in class. Students who violate this

9. No electronic devices like cell phones, IPODS, MP3s, Stereos, radios, Guitars, CD Players, ear phones, Mini DVD players, Video Games and other electronic items that the administration deems inappropriate.

10. No inappropriate dress like Gothic look, Baggy pants, short skirts, exposing too much skin, spandex, gloves, wristbands, see through cloths, chains hanging from clothes, fishnet, hooded sweats worn in the building, beanies, caps, head wraps, trench coats and Hair nets and other violations of CHS dress code.

11. No T-shirts with inappropriate labels, patches, writing graphics, pictures, punk wear, alcohol advertisements or references, Drug references, tobacco references, disrespect for authority, inappropriate gender or sexual messages, references to death, skulls, demonic, gang references, profanity, violence, intimidation or other graphics or words that the administration deems inappropriate for student clothing.

12. No Hair styles including coloring, Mohawks, spikes, horns, messages cut into hair.

13. No special dress including piercings, studding, bracelets with studs or spikes, facial piercings, Bandanas, Sunglasses, Belt Buckles with inappropriate designs, tattoos, hanging chains, black lip stick, black fingernails, Caps

14. No red or blue solid colors or other gang related colors deemed by the administration

15. No Graffiti on clothing, books, bags, lockers, bandanas, pictures of rap artists affiliated with gang life, Caps affiliated with gangs or sports teams, logos or products associated with gang life, hand signing of gang related references, speech patterns of gang life, behavior of gangs.

16. Fire Drills Students will remain together and meet on the football field with the entire class.

17. Text Books are on loan to the students and the students will be held responsible for damage and replacement fees.

18. Hallway passport are required for a student to be in the hallway  
 during class. A student must show the passport to any staff   
member requesting it in the hallways. Refusal will result in losing   
their passport privileges.

19. Electronic Information access requires a parent signed form to be   
returned to the computer coordinator. Students without a logon   
will be given an alternate paper assignment and not be allowed to   
be on the computer system. Violations of the Electronic agreement   
will result in loss of computer usage.

20. No Contraband: Drugs, alcohol, weapons, dangerous razors, pocket  
knives, wands, Bandanas, gang related items, jewelry, gothic items,   
drug paraphernalia, water projecting devices, paint guns,.

21. No Gambling equipment, dies, cards, poker chips, Gambling items.