



CAREER PREPAREDNESS

Syllabus

Journey Middle School
 217 Celtic Drive
 Madison, AL 35758

Teacher: Kaleb Hood
 Email: kdhood@madisoncity.k12.al.us
 Class Webpage: <https://madisoncity.schoology.com/home#/?k=30og4g>
 Phone Number: 256-464-8370

Course Description:	<p>Career Preparedness is a required course in the state of Alabama that focuses on four primary areas of instruction: Personal Discovery and Planning, Career Exploration, Financial Literacy, Technological Skill Building and Integrations. Students must pass Career Preparedness (with greater than a 60%) in order to receive an Alabama High School Diploma. Career Preparedness is meant to be a project-based learning course that encourages students to fully engage with the content and material. This course begins with personal exploration in order for students to determine their strengths and potential career pathways that align with their personality and interests. Students will compare and contrast college pathways and career pathways by analyzing the requirements of each. Students will also learn personal financial management strategies to assist them in making wise financial decisions after high school. Technology and computer literacy will be interwoven throughout the Career Preparedness course and applied to each concept. This course will help students with employability skills, an entrepreneurship overview, and career advancement opportunities through continuing education opportunities.</p>
Course Objectives:	<p>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.</p>
Progressive Discipline (JMS Policy)	<p>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.</p> <ul style="list-style-type: none"> ● 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 Policy	<p>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.</p>
Course Digital Platforms	<p>Schoology: https://madisoncity.schoology.com/home Curriculum: https://www.ngpf.org/; https://www.alabamaachievers.org/content-areas-specialty/career-preparedness/ Parent Communication: <i>PowerSchool will be used for parent contact. Please make sure all</i></p>

	<i>contact information is up to date in Powerschool.</i>
Course Goals	<p>Students will:</p> <ol style="list-style-type: none"> 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. 2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork. 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. 4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway. 5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork. 6. Participate in a work-based learning continuum.
<p>CTSO Integration (JMS Career Technical Student Organization is TSA) https://www.madisoncity.k12.al.us/Page/8087</p>	<p>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. <i>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.</i></p>
Classroom Expectations:	<ul style="list-style-type: none"> ● Be in the classroom, in your assigned seat, when the bell rings ● Be prepared to start class, when the bell rings (have pencil, notebooks, etc. ready) ● Follow directions the first time they are given ● Be respectful of your teacher, classmates, and the building itself
Grading:	<p>Test grades will account for 60% of the 9-weeks grade, with the remaining 40% being determined by daily grades. The grading scale is as follows: A (90-100), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Please make sure all absences are excused as class work can be made up and graded for excused absences only. Work submitted after the deadline will count for half credit.</p>
Make-up Work:	<p>Under normal circumstances, it is expected that students will submit <u>previously</u> assigned work upon return to school after an excused absence. All work missed on the day(s) of excused absences must be made up within a timeframe determined by the teacher. It is the responsibility of the student to ensure he or she makes up work following excused absences. Students will not receive credit for and will not be allowed to make up any assignments, tests, work, activities, etc., missed during unexcused absences.</p>
Late Work:	<p>Late work in Career Prep will not be accepted. 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.</p>

<p>Embedded Numeracy Anchor Assignment (Academic Planning & Career Development Unit Research Project 32 points)</p>	<table border="1"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">Student Mathematical Practices</th> </tr> </thead> <tbody> <tr> <td>1. Make sense of problems and persevere in solving them.</td> <td>5. Use appropriate tools strategically.</td> </tr> <tr> <td>2. Reason abstractly and quantitatively.</td> <td>6. Attend to precision.</td> </tr> <tr> <td>3. Construct viable arguments and critique the reasoning of others.</td> <td>7. Look for and make use of structure.</td> </tr> <tr> <td>4. Model with mathematics.</td> <td>8. Look for and express regularity in repeated reasoning.</td> </tr> </tbody> </table>	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.
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.										
<p>Embedded Literacy Anchor Assignment (Academic Planning & Career Development Unit Research Project 32 points)</p>	<p><i>Students will:</i></p> <p style="text-align: center;">Reception</p> <p>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. <i>Examples: emails, directions, diagrams, charts, other common workplace documents</i></p> <p>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. <i>Examples: short and long prose texts, poetry, dramas</i></p> <p>R3. Utilize active listening skills in formal and informal conversations, following predetermined norms.</p> <p style="text-align: center;">Expression</p> <p>R4. Use digital and electronic tools appropriately, safely, and ethically.</p> <p>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.</p> <p>R6. Employ conventions of grammar, mechanics, and usage in order to communicate effectively with a target audience. <i>Examples: punctuation, capitalization, spelling, effective sentence structure, appropriate formality of language</i></p> <p>R7. Use context clues to determine meanings of unfamiliar spoken or written words.</p>										
<p>Technology</p>	<p>Concerning laptop utilization:</p> <ol style="list-style-type: none"> 1. Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher. 										
<p>Materials and Supplies:</p>	<p>Charged computer Folder with filler paper or a notebook Pens and Pencils Highlighters</p>										

<p>Course Outline</p>	<p>Unit 1: Personal Decision-making Unit 2: Academic Planning and Career Development Unit 3: Digital Literacy Unit 4: Financial Management and Budgeting Unit 5: Banking and Financial Institutions Unit 6: Credit and Debt Unit 7: Saving and Investing Unit 8: Risk Management and Insurance</p>
<p>Parent & Student Acknowledgment Form</p>	<p><i>Student form:</i> https://docs.google.com/forms/d/e/1FAIpQLSej0cjhcJhhrRpnCMAuZSK35oKc_Uulh6jmdVVkYUPGO_SsrMg/viewform?usp=sf_link</p>

Parent form:

https://docs.google.com/forms/d/e/1FAIpQLSeb4SBpprWe8Keeo1ZK-67DURU57M77hVbGtJCnkux9gtAxGw/viewform?usp=sf_link