

## Murrieta Valley High School

Career I.C.T. Course Syllabus

2017 - 2018

<b>Course Title:</b> Career I.C.T.	<b>Teacher Name:</b> Rice
<b>A-G/UC/CSU approved:</b> NO	<b>Teacher Work Email:</b> drice@murrieta.k12.ca.us
<b>Haiku/Website:</b> YES	<b>Teacher Phone:</b> (951) 696-1408 x5816

**COURSE DESCRIPTION:** In this 18-week course students will explore occupational goals by use of the state of California's educational resource – California Colleges and by applying the principles of our districts 'Senior Cumulating Project'. Students will also be introduced to Microsoft Office programs and gain a basic understanding of internet safety / resources, computer terminology, keyboarding, internet searching, researching, career/college exploration and public speaking, while incorporating MYP/IB principles.

**\* This is a mandatory course that must be passed for high school graduation.**

### **COURSE CONTENT OBJECTIVES:**

This course provides the student with base knowledge for learning in the 21st century. It incorporates defining, evaluating, managing, and communicating information, media literacy, and career development skills using critical thinking, problem solving, and career readiness skills. Students will learn how to locate, use, and evaluate the necessary information, programs, and technology needed to complete a rigorous secondary education program. Students will begin to explore personal career / life goals as it pertains to the Freshman Project.

### **ASSIGNMENT (Late Work) POLICY:**

Students will be reminded of missing assignment(s) via multiple resources – class, text, Haiku announcements, etc. Students are also encouraged to check ABI during class, after assignments have been returned, to verify scores and current grade. Student will have up to one week to submit late assignment(s). After 7-days, the assignment will expire and will no longer be accepted.

Late assignment acceptance grade policy:

- ✓ One day late - minus one letter grade
- ✓ Two days - minus two letter grades
- ✓ Three days – minus three letter grades
- ✓ Four to Seven days – 50% or less

Late work will only be accepted within assigned '**grade**' period.

Students are responsible for and *should not discard any assignments until the end of the semester and* after the final, end of semester, grade has been posted.

### **MAKE- UP WORK POLICY:**

In these cases, assignment(s) will be accepted at teacher's discretion. Late Work and Expired Policies will apply. It is the student's responsibility to follow through, complete, and submit missing assignments.

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Students can make up assignments at home, during class, school library, and during open class lab. Make-Up / Late work will be noted in student ABI 'assignment comment' section. Assignments must be submitted within grade period; NO EXCEPTIONS!

### **MVHS UNIFORM GRADING SCALE**

Plus or minus grades will be given: **YES**

A+	100-97.00	B+	89.49-87.00	C+	79.49-77.00	D+	69.49-67.00	F	59.49-00.00
A	96.99-92.50	B	86.99-82.50	C	76.99-72.50	D	66.99-62.50		
A-	92.49-89.50	B-	82.49-79.50	C-	72.49-69.50	D-	62.49-59.50		

### **ACADEMIC HONESTY STATEMENT**

Academic dishonesty includes but is not limited to: cheating/plagiarism, copying from other sources (on-line courses, any internet site), submitting work completed by someone else – tests, projects, notes. Online search during quiz/test, forging, altering, or duplicating school or teacher documents or signatures, and text messaging regarding test data or information. The school's motto, "Do it the **R.I.T.E.** way, the Nighthawk way", will be taught and the acronym R.I.T.E. (**Respect, Integrity, Teamwork, Excellence**) will be emphasized throughout semester.

### **REQUIRED MATERIALS:**

1. Online Accounts – Student ABI, California Colleges, Office 365, Haiku, Typing.com, Remind.
2. Lined paper, Pencil and/or pen.
3. Student Handbook and Planner

### **CLASSROOM / BEHAVIORAL EXPECTATIONS:**

- No food, drinks, or gum, etc. allowed in computer lab, except at teacher's discretion.
- Use of cell phones and/or electronic devices not allowed during instructional time, except with teacher permission or at teacher discretion. **IMMEDIATE** consequence if violated.
- Computers are the property of MVUSD, altering or customizing the desktop is strictly prohibited.
- Downloading programs, accessing, or viewing inappropriate content is strictly prohibited.
- The computers are to be used for schoolwork only. **No Games or Internet Chatting.**
- Students are responsible for their workstation. If you see something wrong with your computer station, report immediately to the teacher.
- Foul, inflammatory, and derogatory language will not be accepted.

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- If it is found that a student is not complying with the class expectations/rules, an immediate conference will follow, the incident will be noted in ABI Comments, parents may be contacted, loss of computer usage for one or more class periods, loss of 'participation points' and the student may be asked to leave the class to report to Asst. Principal as additional disciplinary measure.

**Haiku/ABI (Aeries):** The Haiku LMS (Learning Management System) will be used for communication and assignments. This is an all-in-one site that includes a calendar, assignments, announcements, discussions, etc. and all pertaining to this course. The site can be accessed 24/7 via the internet. Parents will have access via student account.

### **Interventions and Tutoring**

I - Teacher / student class period conference, ABI assignment comment entry.

I - Teacher assignment review before submission

T – During class period, Open Class Lab, Before or After School by appt only.

T – Online video and tutorials

T – Peer tutoring via class T.A.'s. Participation pts awarded

I / T – After school site

**Syllabus** – How parents will receive...Invite parent(s)/guardian to schools' homepage > teachers > Dana Rice > Welcome page, to complete the '*Syllabus Confirmation Form*'.