

TERRY SANFORD HIGH SCHOOL

Career Management

TEACHER: Ms. R. Taylor

E-MAIL: rhondatylor@ccs.k12.nc.us

Course Description

The Career Management Curriculum is designed to help students understand the process of determining self and career identity. Emphasis is placed on self-assessment of characteristics, interests, and values; education and career exploration. Students will have the opportunity to learn how to make good decisions about education, work and life roles. The goal is to help students make good decisions about themselves and their future. Strategies for this course include teamwork, technology, problem-solving, decision making, goal setting and self-management.

Course Standards and Indicators

| Essential Std # | Essential Standards and Indicators (The Learner will be able to:) |
|-----------------|---|
| 1.00 | Understand Personal Social Development |
| | 1.01 Develop understanding of yourself to build and maintain a positive self-concept |
| | 1.02 Develop positive interpersonal skills including respect for diversity |
| | 1.03 Integrate growth and change into your career development. |
| | 1.04 Balance personal, leisure, community, learner, family and work roles. |
| 2.00 | Understand Educational Achievement and Lifelong Learning |
| | 2.01 Attain education achievement and performance levels needed to reach personal and career goals. |
| | 2.02 Participate in ongoing, lifelong learning experiences to enhance your ability to function effectively in a diverse and changing economy. |
| 3.00 | Understand Career Management |
| | 3.01 Create and manage a career plan that meets your career goals. |
| | 3.02 Use a process of decision-making as one component of career development. |
| | 3.03 Use, accurate, current and unbiased career information during career planning and management. |
| | 3.04 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment. |
| | 3.05 Integrate changing employment trends, societal needs and economic conditions into a career plan. |

RULES and EXPECTATIONS:

- 1. Follow the school rules for Terry Sanford High School. (Found in Student Handbook)**
- 2. Come to class with a POSITIVE ATTITUDE and an eager to learn.**
- 3. No cell phones or headphones out while in class unless teacher instructs for assignment purposes.**
- 4. Take care of personal matters (restroom, water, etc.), prior to coming to class.**
- 5. Attend class regularly and complete any make up or assignment missed. MAKE-UP WORK IS STUDENTS RESPONSIBILITY!!!**
- 6. Do your BEST work at all times and PLEASE ask questions if you do not understand something.**

Materials/ Supplies Needed

- A great attitude and excitement to learn.
- 1 inch, 3-ring binder with pockets: It is suggested that all students purchase a binder. The better organized you are, the better student you will be. It is a good idea to keep your notes for each unit so that you can use them to study for the mid-term and final exams.
- Notebook Paper

Discipline:

The following **discipline** will be used to ensure student behavior:

- 1st Consequence – Oral Warning/Conference with student
- 2nd Consequence – Call Parent/Guardian (points from level system)
- 3rd Consequence – Conference with Parent/Guardian and student
- 4th Consequence – Level Zero Contract
- 5th Consequence – Administrative Referral

Grading Scale:

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: < 59

Grading Criteria

| | |
|------------------------|-----|
| Classwork/Homework | 40% |
| Tests/Quizzes | 30% |
| Projects/Participation | 30% |

Terry Sanford High School Career Management

Parents/Guardians:

Thank you for the opportunity to teach your child. I know that I will have your support in their education. Please see attached, the syllabus for this school semester. If I can be of any assistance, please feel free to call or e-mail me. Thank you.

Ms. R. Taylor
(910) 484-1171
rhondataylor@ccs.k12.nc.us

Please sign and return this signature page stating:

I have read and understand the syllabus outlined for my child in this class.

Course Name: Career Management

Parent Signature

Date

Student Signature

Date