



# Journey Middle School

217 Celtic Drive, Madison, Alabama 35758

## Career Preparedness - 8th Grade Thomas

<b>Teacher Contact Information</b>	<b>Email:</b> lethomas@madisoncity.k12.al.us <b>Classroom Phone:</b> Ext. 84303
<b>Classroom Digital Platforms</b>	<b>Webpage Link:</b> <a href="https://www.madisoncity.k12.al.us/Domain/2880">https://www.madisoncity.k12.al.us/Domain/2880</a> <b>Schoology Link:</b> <a href="https://madisoncity.schoology.com/course/7360351535/materials">https://madisoncity.schoology.com/course/7360351535/materials</a> <b>Distribution List Link:</b> <a href="https://forms.gle/w2s5vCKGuCHvhTCb6">https://forms.gle/w2s5vCKGuCHvhTCb6</a>
<b>Textbook Information</b>	This course has no textbook. Relevant materials will be accessed in class and through Schoology as needed.
<b>Course Description</b>	18 Weeks Course A one credit course that prepares students with knowledge and skills in the areas of career development, academic planning and computer skill application. The required 20-hour online experience can be met by successfully completing this course. The final grade is calculated in the student's high school GPA. Upon successful completion of Career Preparedness, the student receives 1.0 credit towards graduation.
<b>Credentialing</b>	None
<b>Course Objectives</b>	Students will strive to reach college and career readiness standards. This course also equips them 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 students to meet the required 20 hour online experience as defined in Alabama state department of education high school distance learning: online/technology enhanced course or experience guidance document.
<b>Course Goals</b>	<b>Students will:</b> <ol style="list-style-type: none"> <li>1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.</li> <li>2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.</li> <li>3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.</li> <li>4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.</li> <li>5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.</li> <li>6. Participate in a work-based learning continuum.</li> </ol>

**CTSO Integration (JMS Career Technical Student Organization is TSA)**  
<https://www.madisoncity.k12.al.us/Page/8087>

Technology Student Association, TSA, is a **career technical student organization** and a fundamental part of this course. It is a national career and technical student organization of students engaged in science, technology, engineering, and mathematics (STEM). TSA is integrated into the program which includes competitions and leadership opportunities. TSA provides students with activities during their class time and after school with our local TSA Chapter. *TSA Based Activities relevant to CSIM include but are not limited to: Lab Safety Posters, Coding Challenges, Career Prep, Cyber Security, Essays on Technology, Challenging Tech Issues.*

**Course Outline**

Week 1 - Unit 1: Personal Decision-Making  
 Week 2 - Unit 1: Personal Decision-Making  
 Week 3 - Unit 2: Academic Planning and Career Development  
 Week 4 - Unit 2: Academic Planning and Career Development  
 Week 5 - Unit 3: Digital Literacy  
 Week 6 - Unit 3: Digital Literacy  
 Week 7 - Unit 3: Digital Literacy  
 Week 8 - Unit 4: Financial Management and Budgeting  
 Week 9 - Unit 4: Financial Management and Budgeting  
 Week 10 - Unit 4: Financial Management and Budgeting  
 Week 11 - Unit 5: Banking and Financial Institutions  
 Week 12 - Unit 5: Banking and Financial Institutions  
 Week 13 - Unit 6: Credit and Debt  
 Week 14 - Unit 6: Credit and Debt  
 Week 15 - Unit 7: Saving and Investing  
 Week 16 - Unit 7: Saving and Investing  
 Week 17 - Unit 8: Risk Management and Influence  
 Week 18 - Unit 8: Risk Management and Influence

*\*This is subject to change.*

**CTE Lab Safety Guidelines**

Each student in a CTE/PLTW course will be required to complete a lab safety exam and score 100% correct before being allowed to use any tools on projects. We expect students to responsibly and safely use the CTE equipment. Examples of equipment used in CTE courses may include and are not limited to the following: scissors, hot glue guns, box cutters, power tools, hand tools, measuring tools, electronic equipment, computers, medical supplies, adhesives, robotics equipment, food items (consumable and non-consumable).

**Embedded Numeracy Anchor Assignment**  
*(Academic Planning & Career Development Unit Research Project 32 points)*

Student Mathematical Practices	
1. Make sense of problems and persevere in solving them.	5. Use appropriate tools strategically.
2. Reason abstractly and quantitatively.	6. Attend to precision.
3. Construct viable arguments and critique the reasoning of others.	7. Look for and make use of structure.
4. Model with mathematics.	8. Look for and express regularity in repeated reasoning.

**Embedded Literacy  
Anchor Assignment**  
(Academic Planning & Career  
Development Unit Research  
Project 32 points)

**Students will:**

**Reception**

- R1. Read a variety of print and nonprint documents to acquire new information and respond to the needs and demands of society and the workplace.  
*Examples: emails, directions, diagrams, charts, other common workplace documents*
- R2. Read and comprehend a variety of literary texts to develop a literal and figurative understanding as appropriate to the type of text, purpose, and situation.  
*Examples: short and long prose texts, poetry, dramas*
- R3. Utilize active listening skills in formal and informal conversations, following predetermined norms.

**Expression**

- R4. Use digital and electronic tools appropriately, safely, and ethically.
- R5. Utilize a writing process which includes planning, revising, editing/peer-editing, and rewriting to create a focused, organized, and coherent piece of writing for a specific purpose and audience.
- R6. Employ conventions of grammar, mechanics, and usage in order to communicate effectively with a target audience.  
*Examples: punctuation, capitalization, spelling, effective sentence structure, appropriate formality of language*
- R7. Use context clues to determine meanings of unfamiliar spoken or written words.

**Classroom Expectations**

1. Be prepared to learn each day.
2. Bring necessary materials to class each day.
3. Treat yourself and others with respect.
4. Respect the belongings and personal space of others.
5. Be responsible for all technology and supplies.
6. Set high expectations for yourself.
7. Follow all district-level, school-level, and classroom-level policies and procedures.

**Progressive Discipline  
Procedures  
(JMS Policy)**

**All progressive discipline will correspond with the Madison City Schools Code of Conduct regarding Class I and II offenses. Class III offenses are a direct office referral.**

- Warning
- Conference with student with parent notification
- Parent Contact
- Detention
- Referral to administration for repeat Class I violations and initial Class II and III offenses---Consequences determined to be reasonable and appropriate by the school administration.

**Cell Phone Procedures**

Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. In secondary schools, students will have access to their phones and earbuds/headphones outside of classroom instruction time, such as between classes and during lunch, but devices should be put away when students are in the lunch serving line. Failure to follow these procedures will result in a disciplinary referral to the office.

**Grading Policy  
(MCS Policy)**

**70%** = Assessments (Tests, Essays, Projects)  
**30%** = Daily Grades (Quizzes, Homework, Classwork, and Participation)  
**Testing Days:** Mondays and Thursdays

**Late Work Policy**

Late work in CTE/STEM classes will not be accepted due to the brief nature of the classes. Students are expected to follow up with teachers upon return from an excused absence.

Students present in class on the day of instruction are expected to turn in all in-class and out-of-class assignments on time.

<b>Make-up Work/Test Policy</b>	Students with excused absences will be allowed to make-up all work within <b>three</b> days of returning to school. It is the <b>student's responsibility</b> to ask for make-up work. Students can get with a classmate or ask the teacher for help. Work that is not made up will become a zero (including tests/quizzes). Many times, missed quizzes and tests can be made up during school.
<b>Technology</b>	Student laptops should not be hard-wired to the network or have print capabilities. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. Neither the teacher nor the school is responsible for broken, stolen, or lost laptops. Laptops and other electronic devices will be used at the individual discretion of the teacher.
<b>Cheating/Plagiarism</b>	<p>A student who cheats will not receive credit for the work in question. If any other student has cooperated in cheating, that student is also considered to have cheated and will not receive credit. Cheating students will also be subject to the consequences in the disciplinary consequences in Section XXII of this CSC. Cheating is defined to include, but is not limited to:</p> <p>(a) copying someone else's work in or out of class and identifying and submitting it as your own</p> <p>(b) failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own</p> <p>(c) the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class</p> <p>(d) any other situation in which the student attempts to or accepts credit for work not his or her own.</p>
<b>Accommodations</b>	Requests for accommodations for this course or any school event are welcomed from students and parents.
<b>Materials &amp; Supplies</b>	<p>JMS Chromebook and Charger  Composition Notebook (<b>Must Have for This Class</b>)  Colored Pencils/Markers  Assorted Highlighters  Pencils / Pens  Glue Stick  Individual Headphones / Earbuds with auxiliary jack cord (no wireless)</p> <p>Donations (Optional But Greatly Appreciated!):  Index Cards  Sticky Notes  Loose-Leaf Paper  Loose-Leaf Graph Paper</p>
<b>Homework</b>	Students are allotted time in class to complete assignments. In the event that a student is absent or does not finish during class time, they will need to complete the assignment for homework.
<b>Parent &amp; Student Acknowledgment Form</b>	<a href="#">Please click to find and complete the Parent / Guardian and Student Syllabus Acknowledgement Form for this class. This form acknowledges that you have read and understand the expectations and procedures of the class. Please contact me with any questions!</a>

