**Career Planning**

**Syllabus**

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# **OVERVIEW:**

Career Planning is semester classes that will help students determine career possibilities and identify educational requirements for those careers, as well as guiding students through the job search, interview process and career development process.

Career Planning will be devoted to learning or strengthening:

a. Details about personal career desires

1. Job Shadows (optional)

2. Personal Presentations (Powerpoint/Slides)

3. Interviews

4. Career Research

5. Self-assessments for personality/career reflection

b. Postsecondary education process

1. Application Process

2. College Visits (encouraged)

3. Getting the most out of high school

c. Mechanics of the employment search

1. Resume’s

2. Applications

3. References

4. How to find a job

6. Interviews

7. Follow Up

8. Dressing for success

d. The employment process

1. The paperwork

2. Employment laws

3. Developing on the job

e. Personal skill development for employment success

1. Communication

2. Time Management

3. Interpersonal Relationships

4. Challenges

5. Supervising others

6. Balance

7. Soft skill development

8. Goal Setting

# **SPECIFIC EXPECTATIONS:**

Students are expected to ***Be Respectful, Be Responsible, Be Involved***, and work toward ***Graduation***. Therefore….

* Students are expected to come to class, on time, prepared to learn and collaborate with classmates. Cell phones are not to be used, for any reason, during class time unless permission is given by the teacher.
* Students who miss class must obtain notes from classmates and must submit assignments due during their absence in accordance with District Policy found in the Student Handbook.
* Students are expected to follow District Policy regarding computer use, which means that students should not frequent social media sites or engage in online games unless given permission by the teacher. Students are encouraged to save all work and submit assignments digitally. To preserve resources, students are encouraged to print judiciously and should ask before printing.
* Students will turn assignments in on the due date. Points will be deducted for late assignments.

**Grading Breakdown:**

100% Daily work & projects

**Grading Scale:**

97-100 = A+ 77-79 = C+

93-96 = A 73-76 = C

90-92 = A- 70-72 = C-

87-89 = B+ 67-69 = D+

83-86 = B 63-66 = D

80-82 = B- 60-62 = D-

0-59 = F

**Semester Grade**

Quarter 1 Grade (45%) + Quarter 2 Grade (45%) + Semester Final Grade (10%) = **Overall Semester Grade (100%)**