**Challenger High School**

**Career Choices**

2023-2024

**CEDARS CODE: 22151**

Course Overview and Syllabus

**CTW211**

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**Grade Level:**  9. 10, 11, 12   **Credit:**  CTE, or Elective **NCAA Approved**

**Course Number:** CTW211 **Prerequisite Courses:** Digital Communication Tools (Preferred)

**Credits:** .5

# Course Description:

# Introducing high school students to the working world, this course provides the knowledge and insight necessary to compete in today’s challenging job market. This relevant and timely course helps students investigate careers as they apply to personal interests and abilities, develop skills and job search documents needed to enter the workforce, explore the rights of workers and traits of effective employees, and address the importance of professionalism and responsibility as careers change and evolve. 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.

# Course Objectives

You will meet the following goals by taking this course:

* Evaluate the business cycle and determine its effect on employment
* List components of a job application and explain how to complete an application properly
* Describe rules and procedures for maintaining a safe work environment and explain how to respond effectively to workplace emergencies
* Explain the importance of good communication in a workplace and identify methods for improving communication skills
* Summarize how technology is transforming the workplace
* Describe how copyright laws affect the use of technology

# Student Expectations

This course requires the same level of commitment from you as a traditional classroom course. You are expected to spend approximately five to seven hours per week online on:

* Interactive lessons that include a mixture of instructional videos and tasks.
* Assignments in which you apply and extend learning in each lesson.
* Assessments, including quizzes, tests, and cumulative exams.

# Communication

Your teacher will communicate with you regularly through in class discussions, e-mails, chats, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

# Grading Policy

# (Progress reports will be done monthly)

* **A** (90-100%) Student demonstrates exemplary abilities through scores earned; students showed outstanding mastery of expected skills.
* **B** (80-89%) Students demonstrate adequate abilities through scores learned on assessments; Students show adequate mastery of expected skills.
* **C/P** (70-79%) Students demonstrate average abilities through scores earned; students showed average mastery of expected skills.
* **D** (69% or below) Student unable to demonstrate mastery of expected skills.
* **F** (59% or below) Student unable to demonstrate mastery of skills and will not receive credit for the course.

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below:

|  |  |
| --- | --- |
| Grading Category | Weight |
| **Assignments** | 10% |
| **Formative Assessments** | 20% |
| **Summative Assessments** | 70% |

# Progress:

* Grading will be completed every Monday. I will attempt to get it sooner, but I will make sure it is completed on Mondays.
* Student progress is monitored weekly. Students are required to complete all work on the week assigned by Friday. A percent grade will be given on Fridays. The grade will remain that percentage unless a student contacts the teacher with a substantial reason for the delay or prior arrangements are made. It is the teacher’s discretion whether that grade will be changed.
* Student monthly progress is at the discretion of the certificated teacher based on weekly evaluations and the students’ ability to complete the required learning benchmarks for that month.
* If a student fails to make collective progress for all weeks, then monthly progress is unsatisfactory. Student monthly progress is specifically evaluated against progress benchmarks, which are clearly defined in the course for each month.
* In addition to the course schedule, these benchmarks may also come in the form of lesson, unit, assignment and/or assessment completion dates.
* These established progress benchmarks will allow teachers and students to assess the students’ educational progress in meeting the course learning standards.
* At a minimum, students must turn in at least 70% of assignments assigned per week to maintain a status of “making monthly progress,” but will need to complete all the instructor is asking for each week in order to complete the course on time.
* Most Assignments are completed in Canvas
* You must be able to access your MyBethel/Canvas account to succeed in the class.
* Please notify the instructor immediately if you have a problem accessing your account.

# Class Expectations:

**Students are required to complete the following ten (10) tasks:**

1. **Career Assessments (e.g. SchooLinks (4)) (100% of Required Assignments)**
2. **Resume (with checklist)**
3. **Goals (Short Term and Long Term)**
4. **FAFSA ID**
5. **Financial Plan**
6. **High School and Beyond Checklist**
7. **13 Year Plan**
8. **Financial Literacy (Everfi)**
9. **High School and Beyond Essay with rubric and supporting documentation**
10. **Career PowerPoint with rubric; and**

**Students should attempt to complete all other assignments not highlighted as Required**.

# Materials (may include but are not limited to)

* Internet sites, ELA lab experiences, computer based learning models, reading materials, video clips
* Other materials will be provided by the instructor

# Assessment (may include but not limited to)

* Oral/Written expression for mastery understanding of course concepts and demonstration of the application of course concepts.
* Performance based evaluations through labs, quizzes, participation, and group and individual projects.
* Progress reports will be issued monthly by the instructor.

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# Relationships to other Content Areas

* Completion of this course will require the student to integrate: mathematical, logical linguistic, social, historical, societal, technological, and writing skills.

# Common Core Standards

Students will be able to meet standards set up by Bethel School District and Challenger High School.

1. Cite specific textual evidence to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of text as a whole.
2. Determine the central ideas or information of a primary or secondary source; provide an accurate summary that makes clear the relationships among key ideals and ideas.
3. Evaluate various explanations for actions and events and determine which explanation best accords with textual evidence, acknowledging where the text leaves matters uncertain.
4. Determine the meanings of words and phrases as they are used in a text, including analyzing how an author uses and refines the meaning of a key term over the course of a text.
5. Analyze in detail how a complex primary source is structured, including how key sentences, paragraphs, and larger portions of the text contribute to the whole.
6. Evaluate author’s differing points of view on the same historical event or issue by assessing the author’s claims, reasoning, and evidence.
7. Integrate and evaluate multiple sources of information presented in diverse formats and media in order to address a question or issue.
8. Evaluate the author’s premises, claims, and evidence by corroborating or challenging them with other information.
9. Integrate information from diverse sources, both primary and secondary, into a coherent understanding of an idea or event, noting discrepancies among sources.

# Scope and Sequence

The units of study are listed below:

1. Performing a Self-Assessment and Exploring Careers
2. Resume/Applying/Interviewing for Employment/Succeeding in the Workplace
3. Career Choices/Goals
4. Education
5. Financing/Funding Your Education
6. Preparing for a Career Future Plan
7. Career Research Outcomes
8. Financial Literacy
9. Course Conclusion/Results