Locus on Careers

Jan 2020 ---- **Wrs. Braat** ---- June 2020



course overview

Focus on Careers is a semester long course in which students will answer career exploration questions: Who am I? Where am I going? How do I get there?

Students will focus on career exploration, post-high school planning and development while introducing basic personal finance concepts. Students will have the opportunity to examine post-secondary options and resources available for success. Employability skills, quality resume criteria, and interviewing techniques are also prepared by students in this course.

communication with the teacher

- Room 1159
- braatzki@fonddulackl2wi.us
- **3** (920) 929-2740 x3|59

Google Classroom



All assignments will be posted and submitted to Google Classroom.

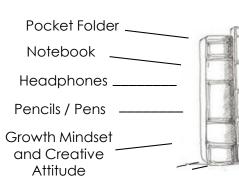
Join our Classroom: 6d6rmek

6 Remind App

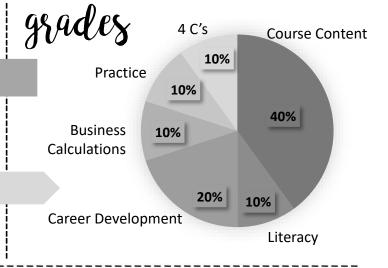


Sign up for class text alerts for updates on homework, tests. quizzes, and other important dates.

classmaterials



** No textbook. All course materials are online.



food and drink policy

In general, food and drinks are allowed in my class but should be kept away from the computers. This is contingent on it not becoming a distraction in class, and as long as students can handle the responsibility. Students are expected to clean up after themselves. This policy is subject to change at my discretion, and at any time.

electronic derrices

Electronic devices should be kept in students backpacks. Devices should not be out during class, unless otherwise instructed by the teacher or with permission.

Students who violate this policy will face consequences which may include collection of phone by teacher, phone call home, referral, etc.

IN THIS CLASSROOM

course outline

Unit 1: Know – Who Am I?

- Values
- Interests
- Multiple intelligences
- Learning Styles
- Personality
- Abilities

<u>Unit 2: Explore – Where Do I Want to Go?</u>

Careers Research

- 16 Career Clusters
- Compare and evaluate career options
- Job shadows / Informational interviews

Post high school education options

- Work
- Military
- · Tech college
- · Two-year UW
- Four-year college
- Apprenticeships

Unit 3: Plan - How Do I Get There?

- · Preparing for Post-Secondary Plans
 - Courses to take
 - Volunteering
 - Employment
 - Internships
 - Clubs / School Activities
- Money
 - Paying for post-secondary education
 - Budgeting
- Workplace Skills
- Employability Skills job search, networking, applications, resumes, cover letters, interviewing
- SMART Goal Setting personal, career, financial

Unit 4: Go – Recalculate as Needed

- Update plan with new information and artifacts
- Conferencing and mentoring
- Transitioning from high school to beyond

great expectations

- Come on time and prepared to take an active role in class.
- Always READ instructions and test questions BEFORE proceeding. Read to understand.
- Tou will be continually asked to research, figure things out on your own, and perform many activities and investigations. It is therefore necessary that you HONOR DEADLINES and manage your time wisely. Your work should almost be completed entirely in class without outside work UNLESS you are absent or off task.
- 4 Work safely in the computer lab and clean up after yourself.
- Be respectful of your teacher and classmates. It is a privilege to choose your own seat. Students who are engaged in conversations when others are talking or who do not stay on task will be assigned a new seat.
- **1** Ask when you need help.
- To NOT rely on reassessments, unless it is necessary. Check Expectations 1 and 2
- **8** Turn in work by due date. Late work will not receive full credit.
- Skeep track of your progress as a learner. Check grades regularly.
- Save all your work on your lab station computer with a backup in Google Drive.
- 10 If you are absent, you are responsible for completing your make-up work. Check folder at front of room for handouts. Make-up work may be completed during Cardinal Time or before or after school.
- Read the Classroom Behavior Matrix and take it to heart.

proficiency scales and grading conversion

Below is a general template of the proficiency scale and its succinct meaning. Our proficiency scales for this course will be based on this, with explicit and specific criteria, depending on what concept we are working on.

Averaged Proficiency Score	Grade Conversion	GPA Points
3.75 - 4.0	A+	4.0
3.0-3.74	Α	4.0
2.90-2.99	A-	3.67
2.80-2.89	B+	3.33
2.67-2.79	В	3.0
2.50-2.66	B-	2.67
2.34-2.49	C+	2.33
2.17-2.33	С	2.0
2.00-2.16	C-	1.67
1.82-1.99	D+	1.33
1.67-1.81	D	1.0
1.50-1.66	D-	0.67
Below 1.50	F	0.0

Scale	You are	This means
4	Advanced	You demonstrate in-depth inferences and applications that you beyond what was taught. In other words, impressive!
3	Proficient	You demonstrate mastery of grade- level skills and processes with no major errors nor omissions. Well done!
2.5	Approaching proficiency	You demonstrate mastery of all basic skills and processes as well as partial mastery of the higher-level skills and processes. Keep it up!
2	Basic	You demonstrate mastery of basic skills and processes but require help to successfully complete higher-level skills and processes. Don't give up!
1	Minimal	You require help to partially complete grade-level skills and processes. Do you need help?
NYA	Not Yet Assessed	Evidence is not yet sufficient enough to assess your progress. Focus, my friend, focus.

tracking your progress

From time to time, your progress will be checked (see Practice in Skyward) to make sure you are really learning and applying the concepts in this course. At the end of each unit you will have a project and/or online test which are entered in Events/Standards in Skyward. Finally, as business & information technology professionals, it makes a HUGE difference when you have impeccable work ethics. For this reason, your Employability Skills and Work Habits will also be considered for assessment.

cheating

Cheating is defined as a student obtaining or assisting others in obtaining credit for work that is not his/her own.

Examples of cheating include but are not limited to the following:

- Copying from another student's desk or helping another student during a test
- Providing other students with information regarding a test
- Submitting another student's work as one's own, this includes the sharing of Google Docs
- Stealing copies of tests or answer keys, either physically or electronically
- Copying another student's homework, test, quiz, project, book report assignment or takehome test
- Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment or take-home test
- Plagiarism: copying the language, ideas or thoughts of another author and claiming them as your own original work.
- Changing answers on a test, assignment, project, etc. after grading
- Changing grades in a grade book or altering a computer grading program
- Using programmable calculators in a manner not specified by the teacher
- Using electronic translators in a manner not specified by a language teacher.

Suspected cheating will result in an immediate contact home to parents by teacher as well as a referral to a principal. Both parties will be held accountable for cheating.