

## **Preparing for College & Careers Syllabus**

Fall 2015

Instructor: Mrs. Kayla J. Richard

### **Course Purpose:**

Preparing for College and Careers addresses the knowledge, skills and behaviors all students need to be prepared for success in college, career and life. The focus of the course is the impact of today's choices on tomorrow's possibilities. Topics to be addressed include twenty-first century life and career skills; higher order thinking, communication, leadership, and management process; exploration of personal aptitudes, interests, values, and goals; examining multiple life roles and responsibilities as individuals and family members; planning and building employability skills; transferring school skills to life and work; and managing personal resources. This course includes reviewing the 16 national career clusters and Indiana's College and Career Pathways, in depth investigation of one or more pathways, reviewing graduation plans, developing career plans, and developing personal and career portfolios. A project based approach including computer and technology applications, cooperative ventures between school and community, simulations, and real life experiences, is recommended.

### **Content Standard Domains:**

- 1) Exploring Self
- 2) Exploring Careers
- 3) Exploring College & Post-Secondary Options
- 4) Making Decisions
- 5) Making a Plan
- 6) Personal Skills
- 7) Employability Skills
- 8) All Other Common Core Literacy Standards

### **Major Course Learning Objectives:**

Upon completion of this course students should be able to:

- 1) Demonstrate financial literacy.
- 2) Identify and use career development resources, including computerized resources.
- 3) Describe life, educational, and career goals.
- 4) Identify professional opportunities that correspond with their interests, skills, and abilities.
- 5) Demonstrate decision-making, goal-setting, critical-thinking, and problem solving skills.
- 6) Demonstrate an awareness and understanding of professionalism.

### **Materials Needed:**

- 1) Pencils for everyday use
- 2) 1" Binder to be used for course only
- 3) Pack (4-5pc) Binder Dividers to be used for course only
- 4) 2 Pocket Folder to be used for course only

**Assignment Breakdown for Semester:**

- 1) Final Exam (20%)
- 2) Resume/References/Mock Interview (15%)
- 3) Weekly Blog Post & Response (15%)
- 4) Quizzes (10%)
- 5) Homework Assignments (10%)
- 6) Checkbook Project (10%)
- 7) Portfolio (10%)
- 8) Public Speaking Event (5%)
- 9) Daily Participation Grade (5%)

**Total** \_\_\_\_\_ **100%**

**\*\*Note:** All assignments are subject to change. Please check on Harmony for grade postings. No individual extra credit opportunities will be given. However, extra credit opportunities may be given to the entire class throughout the semester. You can also find syllabi, assignment information, and due dates on the class webpage (<http://heritagehillsfacs.weebly.com>).

**\*\*Note:** Any missed assignments will be given two weeks to make-up. 10% will automatically be deducted for every day the assignment is not turned in. If the assignment is not turned in by the tenth school day the student will receive a "0" for a grade for that particular assignment. If there are special circumstances (sickness, death in family, etc.) , those will be taken into consideration and additional time may be given to make-up an assignment. However, if a student was present for an assignment, but missing the day of school of which the assignment is due, that assignment will still be due upon their return to school. Again, special circumstances may be given, but if the student has had time to complete the assignment and only misses the day of the project deadline, the timeline will not be elongated.

**\*\*Note:** You/Your child will be doing weekly blogging assignments in class. If for some reason you/your child can not get these posts completed during class time the site to access this blog is ([nscscpcc.blogspot.com](http://nscscpcc.blogspot.com)). Please see the next page for the blogging etiquette agreement. This needs to be signed and brought back to Mrs. Richard by August 21<sup>st</sup>, 2015. Please be sure the agreement is signed by both the student and the parent/guardian.