

CAREER PREPAREDNESS COURSE SYLLABUS

Hoover High School

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Welcome to Career Preparedness. This is a dynamic, exciting course where you will learn the importance of academic and career planning, managing personal finances, and using technology to strengthen your college- and career-readiness. You will find that this is one of the most important courses in your high school career – and that what you learn in here will follow you for the rest of your life. It's a rich course – HAVE FUN WITH IT.

COURSE DESCRIPTION

Career Preparedness is a one-credit course that focuses on three integrated areas of instruction – academic and career planning, financial literacy, and technology. Mastery of the content standards provides you with the skills, attitudes, and knowledge that enable you to achieve success in school, at work, and across the life span.

As part of preparing you to be college- and career-ready, this course also equips you with the skills needed for business and industry, continuing education, and lifelong learning. Acquisition of these skills is achieved by incorporating content and strategies that can easily allow you to meet the required 20-hour online experience as defined in the Alabama State Department of Education's *High School Distance Learning: Online/Technology Enhanced Course or Experience* Guidance document.

COURSE GOALS

Upon completion of Career Preparedness, you will meet the following goals:

- Demonstrate the importance of academic and career planning.
- Learn to manage finances and reduce personal risk.
- Use technology to strengthen college and career-readiness.

Through the above goals, you will produce *at least* the following products:

- High School Four-Year Plan
- Electronic Portfolio
- Blog
- Resume, Cover Letter, and Other Employment Documents
- Multimedia Presentations
- Various Business Documents
- Financial Planning Documents (Personal Budget, etc.)

<i>Summary of Instructional Content Sequence (Subject to Change)</i>
1st Nine Weeks – Course Intro, Business Technology, Digital Citizenship, Career Planning
2nd Nine Weeks – Office Productivity, College Research
3rd Nine Weeks – Financial Literacy, Academic Planning (HHS Four-Year Plans)
4th Nine Weeks – Financial Literacy, Electronic Employment Portfolio

COURSE MATERIALS

This course is constantly updated to ensure that you are getting the most recent, authentic instruction, so we do not use specific textbooks. Various sites, services, simulations, and applications will be used throughout the course to provide

you with the most recent advancements in technology, career/academics, and personal finance. I ask that you bring the following for everyday use:

- Folder with brads and pockets
- Black or blue pen
- Personal earbuds/headphones

INSTRUCTIONAL PHILOSOPHY

My goal is to provide you with quality instruction by:

- Using a framework of instruction designed to meet your individual learning needs.
- Modeling and enforcing college and career expectations.
- Integrating core academic skills and real-world experiences.
- Modeling and expecting ethical behavior and reasoning.
- Maintaining a positive, open learning environment.

CLASSROOM POLICIES AND EXPECTATIONS

Because this course is designed to prepare you for college and career, classroom expectations will be based on these goals. In addition, all school policies will be enforced (dress code, tardies, absences, make-up work, electronic devices, etc.). The following are suggestions that will help you ensure are meeting all classroom expectations.

1. Be where you are supposed to be on time.
2. Be prepared and on task in class.
3. Respect the rights and responsibilities of others.
4. Strive for excellence.

ENVIRONMENT, PACE, AND COMMUNICATION

CLASS ENVIRONMENT: This course is catered to your individual needs and goals. It is important to maintain a positive attitude and a willingness to learn. Diversity in interests, backgrounds, goals, etc. is valued, and adds to our overall learning experience. Therefore, **all students** are expected to participate in classroom discussions to provide peers with differences in perspective.

COURSEWORK FORMAT: Most coursework is distributed and submitted in the online* environment. Google Classroom is the system used for most of this. Codes are listed on the board in classroom. These will close so join quickly.

* If you are not yet familiar with online assignment distribution and submission, please let me know by the end of the first week of school. A short tutorial session will be scheduled to familiarize you.

GRADE COMMUNICATION: Most assignments and projects are graded electronically, so you will almost always have the ability to check your individual progress online at any point. You are also encouraged to check iNow regularly to stay on top of your nine weeks grade entries.

INSTRUCTOR-STUDENT COMMUNICATION: In addition to in-person communication, we will communicate via our online learning management system (such as Google Classroom). When needing to communicate directly with me privately, please see me. If you are not in class and need to communicate with me privately, **please use email** (not Google Classroom), and be sure to email me **from your student email account** (outside email addresses are sometimes blocked by our email program).

SOCIAL MEDIA:

Class happenings and learning reflections will occasionally be shared through social media* by the instructor and students. This may include, but isn't limited to, blogs, Twitter, and Instagram.

* If your child is prohibited from using social media of any form, please indicate on this (and be specific) on the signature sheet provided.

GRADE/ASSESSMENT PROCEDURES

Assessments will include, but are not limited to, observations, discussions, projects, quizzes/tests, class work, professional dress days, guest speaker interaction, benchmark assessments, and work ethic. Every student is expected to demonstrate an acceptable work ethic by being on time, on task, respectful of others, and productive. Anything less can result in a Work Ethic grade deduction. See grading details below.

NINE WEEKS GRADE:

Classwork – 50%

Projects/Quizzes – 30%

Work Ethic – 20%

SEMESTER GRADE:

Your semester grade is the grade that goes on your official transcript. It is calculated using your nine weeks grades and semester exam grades (see the HHS grading policies). You will only get two of these per school year (after the first semester, and after the second semester). Your semester grade is NOT the same as your nine weeks grade. See me if you have questions about this.

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

LATE WORK

While your individual needs are always valued, there is a point where a project or assignment is considered late.* Late submissions are unacceptable. However, there may be a time when a circumstance (outside of those excusable by school policy) that may prevent you from getting an assignment done on time. While the assignment will be considered late, there is still an opportunity to earn up to 50%. You are allowed to submit assignments up to one day late that will include a grade deduction of 50%. Projects more than one day late may still be submitted for teacher feedback, but **will not earn you a grade (a grade of zero will be assigned)**.

SUBMISSION	HIGHEST GRADE POSSIBLE
On Time	100%
One Day Late	50%
More Than One Day Late	0%

* This does NOT override the school's absence/makeup work policy. Students with excused absences will be allowed to make up work per the school makeup policy.

BUSINESS ORGANIZATION/HONOR SOCIETY



Are you looking for ways to compete in areas of business/technology, attend student conferences, serve the community, and network with students and businesses from all over our state and nation? *FBLA is all of this and more.* FBLA, the largest business student organization in the world, is open to all students currently enrolled in a business course (highly recommended for Finance and IT Academy students). See your teacher to join today. It will change your life.



The National Business Honor Society honors and recognizes outstanding business students. Any high school junior or senior who has completed or is currently enrolled in his/her third business course and has a 3.0 (overall) and 3.5 (business course) GPA is eligible for membership. Dedication and hard work in Career Preparedness can be the first step in preparing for membership in the National Business Honor Society. See your business teacher for more information.

CREDENTIALING/CERTIFICATIONS/PROGRAMS

You will have the opportunity to earn several academic/industry certifications throughout the school year. Certification options include, but are not limited to:

- EverFi Financial Literacy*
- EverFi Ignition*
- W!se Financial Literacy Certification*
- Microsoft Office Specialist Certification**

* Included in coursework.

** Some preparation components included in coursework. Students highly successful in office productivity units may be encouraged by the instructor to pursue certification.

VERIFY THAT YOU UNDERSTAND COURSE/INSTRUCTOR EXPECTATIONS

Please sign the accompanying forms and return them to Mr. Matlock **TOMORROW** (your first test of turning items in on time). See me **in advance** if you cannot bring your items back tomorrow.

- Syllabus form (Keep the rest of the syllabus and return only the signature form.)
- Accountability contract

I look forward to working with you this year. Let's Create Success!

I have read the course syllabus and understand the policies and procedures of Mr. Matlock's class. You may complete the form electronically at <http://bit.ly/matlocksyllabusform>.

Student Name (Print)

Student Signature and Date

Parent/Guardian Name (Print)

Parent/Guardian Signature and Date

Parent/Guardian Daytime Phone #

Parent/Guardian Evening Phone #

Parent/Guardian E-mail Address

The best and fastest way to contact me is through e-mail. I sometimes contact parents through e-mail if it is a non-urgent matter. If you do not use e-mail very often, please indicate this here so that I will always know to contact you by phone. Thanks!

☐ I do not use e-mail often/at all. Please contact me by phone.

Students/Parents/Guardians,

Please use this section to list any questions/concerns you have regarding the course. I will answer your questions in person (students) or through email/phone (parents). Thanks!