



Hobart High School
Family and Consumer Sciences
CAREER ORIENTATION

Instructor: Mrs. Dierra Heglin
Bachelor of Science Education, Oklahoma State University.

If you have any questions please feel free to contact me by phone at 580-726-5611 ext. 125.
I can be reached 8-8:55am, Monday through Friday
You can reach me by email anytime at the following address: heglind@hobart.k12.ok.us

Description of Course: This course is designed as an overview of basic behaviors, etiquette, and protocol that a career-minded person needs in order to communicate effectively and to become a professional. Students will gain an understanding of the value of mastering the art of professionalism, the know-how to interact with coworkers and customers, and apply workplace protocol. Soft skills are the employability skills that help an individual find a job, perform well in the workplace, and gain success in a job or career. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

Grading Scale:

100-90	A—Exceeds Expectations
89-80	B—Meets FACS Standards and expectations
79-70	C—Passing but does not meet some standards
69-60	D—Below Expectations
Below 60	F—Failing, does not meet the minimum standards

Evaluations: Grades are given on points earned and will be determined by the following activities.

1. Written assignments, worksheets and bell work assignments.
2. Labs and demonstrations
3. Tests/Quizzes
4. Class participation
5. Preparation for class

This Career and Technology Education course integrates with academic courses in the following way: The Family and Consumer Sciences units taught at Hobart High School integrates academics by requiring that the students be involved in some reading and or writing activity weekly. Good mathematics skills are a must during activities carried out during the school year. Good communication skills such as listening and speaking are also required and used in this course.

Service Learning activities are incorporated into this course in the following way: This course integrates service learning in several ways. Students will be asked to plan and/or participate in several service learning opportunities throughout the school year. These activities help students make a connection between the curriculum and real life situations.

Supplies Needed: Students will 1-1/2 inch binder with loose leaf notebook paper that will stay in the classroom (unless there is a test). A writing utensil (pencil and/or blue or black ink)

Family, Career, and Community Leaders of America: All students enrolled in a Family and Consumer Sciences course at Hobart Schools will have the opportunity to join FCCLA. Membership dues are \$25 and cover local, state and national dues. This fee also includes a chapter t-shirt and district meeting attendance fee.

FCCLA members will have the opportunity to participate in a variety of activities that will promote leadership and community service. I highly encourage all of my students to participate in FCCLA. Membership is strictly voluntary, however; every student benefits from their involvement in FCCLA. I hope you and your child will consider their active participation in FCCLA.

Classroom Expectations

What you can expect from me the teacher:

“As the teacher I will strive to make this classroom a safe environment!”

“You as the student will be offered a variety of learning experiences in the area of Family and Consumer Sciences.”

“I am knowledgeable in the FACS subject content area, I enjoy staying current on new developments in this area and will strive to share with you the most up to date information available.”

“I will be respectful of you, as an individual.”

What I expect from you, the student:

- ✓ To be Prepared
- ✓ To be Responsible
- ✓ To be Respectful
- ✓ To follow the classroom and school rules

Classroom Procedures

Entering the classroom

- ✓ Be in your _____, with supplies (pencil, pen, textbook, notebook, homework) when the bell rings.
- ✓ You will have a personal folder to keep your _____. The folders are not to leave the _____.
- ✓ Put _____ assignments in your class file. I will not go looking for your assignments that are not in the class _____.
- ✓ If you arrive in class without a _____, you will have to borrow one from a classmate, borrow one from the class pencil jar,

If you are absent

- ✓ It is your responsibility to check for _____ assignments in the “Were you ABSENT” file. You are responsible for checking for assignments that you missed. Assignments that are not taken by the end of the week will result in a “0”.
- ✓ If you are attending a FCCLA field trip with Mrs. Heglin, you MUST fill out a “No Slip, No Trip” form and have Mrs. Heglin approve it before leaving on the bus. Without this form you will not be attending the field trip.

Class Discussions

- ✓ Allow one person to _____ talking before you begin speaking.
- ✓ Be _____ of your peers when they are sharing their thoughts and opinions in class.

Assignments

- ✓ Assignments must be _____ in black or blue ink or _____. (anything else earns a “0”)
- ✓ Work is due on the date _____. Work can be turned in after due day; however, ALL LATE work will earn an automatic _____ off the final grade. ALL work must be turned in by the end of the 9

weeks or it will result in a "0". I will NOT make new copies of lost assignments!! If you lose an assignment then it earns a "0".

- ✓ All graded daily assignments and tests are to be placed in the _____ cabinet.
- ✓ You will not be allowed to work on _____ from other classes during class discussions or if you have a FACS class assignment.
- ✓ You may work on a class project or FCCLA project (when available).

Leaving the Room

- ✓ You must have _____ permission
- ✓ Please use the break between classes to get a drink and to use the restroom.
- ✓ You may bring bottled water with a lid to class.
- ✓ Pick up any _____ on the table or floor.
- ✓ During class assignments there might be times when you print to the _____. You are to go and pick up your printed papers and return immediately. You are not to do anything else in the workroom!
- ✓ Push in your _____ before leaving.
- ✓ Do not line up at the _____ before the bell rings. This will result in the entire class being late to the next class.

When you have a substitute

- ✓ You are to remain in your _____ seat when there is a substitute.
- ✓ You are to complete all work assigned within the _____. Work that is not turned in within the hour will result in a "0". **NO late work will be accepted.**
- ✓ Turn in all work to the class folder. Work not turned in with result in a _____.
- ✓ Students who act up while the substitute is in charge will receive before/after school _____ or ISS. Each situation will be taking into consideration. All situations are different and will be handled as such.
- ✓ Treat the substitute as if he/she were Mrs. Heglin.

Technology

- Students will be allowed to use a _____ .
- There are computer chargers in the shelf, you must _____ the charger when finished.
- Not plugging the laptop in will result in lack of use.
- Laptops must be held with _____ hands and kept _____ on the table when in use. Only two people may go to the laptop cart at a time.
- Do not change Laptop _____. This slows down the device and is a waste of your learning time.
- Remember, using the laptops is a privilege, not a right, if you abuse your privilege you will no longer be able to use the technology.

Reminders

- No tobacco, straws or toothpicks.
- No caps or hats in the _____.
- No headphones/earbuds/airpods
- NO cell phones during _____ unless Mrs. Heglin has given an assignment.
- Cell phones must be _____ during instruction.
- Do not sit, write, mark on the _____.

➤ The _____ handbook is considered the law of the land!

Kitchen Laboratory:

- ✓ Rules will be posted in the kitchen lab.
- ✓ Do not get in the refrigerator or kitchen _____ when in a cooking lab or given permission by the _____. (This rule applies always! Even when there is a substitute.)
- ✓ Students will not be allowed to cook or _____ meals for any reason except when assigned. (No exceptions!)

Tardies

- ✓ The 3rd tardy is a _____.
- ✓ If you arrive to school after the class has started you must go by the _____ and check-in.

Group Work

- ✓ At times students will be ask to work in _____. Groups will be chosen by the _____ or by the drawing of _____.
- ✓ Each student will be expected to do his/her share of the _____.

Drinks:

- ✓ Bottled water with a _____ may be brought to the room. Water will not be allowed on the sewing tables, kitchen labs or computer stations.
-

Please Sign and return by Tuesday August 20, 2016. Students are required to return the syllabus for their first grade.

Student's Signature _____

Parent/Guardian's Signature _____