



# CAREER PREP

## Syllabus

Discovery Middle School  
1304 Hughes Road  
Madison, AL 35758

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Class Webpage: <https://www.madisoncity.k12.al.us/Domain/1351>  
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<b>Course Description:</b>	The Career Preparedness course focuses on three integrated areas of instruction-academic planning and career development, financial literacy, and technology. Course content ranges from college and career preparation to computer literacy skills interwoven throughout the course. Mastery of the content standards provides a strong foundation for student acquisition of the skills, attitudes, and knowledge that enables them to achieve success in school, at work, and across the life span.
<b>Course Objectives:</b>	Course objectives can be found at <a href="http://www.madisoncity.k12.al.us">www.madisoncity.k12.al.us</a> A hard copy available upon request.
<b>Classroom Expectations:</b>	<b>Attendance Policy:</b> The attendance policy of Discovery Middle School will be followed in this course. <b>Accommodations:</b> All requests for accommodations for this course or any school event are welcomed from students and parents. <b>Extra Help:</b> You are encouraged to schedule a conference with me if you do not understand a concept in class. <i>Any student who receives failing grades during this course is urged to discuss this with the teacher immediately.</i>  <b>Classroom Expectations:</b> *Show respect. *Show self- control. *Show responsibility. *Show honesty. *SMILE
<b>Textbook:</b>	All required reading material for this course will be provided by the teacher.
<b>Grading:</b>	Test grades will account for (70%) of the 18-weeks grade, with the remaining (30%) being determined by quiz/daily grades. The grading scale is as follows: A (90-100), B (80-89), C (70-79), D (65-69), and F (below 65). <b>The final will count as 20% of the overall</b>

	<p><b>average.</b> Grades will be a reflection of mastery of the standards. Make sure all absences are excused as work can be made up and graded for excused absences only.</p>
<p><b>Make-up Work:</b></p>	<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. <b>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.</b> (DMS 2021-2022 Student Handbook)</p>
<p><b>Late Work:</b></p>	<p>For work turned in late, the following policy will apply:</p> <ul style="list-style-type: none"> <li>• The assignment will drop one LETTER grade for each school day that passes. For example, if an assignment is turned in one school day late, the highest a student can receive is 89%; two days late, 79%, etc.</li> </ul> <p>1 day late = maximum credit 89%  2 days late = maximum credit 79%  3 days late = maximum credit 69%  4 days late = maximum credit 59%  5-10 days late = maximum credit 50%</p> <ul style="list-style-type: none"> <li>• Half credit is always better than no credit! Until work has been made up, "Missing" (which counts as a zero) will be put in the grade book. This will be updated once work is completed and turned in.</li> </ul>
<p><b>Accommodations:</b></p>	<p>Requests for accommodations for this course or any school event are welcomed from students and parents.</p>
<p><b>Turnitin Notice:</b></p>	<p>The majority of writing assignments in this course will be submitted to Turnitin via the Schoology learning platform. The primary focus of this software is to help students become better writers and scholars. Turnitin generates a report on the originality of student writing by comparing it with a database of periodicals, books, online content, student papers, and other published work. This program will help students discern when they are using sources fairly, citing properly, and paraphrasing effectively - skills essential to all academic work.</p>

	Students will have the opportunity to review their Turnitin originality report and will have the opportunity to make revisions before submitting their work for grading. Once their work is submitted, teachers have the opportunity to view the student's originality report and grade accordingly.
<b>Technology</b>	Concerning laptop utilization: 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.
<b>Materials and Supplies:</b>	<i>Student Pencil/Pens, Paper, Headphones to connect to laptop.</i>

<b>9 (or 18 or 36) Week Plan *Subject to Change</b>	
<b>Week</b>	<b>Unit</b>
<b>1</b>	Personal Decision Making and Digital Citizenship
<b>2</b>	Academic Planning for High School
<b>3</b>	Technology Skill Applications
<b>4</b>	Career Exploration (White collar and blue collar occupations)
<b>5</b>	College Preparedness
<b>6</b>	Workplace Behavior/soft skills, Job Application
<b>7</b>	Resume, cover letter and the Interview Process
<b>8</b>	Work place issues and public Speaking Basics

<b>9</b>	Public Speaking, Course Wrap-Up
<b>10</b>	Exploring the Employment Process
<b>11</b>	Technology Basics
<b>12</b>	Technology in the Workplace
<b>13</b>	Budgeting
<b>14</b>	Saving and Investment/ Credit and Debt
<b>15</b>	Understanding Insurance
<b>16</b>	Complete Team Business Plan
<b>17</b>	Complete Team Business Plan
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