

# CAREER SYLLABUS

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Instructor: Mrs. Baker  
Room 306

## Course Description:

Due to the high demands of today's job market, students need to be prepared for their years beyond middle and high school graduation. Whether students' plan to enter the work force immediately or pursue higher education, it is important for students to understand the impact of their career options in terms of education, skills, money, and overall job outlook.

## Required Materials:

Laptop, Writing utensil

## Arrival / Attendance / Dismissal / Bathroom and water:

\*Students are to be in their assigned seats when the bell rings. Students coming in should check the board for daily agenda and goals.

\*If **you** are absent, **you** are responsible for work missed. Please see me to get copies of missed handouts and notes. Another good place to look is PowerSchool for any missing work.

\*Students are to stay in the room until dismissed. There are no bells so Mrs. Baker will dismiss you - ALWAYS!

\*Bathroom and water passes will be ok'd only during work time - not during instruction time - you can always go during your passing time - ask if you need more time if you think you are going to tardy - Otherwise only during work time and one student at a time.

## Homework:

If class time is used wisely, there will be little outside work required. There is enough time built into class to get all tasks accomplished. When a student does not complete their work by the due date, the student is responsible to make other arrangements.

## Computer, Equipment and Resources:

Computers/laptops will be used on a daily basis. With that being said, there are specific rules for using these computers which includes;

- ✓ No food, drink, or candy around computers - NO ARGUING about this - **There is no food in my room**
- ✓ Always come to class with your laptop charged
- ✓ Ask before you print - do not print unnecessary items
- ✓ Treat the laptops carefully
- ✓ Do not touch another student's laptop

Resources: Glencoe Exploring Careers Textbook, Videos (as time permits): *Dirty Jobs*, *Sandlot* (FBLA Ethics unit), *Swoosh: Inside Nike* (FBLA Marketing unit), *30 Days - Minimum Wage*

## Expectations:

Be Respectful, Be Responsible, Be Safe, (See Mrs. Baker's Classroom Expectations Matrix on website)

Consequences: 1<sup>st</sup> time - warning, 2<sup>nd</sup> time - after class/student conference, 3<sup>rd</sup> time - Behavior referral/parent contact (may be different based on individuals and behavior)

**New: Only water allowed in classroom/lab and no food at all - Students will not argue about this when reminded to put their food/drinks away. Arguing results in consequences.**

## Evaluation:

The following grading scale is used throughout the middle school and can be found in your assignment notebook:

100 - 90	A to A-
89 - 80	B+ to B to B-
79 - 70	C+ to C to C-
69 - 60	D+ to D to D-
59 & Below	F

Assignments done in class - "Classwork" will be graded as a straight A, B, C, D or F

Students will also earn weekly points based on "Employability Skills". The article, "What do Employers Want from Their Employee?", states five valuable characteristics employers are looking for. Students will earn one point for each of these characteristics: *Responsibility* (attendance, tardy, approp. behavior), *Work Ethic* (use of class time and self-motivated), *Respect* (teacher and peers), *Team work*, and *Positive Attitude*.

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## CAREERS CONTRACT

The following document is to inform the student and Parent/Guardian of the classroom policies and procedures for Careers. This document must be signed by the student. Parents/Guardians can find this on my website or google classroom. This will then always be stored in Google Classroom.

Students were verbally notified of the above procedures and will continue to be notified of any alterations. Overall, I want your student to have the best opportunity for learning and growth where they can reach their full potential. This will be done through exploration in a positive and enjoyable classroom environment.

I, the below electronic signature, have read the classroom policies and procedures listed above. I agree to follow and uphold these policies and procedures. I accept the system that has been established.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Class  
Hour: \_\_\_\_\_

**Mrs. Tasha Baker**

Careers

Fort Atkinson Middle School

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