



Dallas High School Home of the Dragons



Careers

2013-2014

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Office Hours: Tues-Friday 3:00-3:30, 7th period, and additional times by arrangement.

Course Description: Careers is a required class in which students work on projects that will help them demonstrate the following Career Related Learning Skills:

- Personal Management
- Problem Solving
- Communication
- Teamwork
- Employment Foundations
- Career Development

Main components of the course include:

- Write a resume and cover letter
- Participate in an interview/audition
- Participate in a job shadow
- Complete a service learning and/or community service project(s)
- Complete and present Extended Application Project – students work closely with a mentor to meet State Board of Education standards of accomplishment.

Texts:

There is not a specific textbook for this course. We will be using computer programs like CIS and many others that allow the students to record and complete their work.

Course Outline

	Unit Topic	Summative Assessment Each unit will address aspects of each of the CRLS 1-5.
Unit 1	Self Knowledge, Goals, Occupations	CIS packet activities
Unit 2	Career research	Findyourspot.com
Unit 3	Field Based Investigation	Report
Unit 4	Getting a Job	Application, resume, cover letter Interview
Unit 5	Community based Experiences	Service learning project
Unit 6	Community based Experiences	Job Shadow
Unit 7	Community based Experiences	EA Project

Career-Related Learning Standards

The career-related learning standards (CRLS) are fundamental skills essential for success in employment, college, family, and community life. The CRLS are a requirement for the Certificate of Advanced Mastery (CAM) and the high school diploma (in 2006-07). Proficiency and sufficiency criteria have been drafted for local assessment of the CRLS for the CAM.

Standard	Criteria
PERSONAL MANAGEMENT	
Exhibit appropriate work ethic and behaviors in school, community, and workplace.	Identify tasks that need to be done and initiate action to complete the tasks. Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality. Take responsibility for decisions and actions and anticipate consequences of decisions and actions. Maintain regular attendance and be on time. Maintain appropriate interactions with colleagues.
PROBLEM SOLVING	
Apply decision-making and problem-solving techniques in school, community, and workplace.	Identify problems and locate information that may lead to solutions. Identify alternatives to solve problems. Assess the consequences of the alternatives. Select and explain a proposed solution and course of action. Develop a plan to implement the selected course of action. Assess results and take corrective action.

COMMUNICATION	
Demonstrate effective communication skills to give and receive information in school, community, and workplace.	<p>Locate, process, and convey information using traditional and technological tools.</p> <p>Listen attentively and summarize key elements of verbal and non-verbal communication.</p> <p>Give and receive feedback in a positive manner.</p> <p>Read technical/instructional materials for information and apply to specific tasks.</p> <p>Write instructions, technical reports, and business communications clearly and accurately.</p> <p>Speak clearly, accurately, and in a manner appropriate for the intended audience when giving oral instructions, technical reports, and business communications.</p>

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TEAMWORK	
Demonstrate effective teamwork in school, community, and workplace.	<p>Identify different types of teams and roles within each type of team; describe why each role is important to effective teamwork.</p> <p>Demonstrate skills that improve team effectiveness (e.g., negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting).</p>
EMPLOYMENT FOUNDATIONS	
Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.	<p>Apply academic knowledge and technical skills in a career context.</p> <p>Select, apply, and maintain tools and technologies appropriate for the workplace.</p> <p>Identify parts of organizations and systems and how they fit together.</p> <p>Describe how work moves through a system.</p> <p>Describe the changing nature of work, workplaces, and work processes on individuals, organizations, and systems.</p> <p>Demonstrate dress, appearance, and personal hygiene appropriate for the work environment and situation.</p> <p>Explain and follow health and safety practices in the work environment.</p> <p>Explain and follow regulatory requirements, security procedures, and ethical practices.</p>

CAREER DEVELOPMENT	
Demonstrate career development skills in planning for post high school experiences.	<p>Assess personal characteristics related to educational and career goals.</p> <p>Research and analyze career and educational information.</p> <p>Develop and discuss a current plan designed to achieve personal, educational, and career goals.</p> <p>Monitor and evaluate educational and career goals.</p> <p>Demonstrate job-seeking skills (e.g., writing resumes, completing applications, and participating in interviews).</p>

Grading and Assessment:

The Careers class grading system is unlike any other at DHS, as students in the class are required to show “credit by proficiency”. Meaning that in order to “pass” Careers, the student must successfully complete 100% of his/her assessments. Likewise, failing to complete 100% of the assessments to the best of his/her ability will result in a “no pass” and the student will have to complete the assessment(s) independently or through re-enrollment in the course.

Student’s final grade for each course will be broken down into two categories:

- 1) **Academic:** based on assessments, tests, projects and performances that measure learning.
- 2) **Personal Management:** based on homework completion and other behaviors measuring the CRLS personal management standard.

The Final grade is calculated as follows: 75% of the course grade will be based on the **Academic** grade and **25%** on the **Personal Management** grade. The final grade for Careers is registered as a Pass/Fail.

- Any items included in the Academic grade (PA) may be retaken and the higher grade recorded. Teachers may extend the retake time period, but as a rule all retakes need to be done within 2 weeks of the initial assessment.
- Students will complete extra preparation before retaking an assessment.
- Personal management work turned in late may be reduced by up to 50% credit.
- Retakes are not allowed on Personal Management assignments.
- Students must schedule performance retakes at their teacher’s convenience. (Speech, drama, labs.)

Academic Integrity: We expect students to express academic integrity by doing their own work and properly documenting information gathered from other sources. Students who violate the principles of academic integrity will be subject to disciplinary consequences (see Insubordination section of the on-line student agenda).

Extra Credit: Extra credit is not offered, however students may be given additional opportunities to show mastery.

Cell Phones and Electronic Devices: Mobile phones are not to be in use or in open view within classrooms, restrooms, locker rooms, or during lockdown situations. Misuse of mobile phone or electronic device will lead to the following consequences:

- ☐ 1st offense - confiscated device is delivered to the main office and returned to the student at the end of the school day.
- ☐ 2nd offense - confiscated device is delivered to the main office where parent/guardian will be contacted to reclaim possession.
- ☐ 3rd offense – discipline referral for “insubordination”, parent contact, and student will no longer be allowed to have the device at school without administrator permission

Personal Communication Devices Board Policy:

<http://policy.osba.org/dallas/j/jfceb%20r%20g1.pdf>

Tardies and Unexcused Absences: Points will be given towards the Personal Management grade at the end of each grading period (9 weeks/18 weeks) for daily attendance and punctuality. Points will be deducted for each tardy and each unexcused absence in that 9-week grading period. Overly disruptive behavior may also result in loss of attendance points.

Classroom expectations: Each student will be expected to sit in the same assigned seat each day. Each desk is assigned a computer and the student will be responsible to the actions done on that computer. The class will follow the computer rules set forth in the student handbook.

Parents: Please keep the rest of the syllabus. By signing this form, you acknowledge that you have read and fully understood the expectations, rules, and standards associated with Careers . If you have questions, please call 503-623-8336 or email using the email address provided in this document.

Parent Name:

Parent Signature:

Parent email Address:

Parent Phone:

Student Name:

Student Signature: