

**Career Development**

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| **Sarah Jordan** |  | **Course Overview:**  |
| Room 109 |  |  | Career Development is a course designed to give students a very early start on the process of career planning and growth development. The process involves thoughtful self-assessment, career exploration, planning and follow-through. This relevant and timely course helps students learn more about themselves, investigate careers as they apply to personal interests and abilities, develop skills and job search documents needed to enter the workforce, and address the importance of professionalism and responsibility. This two-semester course includes lessons in which students create a self-assessment profile, a cover letter, and a résumé that can be used in their educational or career portfolio |
| **Office Hours:\*\*** |
| Monday-Friday |  |
| \*\*Available upon appointment |
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| **Contact Info:**  |  |
| [Sarah.Jordan@slps.org](http://Sarah.%20Jordan@slps.org) |
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| **Class Mission:** |
| Students become more motivated, self-directed learners when they understand the relationship between academics, career and education planning and achieving their own career goals. **Career development** **allows students to discover who they are, what they like to do and what they do best**.The knowledge and skills learned will enable the students to mature into responsible citizens in a global society. |
| **Gateway STEM Mission & Vision:** |
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| **Our Mission:** Science, technology, engineering, and math: Embracing diversity and inspiring critical thinking through innovative career and college pathways.**Our Vision:** Empowering diverse career and college ready innovators to evolve with the world. Learners today. Leaders tomorrow! |
| **School Expectations:** |
| 1.Be in your assigned seat/area, and ready to work when class is scheduled to start.2.Have paper, pencils/pens, books, technology and all needed supplies to be successful.3.Keep focused by removing all possible distractions.4.No profanity, rude gestures, teasing, or put downs.5.Follow directions of the Student Discipline Handbook and all school adults unless the request is illegal, immoral or unsafe. |
| **Teams Information:***Type the following links into any web browser or click on the black boxes below.* |  |  |  |
|  |  | **Learning Expectations:** |
|  |  |  |  | Students must be actively engaging in lessons on a daily basis and demonstrate mastery on the Proficiency Scale to receive credit for the course. |
| See Website/TEAMS |  |  |  |
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| **Daily Work:** |
| Daily work completed both in class or out of the classroom counts as part of your formative grade. There will be daily work--reading and writing assignments that are very important as a foundation for our class. Late work will be accepted only until the **end of the current unit**, and for **reduced credit**.  |
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| **Project/Quizzes:** |
| There will be projects assigned throughout the semester. These assignments will count as part of your formative and summative grade. If quizzes will be given, students will be given advance notice. |
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| **Summative Assessments:** |
| These will comprise 60% of your grade and can include quizzes, chapter or unit tests, projects, presentations.Tests may be given at the end of each chapter or at the end of each unit. The test date will be announced well in advance and we will review them in class. **Quizzes MAY be given at any time without warning**. Your semester final examination will be comprehensive and count as 10% of your grade. **REMEMBER: Your performance in this class is entirely up to you!!****Final Exam:** Will count as 10% of your grade and be comprehensive, covering the entire semester’s material.**REMEMBER: Your performance in this class is entirely up to you!!** |
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| **Grading** |
| It is important to remember that I do not pass or fail you in this class. YOU are entirely responsible for your performance in this class. Failure to do the work and study for tests may result in your EARNING a failing grade. Likewise, completion of the work can most likely result in your EARNING a passing grade. Grades will be issued as follows: **Summative Assessments 60% A-90%-100% B-80%-89% C-70%-79%** **Formative Assessments 40% D-60%-69% F- 1%-59%**  **Formative Assessments** include: daily work, projects/quizzes, “do now exercises”, exit slips and 21st century skills which represent initiative & self-direction/productivity and accountability. Semester grades are calculated by accumulating all points throughout the entire semester’s grade to total 90%. The remaining 10% is the comprehensive semester final exam. **REMEMBER: Your performance in this class is entirely up to you!!** |
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| **Classroom Etiquette (Gateway Policy)**  |
| **-Arrive to class meetings on time, or a few minutes early.****-Engage in classroom by participating in a discussion, asking/answering a question, or presenting.****-Limit background noise and other distractions.****-Wear appropriate attire. Upper body must be covered and images/words on clothing should be school appropriate.****-Use school appropriate language/gestures when speaking or posting messages.** |
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| **Virtual Learning/TEAMS Participation Expectations (Gateway Policy)**  |
| -Students are expected to log in to Teams daily, view and download assignments/resources, and submit completed assignments.-Students are expected to submit assignments on time in order to receive full credit. -Students are expected to participate on a regular basis through posts in Teams. |
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| **Academic Integrity** |
| Plagiarism, cheating on an exam, copying of homework or test answers, and/or arranging for others to do schoolwork or exams are all considered to be dishonest, wrong and in opposition to the purpose of learning. Students found committing academic dishonesty (cheating on an exam, copying homework, plagiarism) can receive a grade of “F” or “0” and could face disciplinary action. Your parent/guardian will be notified. This includes final exams. Teachers have the option to provide the student with another opportunity to test with less credit offered. Repeated offenses will lead to more serious consequences, potentially including course failure. We are here to learn, please maintain your academic integrity accordingly and do not copy nor allow anyone to copy your work.**Supplemental Reading Assignments:**  From time to time throughout the semester, additional readings from both primary and secondary sources will be assigned. These readings will be provided by the teacher and may be included in examinations. |

 **Course Outline**

* Course Title: Career Development
* Department: Social Studies

**Intro Unit:**

* + What is the purpose of Career Development?

**Unit 1:**

* Introduction to Work

**Unit 2:**

* Performing a Self-Assessment and Exploring Careers

**Unit 3:**

* The Job Search Process

**Unit 4:**

* Writing a Professional Resume and Cover Letter

**Unit 5:**

* The Interview

**Unit 6:**

* Succeeding in the Workplace

**Unit 7:**

* Working With Others and Improving Professional Skills

**Unit 8:**

* Taking Control of Your Evolving Career