**CAREER EXPLORATION**

**INSTRUCTOR:** Brenda Kellen  
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**Code:** 140710.37  
**CLASSROOM:**  
**Credits/Hours:** .5 credit  
67.5 hours  
**Course Website:** http://moodle.swsc.org/hybrid  
Log on: 0413.fname.lname

**RESOURCES:**  
Various handouts and student presentations and numerous web activities and web sites will be used; Junior Achievement Success Skills

**REQUIRED MATERIAL:**  
3-ring 1” Binder or other binder type for your portfolio; full unopened box of Kleenex or a full and unopened container of antibacterial wipes; pencil or blue/black ink pen.

**DESCRIPTION:**  
Career Investigation will enable students to learn and understand a variety of career clusters, attributes, and aptitudes needed in particular types of occupations and career. The students will also learn how attitudes and behaviors affect the climate of a workplace.

**OBJECTIVES:**  
- Read “The 6 Most Important Decisions You’ll Ever Make” by Sean Covey and “The 7 Habits of Highly Successful Teens” by Sean Covey  
- Determine Personal Interest, Aptitudes and Abilities (MCIS Assessments)  
- Research and present overview information regarding 5 possible careers  
- Investigate three career choices that relate to life goals and personal attributes  
- Establish a career action plan  
- Research post secondary options  
- Do a resume, list of references, cover letter, mock interview and thank-you note  
- Complete a hard copy and Linked In profile  
- Complete at least one Job Shadow  
- Explore the cost of living as it relates to wages in chosen career

**REQUIREMENTS:**  
This class is required in order to graduate from MHS.
Course Syllabus (continued)

**EVALUATION:**
All assignments will be given a point value with larger projects being allocated more points as well as the job shadow. There will be a final test on the book "The 6 Most Important Decisions You'll Ever Make" and "The 7 Habits of Highly Effective Teens". All other evaluations will be project based and short assignments. Job shadows MUST be completed in assigned week and all procedure must be followed exactly or no points will be awarded.

Grading Scale:

- **A** = 100-94%
- **B+** = 89-87%
- **C+** = 79-77%
- **A-** = 93-90%
- **B** = 86-84%
- **C** = 76-74%
- **B-** = 83-80%
- **C-** = 73-70%

D grades follow the same % ratios--anything below a 60% is failing.

**EXPECTATIONS:**

- Obey all MHS rules
- Follow directions the first time they are given
- Respect the people, equipment, and furnishings in the classroom
- No gum, candy, food or drink near computer equipment
- No playing games on the computers
- No internet sites or email that is not related to class assignments

**CHEATING:**
Absolutely no cheating will be tolerated. There is no credit given for cheating or for those who have a part in the cheating.

**LATE WORK:**

*No late work!!!* We are researching your career and your boss will not accept you being late. Late employees end up fired. Late assignments get an "F". Students are allowed two days for submittal of work if absent for an excused reason, except large projects (25 points or more) which are due immediately upon your return unless. If you are going to be gone for an extended period of time and you know about it ahead of time, you should get your work before you leave and have it completed upon your return or before you leave.

If a student misses something due to being suspended, he/she must submit work missed immediately upon his/her return to class or there will be no credit given.
CLASS ETIQUETTE—helpful hints to get along with your teacher and peers in class

1. Please arrive on time for class. Entering class late is disruptive to others and on-going activities. **Do NOT come to class and then ask me to go to your locker or the bathroom.** You have plenty of time to take care of that between classes. If it is work time, you may ask to get a drink or go use the rest room but do not wander anywhere outside of our locker bank area or you will lose your privileges to use the rest room or get a drink during class time.

2. When I am talking; you should be listening.

3. If you have a question, **ALWAYS check the course website first.** I have probably already told you the answer on the website. Thoroughly READ all assignments each week on the home page of our website.

4. Please start your getting-ready-to-leave activities (packing up books, putting on jackets, changing into your running outfit) only after the class has officially ended which is when the bell rings. When in a computer lab, properly log off of your computer, push your keyboard shelf and chair in, and **always** throw away any trash that you have generated before leaving.

ELECTRONICS POLICY

Any use of electronics in the classroom that distracts from anyone’s educational rights and success will result in the electronic device being taken and turned into the office. The excessive use of electronics, called nomophobia, has been proven to lower student’s success rate. Cell phones must be left in your locker or put in the assigned location in the classroom. If you were using your cell phone at work, you would likely be fired!

TECHNOLOGY REMINDER:

No online streaming unless it is to watch a careers video. You may **NOT** be on Pandora or any other website to listen to music. All online streaming that is not part of a class assignment is a violation of your internet user agreement and will result in you losing internet and/or computer privileges at school.

Use of social media during the school day, unless it is related to a class is prohibited. This includes but is not limited to: Snapchat, Facebook, Twitter, Pinterest, Skype, Google+, etc...