



Business & Professional Development Syllabus 2022-2023

Instructor: Janay Shepherd

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Email is the best way of reaching me. I work at two high school campuses and I check my e-mails throughout the day

Course Overview:

Business and Professional Development will be an in-depth course designed on preparing students for the workplace in making a smooth transition from the classroom to a demanding work environment. Please note that this is mostly a skills-based course – meaning there is less information memorization for regurgitation – i.e. – I will teach you how to read a resume, then give you a resume you have never read and tell you to analyze it. It is not the contract I am interested in, so much as your ability to understand the language and devices the resume uses. Thereafter, you will compose your own resume which will be utilized for job applications.

Objectives

Upon the completion with appropriate study, students will learn the skill sets of:

Work-based Learning	Career Planning
Job Hunting	Job Satisfaction
Managing Income	Career Strategizing
Presenting	Interviewing
Portfolio Development	Completing Job Documents

Attendance Policy: Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, ROP students are expected to be on time for classes every day

Students must arrive on time to class. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate. Perfect attendance certificates will only be issued to students who have no absences or tardies. There are no exceptions.

Grading Policy: A Points system will be used to determine your grade. All points from assignments, projects, portfolios, will be added together at the end of the quarter and will determine your final grade in the class. Grades are updated every two weeks on <https://synergy.newarkunified.org/Login.aspx>

Cheating: Any student caught cheating on an exam or copying work from other students will be given a warning and a failing grade on the assignment. Any subsequent incident will result in termination from the entire program and a failing grade. **THIS INCLUDES Sending completed assignments to other students to use as their own work**

Plagiarism: Plagiarism is to steal and pass off words, ideas as one's own without creating the source. You cannot directly copy something out of a book, newspaper, Internet or any other printed source. Plagiarism is not acceptable and will not be tolerated. If plagiarism occurs the same rules for cheating apply.

COVID POLICIES/HEALTH REQUIREMENTS -

***We will follow the directives of the CDC regarding wearing masks or other safety/health equipment

All students should conduct a daily self-assessment for any signs or symptoms of illness. Students should stay home from school and school activities if they have any symptoms of an illness such as a fever, a cough, a sore throat, or headache. Students should not return to school after an illness until they have been symptom-free without medication for 24 hours.

Materials Required: Students will come to class prepared everyday with lined paper, pen or pencil.

Assignments: Most assignments are on google classroom. It is the student's responsibility to be accountable for completing the assignments and sending it to the instructor when they are due. Instructor will post grades on Snergy throughout the trimester, but it up to the student to keep up with missing assignments.

Productive hours: Students earn their productive hours by demonstrating positive work ethic, participating in class discussions with instructor, guest speakers and pers.

Professional Portfolio: Each student will need a one-inch, three-ring binder and five sheet protectors for his/her student portfolio project, which will commence at the beginning of the third semester. The portfolio will include a resume, completed job application, one outstanding work sample/project, and a certificate of completion for every student earning a grade of "C" or better

Classroom Participation: Class is a much better learning environment when you maintain an active role in the learning process. The best way to do this is to participate in the discussions, listen carefully to the instructor and other students and ask questions.

Classroom Expectations: Students will use language and behavior that is respectful of every one. Inappropriate language includes swearing, put downs of any kind and negative language or gestures that inhibits inclusively and diversity.

Google Classroom Codes:

Period #4 [byuxcfw](#)

<https://classroom.google.com/c/NTM4MjY0NTI1MDk3?cjc=byuxcfw>

Period #5

Google class room period 5

Class code [lal222u](#)

<https://classroom.google.com/c/NDk3NDI00TAwODY3?cjc=lal222u>

6 core values: In Careers in Education there are 6 core values. Past students have decided that they are very important to learn, know and demonstrate for success. Everything that we do, say and demonstrate will reflect on the core values. Students will learn in detail what the core values are and know that they are expected at all times.

Core Values:

Ownership: Taking responsibility for one's self, actions, property, words and actions.

Integrity: Adherence to moral and ethical principles; soundness of moral character.

Tolerance: A fair, objective, and permissive attitude toward opinions and practices that differ from one's own.

Responsibility: The state or fact of being [responsible](#), answerable, or accountable for something within one's power, control, or management.

Honesty: Honorable in principles, intentions, and actions; upright and fair.

Respect: Esteem for or a sense of the worth or excellence of a person, a personal quality or ability, or something considered as a manifestation of a personal quality or ability

Agreement: By signing this document, you are agreeing to the policies/regulations in the Course Syllabus/Outline. You also state that you fully understand the policies and consequences.

Please fill out and return to class on the next day after receiving this!

Your student will receive 20 points if turned in on time

I have received and read the Business Professional Development Syllabus

(parents full name)

(students full name)

On _____
(date)

I am aware of the course guidelines and class expectations. I am also aware that Mrs Shepherd can drop you from the class if class expectations are not met.

(parents full name)

Parent or Guardian home phone number:

Work number:

Cell number:

e-mail:

