

Rolla High School

Career Management/Pre-Intern

Instructor

Mrs. Kayla Held

701-477-3151

kayla.held@k12.nd.us

Prep Period – 5th, Rm 206

Course Description

The purpose of this course is to prepare students for going on into their adult world after high school. It will look at preparation for college as well as for careers. Students will look at planning for their high school path, career exploration, and how to be a successful student and good employee.

Text and Class Materials

- We will be using College and Career Readiness, copyright 2019.
- Strongly suggested to have a separate notebook, binder, or folder for THIS class.
- Water bottle
- Strongly suggested to have a calculator that can complete basic calculations. (cell phone does NOT count)
- Device/Earbuds/Headphones



Rules and Requirements

- All work is to be done independently unless instructed otherwise. If seen completing assignments together, both assignments will be given zeros.
- Assignments will consist of group and individual assignments, worksheets, tests/quizzes, and projects on the computer. **It is your responsibility to hand in assignments on time.**
- **Late assignments will not get full credit. = 50%**
- Cell phones are put away unless instructed to be used for class.
- Business tours and field trips will take place throughout the semester. Appropriate attire is a must.

COVID

Changes in schedules, late work, school closure, etc. May take place throughout the year, but if you are struggling, have questions, or concerns, please contact Mrs. Held ASAP.

Grading ** Grade scale follows RHS policy**

1st 9 weeks and 2nd 9 weeks

- Grade will consist of a balance of Daily/Homework Assignments/Projects

Semester

- 1st 9 weeks = 42.5%
- 2nd 9 weeks = 42.5%
- Semester Test = 15%



Extra Credit

There will be times when an assignment is given for extra credit. This is your choice and will not affect your grade if not completed. However, it will help raise your grade if completed. I will not wait until the end of the 9 weeks to grant extra credit so take advantage of the opportunity throughout the quarter!



Career Management/Pre-Intern, cont.

Expectations

1. **BE ON TIME.** Must be in your desk ready for class when the bell rings.
2. **BE PREPARED.** Bring your assignment, book, paper, and pen/pencil EVERYDAY!
3. **BE RESPONSIBLE.** Remember late work will not get full credit. The only one responsible for your grade is YOU.
4. **BE RESPECTFUL.** Not only of yourself, but of those people and the things around you. I fully expect you will try your best and act your age at all times.
5. **BE OPEN.** You may be exposed to new opinions or new opportunities. Even though it may be out of your comfort zone, sometimes it's good to step outside the "box".

ND state standards covered in this course

Career, Community, and Family Connections: All 1.1, All 1.2, 1.3.1, 1.3.3, 1.3.5
Consumer & Family Resources: 2.1.1, 2.1.2, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.5.2, 2.6.1, 2.6.4, 2.7.2, 2.7.3
Consumer Services: 3.1.1, 3.1.2, 3.1.3, 3.1.5, 3.1.6, 3.2.1
Interpersonal Relationships: 13.1.1, 13.1.4, 13.1.5, 13.1.6, 13.3.1, 13.3.2, 13.3.3, 13.3.4, 13.3.5, 13.3.6, 13.3.7, 13.4.1, 13.4.3, All 13.5

Reminders

To check grades:

[Powerschool](#)

Helpful Classroom Websites:

[Google classroom](#)

[quizlet.com](#)

*** You may notice Career Ready Practices on your powerschool. The goal is to make sure that when you leave this class, you are CAREER ready!*



Course Topics

- Careers & You
 - Personal strengths, roles/responsibilities, why we work, Career Clusters, Entrepreneur skills
- Career Preparation
 - Skills for success, planning your academics, communication, relationships, basic skills, technology
- Career Development
 - Career planning, Job search, Productive work skills/balanced life
- Financial Management
 - Financial goals, Budgets, Calculating Paychecks
- Business Tours in the local community
 - Mrs. Held will attempt to be tailored to the interests of the students in the class

Career Management/Pre-Intern

Student Name (printed): _____

As a student in Mrs. Held's class, I have thoroughly read and understand the expectations for this course and myself as stated on the syllabus. I have especially noted the **late policy for assignments** and will try my best to turn in assignments on time. If I do make a habit of turning in assignments late, **I DO KNOW IT WILL AFFECT MY GRADE.**

Student signature

Parents/guardians please check those that apply below:

As a parent/guardian of a student in Mrs. Held's class, my student has:

_____ Shown me the syllabus.

_____ Made me aware of the **late policy regarding assignments** (50% maximum if late)

_____ Given me Mrs. Held's contact information if I have any questions or concerns about my child.

_____ Has permission to attend out of the building field trips to visit businesses during school hours to learn about careers and businesses in our community/surrounding area

Also even though we do not prepare or eat food in this particular course, we still hold class in the classroom where food is/has been prepared. In this day in age, food allergies are much more prevalent than in the past. Please answer below:

My child has food allergies: _____ yes _____ no

If yes, what are they? _____

Parent/Guardian Name

Parent/Guardian Signature

Emergency contact phone number: _____

Home/cell number: _____

Parent Email address: _____