

CAREER PREPARATION II COURSE SYLLABUS

SCOPE AND SEQUENCE

Teacher Information:

Vocational Adjustment Coordinator – Douglas W. Arnold

Credentials: Teacher Certifications in Special Education K-12th

Bachelors of Arts Degree in History, UT Arlington, 1991

Contact Information

Google Voice (Text or Voice Mail) 817-264-7385

Campus Number (682) 314-1600

Email douglasarnold@misdmail.org

Conferences: By appointment only.

I. Rationale:

This course aims to teach you the fundamentals of preparing for an occupation as well as explore occupation types.

II. Course Aims and Outcomes:

Specific Learning Outcomes:

By the end of this course, students will:

- Improve employability skills
- Improve job seeking and retention skills
- Increase understanding of careers and skill sets associated with each one
- Understand Employee Rights and Responsibilities
- Understand OSHA
- Figure salary & Income tax

III. Format and Procedures:

Each class will begin with a journal entry followed by daily lesson/activities. Each student is expected to:

- Complete daily entries
- 100% on time attendance
- 100% participation in class activities and/or discussions
- Complete all in class assignments in time allotted
- Treat each other with respect
- **Remain seated until the end of period bell rings.** (Any student who lines up at the door before the bell rings is subject to having points taken off a grade and/or a discipline referral) **The bell does not dismiss the class, I do.**

IV. Academic Integrity

Each student in this course is expected to abide by the Mansfield Summit High School Code of Academic Integrity. Any work submitted by a student in this course for academic credit will be the student's own work. [Unless I explicitly state the assignment is a group and/or pair work]

You are encouraged to study together and to discuss information and concepts covered in direct teaching in preparation for a test. You can give "consulting" help to or receive "consulting" help from your peers when appropriate. Please note: this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, an e-mail attachment file, a hard copy or shared in snapchat or other forms of media.

Should copying occur, both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment.

During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam. (MISD GRADING – Tests/projects 40%; Quizzes/HW 20%; Daily grades 40%) (Grades accessible on Skyward)

V. Inclusivity Statement

I understand that students in our class represent a rich variety of backgrounds and perspectives. I am committed to providing an atmosphere for learning that respects diversity, while working together to build this community you may:

- share unique experiences, values and beliefs
- be open to the views of others
- honor the uniqueness of your peers
- appreciate the opportunity that we have to learn from each other in this class
- value each other's opinions and communicate in a respectful manner

My commitment to you – To give 100% in *elevating your learning* and to help you work toward achieving your personal academic goals.

My expectations of you – That you will give 100% in effort toward this learning process

Please complete below, sign and return. Retain the syllabus for your records. Thank you.

Your commitment: _____

Your expectations of the class: _____

Your signature: _____ **Date:** _____

Course Calendar/Schedule

Course Information: The Career Preparation II Course (a 36 week course) is designed to teach students the basic skills necessary to obtain and retain a job. Students will learn about the importance of employment, how to develop and maintain positive working relationships and how to understand Employee Rights and OSHA standards.

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Text/Reading Helpful Resources for home use; Web Page Occupational Outlook Handbook- Government developed web page listing all careers in the United States with information pertaining to Job Outlook, Job Responsibility, Education needed and Potential Salary.

Materials: You will need the following supplies that will stay in the Career Preparation II Classroom; except the *flash drive – keep that with you

- Composition or Spiral Notebook
- 1 2-pocket folder
- 1 Flash Drive*
- I-pad
- Pen/pencil

Course Calendar:

1st 6 Weeks

Life Maps with highlights of lessons learned from Career I

Learn Benefits of Volunteering

ABCs of positive communication

Positive and Negative Work habits

2nd 6 Weeks

Employee Rights and Responsibilities

OSHA

Workplace Violence Prevention

3rd 6 Weeks

Hospitality & Ethics in the workplace

Habits to help determine your success in life

SEMESTER REVIEW - FINAL

4th 6 Weeks

Interview technique refresher in prep for Job Fair
Using a cash register
Making change
Understanding Income Tax

5th 6 Weeks

Figuring paycheck
Anti-monopoly
Budgeting – housing groceries

6th 6 weeks

Exploring Scholarship Opportunities
How to keep a job
Taking responsibility ownership of your contribution to the workplace
What is your energy level?
Book – The Energy Bus

**BOOK REPORT – FINAL PROJECT
REVIEW FOR FINAL EXAM**

Projects for the year will include role play as cashier and manager, mock job interviews, book report, creating a budget