

EXPLORING CAREER DECISIONS

COURSE SYLLABUS & EXPECTATIONS

Parents and Students:

Welcome to Holly Grove Middle School and Exploring Career Decisions. I am excited to have this opportunity to work with your child this year. Prior to teaching I worked in the business world and will bring a real world outlook to the career coursework. I will share my experiences and teach the career skills necessary to introduce them to the world of careers.

Don't hesitate to contact me by phone at 919-557-2727 or via email at rlocklear@wcpss.net

Thank you, Mr. Locklear.

Students will cover the topics below:

- I. Exploring Personal Characteristics & Careers
 - a. Understanding interest, attitudes, values influence career choices
 - b. Understanding personal and transferable skills influence careers choices
- II. Exploring Careers & Employment
 - a. Understand the world of work and career clusters
 - b. Explore various job techniques and how to apply for employment

<p><u>GRADING WEIGHT</u></p> <p>MAJOR 60% Test, Projects, Quiz</p> <p>MINOR 40% Classwork</p>
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<p><i>NOTE: Makeup work is the student's responsibility</i></p>
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STUDENT EXPECTATIONS

Be Respectful	<ul style="list-style-type: none"> • Be in your seat to begin assignment • Do not talk unless given permission • Keep work area clean, push in chair and return to log-in screen before leaving class
Be Accountable	<ul style="list-style-type: none"> • Keep your hands to yourself & your own computer • NO Gum, Candy, Food or Drink in classroom • Only visit websites approved by teacher
Be Responsible	<ul style="list-style-type: none"> • Remain in assigned seat until class is dismissed • Do not print without permission • Do not change computer settings

Computer Usage

During this course students will use the computer for educational purposes. Students are expected to follow all Lab Rules/procedures laid out by the teacher and Wake County schools.

1. *No Food/Drinks Permitted*
2. *Computers are to be used as directed by the Instructor*
3. *Students will not tamper with computers, change desktops, homepages*
4. No unauthorized use of the Internet - email, games, facebook, texting, cell phone use, IPOD's or any other electronic device or medium. LANSCHOOL Classroom management software will be used to track and manage student's activity while using the computer lab. Students are not allowed to access websites without approval of the Instructor.
5. Failure to follow the above lab rules may result in loss of Computer and/or Internet access at HGMS.

Extra Assistance

I strongly recommend Academic Assistance for any student who feels that they are not performing up to their standards to come in before or after school Mondays through Wednesdays. Every student has the opportunity to be successful in the classroom.

Please contact Mr. Locklear if you have any questions or concerns in reference to the Exploring Career Decisions class syllabus and/or student expectations.

Fill out all information below completely. **Please cut or tear on the dotted line** keep the above information and return the contact information to Mr. Locklear.

Student Name _____ Class Period _____

Parent/Guardians Name _____

Parent/Guardians Contact Number _____

Parent Email Address _____

I have received information about the CTE curriculum, materials, student expectations and grading policy. I will support my child in meeting class expectations.

Student Signature _____ Date _____

Parent Signature _____ Date _____