

Business & Professional Development MVROP Course Syllabus 2025 - 2026

Contact Information

- Instructor: Ms. K. Mendoza
- Email: kmendoza@fusdk12.net
- Phone: (510) 657-9155 x49028

Course Description

This course will help students develop skills vital to securing a job. Participants will practice and demonstrate interpersonal communication skills by actively listening, following directions, and articulating their needs in a professional manner. Students will learn effective multimedia presentation skills and techniques by utilizing specialized software and applications.

Students will create an **Employment Portfolio Binder** comprised of the following elements:

1. Resume
2. Cover Letter
3. Thank You Letter
4. References Sheet
5. Job Application
6. Personal Fact Sheet
7. Academic or Skills Certification(s)

In addition, students will deliver a five (5) minute multimedia **Post-Grad Presentation** to the class outlining their immediate, short-term transition plan within five (5) years after graduation from high school, utilizing and combining the knowledge and resources learned throughout the course. This project enables students to demonstrate skills in digital literacy, public speaking, and critical thinking.

Course Objectives

After completing this course, students will be able to:

- Identify their short and long term goals

- Create a transition plan from high school to career (i.e. trade/vocational schools, 2-year community or junior colleges, 4-year private or public university, or military pathways)
- Collect and organize materials to create a powerful presentation
- Use dynamic verbal and communication skills
- Complete a job application
- Use effective job search resources
- Demonstrate the importance of professional dress for interviewing
- Complete a mock interview
- Create a personalized employment portfolio

Required Text, Material, Tools, and Resources

Each student will need a 1/2" (half-inch), 3-ring binder and at least five (5) sheet protectors for the employment portfolio project. The employment portfolio will include the elements as stated in the Course Description.

Students must be able to access Google Classroom in class and at home. All required course materials and text will be uploaded and accessible within Google Classroom.

Students should have a FUSD Student Email, as well a Personal Email address to access authorized specialized software and applications for schoolwork.

Grading Policy

Grading is based on completing all assignments, presentations, projects (i.e. mock interviews, role-playing, etc.), employment portfolio, attendance, and adherence to classroom rules. An overall average of 70% is required to pass the class.

Assignments / Presentations / Projects	20%
Employment Portfolio (hard-copy binder)	25%
Post-Grad Presentation (multimedia presentation)	25%
Attendance / Classroom Rules	30%

After your numerical grade has been calculated, your letter grade will be determined as follows:

- **A** 90-100% of the total percentage points possible
- **B** 80-89% of the total percentage points possible
- **C** 70-79% of the total percentage points possible

- **D** 60-69% of the total percentage points possible
- **NC** 69% or below - no credit

Attendance and Classroom Rules

Punctuality and regular attendance are expected. **Students cannot miss more than five (5) class sessions during the quarter. There is no make-up for missed days in the class.** Perfect attendance certificates will not be issued to anyone who is tardy or leaves early. Points for attendance are awarded daily. **Each class day is worth 30 points.** Point will be deducted for violation of attendance and/or classroom rules as follows:

Violation	Points Deducted
Arrive late to class / Napping in class	15 points
Eating or Drinking in class	20 points
Cell Phones and Other Personal Devices	20 points
Computer Violations	20 points
Disruptive Behavior	20 points
Absent	30 points

Academic dishonesty is intolerable. The guidelines in the Mission Valley ROP Cheating Policy will be strictly enforced. There are **No Exceptions**.

Classroom Rules

There is no eating or drinking in any of the classrooms; bottled water is permitted.

Personal electronic devices or headphones of any kind are not to be used, seen, or heard in the classroom. Cell phones must be locked in a YONDR pouch at the beginning of class. Cell Phone use in the classroom will result in an immediate dismissal to the office.

Use of the internet is permitted only to research job opportunities, career interests, labor market statistics, or other projects assigned by the instructor. Playing unauthorized games, visiting unauthorized and unsecure sites, and/or using unauthorized software and applications on the classroom computers are not permitted. Abuse of this privilege may result in denial of access to MVROP technology leading to an inability to complete assignments in class, which may adversely affect the student's grade.

Proper attire is expected in this class. Pajamas, slippers, sweatpants, or clothing that is too revealing or a distraction should not be worn. Appropriate undergarments must be worn at all times. Clothing must be clean, neat, in good repair, and must convey professionalism. Clothing that covers the head and eyes for fashion purposes will not be allowed (i.e. hats, caps, hoodies, do-rags, skull caps, bandanas, sunglasses, etc.). Applying makeup must be done outside of class.

Any behavior that would disrupt other students' ability to concentrate on assignments is unacceptable. Respect must be shown to others at all times. Students will be given one (1) warning and then dropped from the class for any violation of these rules.

MVROP School Learning Outcomes

Workplace Basic Skills and Behaviors

- Apply skills learned in class
- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically

Career Technical Skills

- Demonstrate occupational competencies
- Use appropriate technology
- Understand and practice occupational safety standards
- Demonstrate an awareness of how a business or industry operates and functions

Job Employment Skills

- Develop a plan to achieve career goals
- Use effective job search strategies
- Demonstrate an awareness of the importance of lifelong learning

END OF SYLLUBUS



MVROP Business & Professional Development Course Contract 2025 - 2026

Course Contract Agreement

By signing this document, you acknowledge that you have read, understood, and agreed to the policies and regulations outlined in the Course Syllabus, including the associated consequences.

Student Signature

Date

Printed Student Name

Class Period

Parent/Guardian Signature

Date

Printed Parent/Guardian Name

RETURN TO INSTRUCTOR BY THE DUE DATE

MVROP's Position on Artificial Intelligence (AI) Use

Each MVROP teacher will set their own rules regarding AI use in the classroom. Some instructors may encourage it as a learning tool, while others may limit or restrict its use depending on the assignment or industry expectations.

👉 **Always check with your teacher before using AI tools for classwork.**

Students are expected to follow both course-specific policies and the general MVROP expectations outlined below. Using AI inappropriately may result in academic consequences.

Guiding Principles for Using AI at MVROP

Ethical Use: Use AI to support your learning, not replace it. Follow your teacher's rules and stay engaged in your own work.

Integrity: Claim only the work you've done yourself. If AI helped, cite it properly.

Transparency: Be clear about how you used AI. Double-check its accuracy and explain your process.

Accountability: You're responsible for everything you submit. Make sure it reflects your understanding—not just what AI provided.

Fairness: Don't use AI to cheat, fake data, or avoid group work. Use it to enhance, not undermine, real learning.

Privacy & Safety: *Never share personal or sensitive info with AI. Follow school tech policies and respect others' privacy.*

MVROP's Position on Artificial Intelligence (AI) Use

<p>✔ Acceptable Uses (with teacher permission):</p> <ul style="list-style-type: none">• Brainstorming project ideas• Practicing interview questions or workplace scenarios• Summarizing industry articles or research topics• Getting help understanding complex vocabulary or processes	<p>❌ Unacceptable Uses:</p> <ul style="list-style-type: none">• Submitting AI-written essays, or project reports as your own• Using AI to answer test or quiz questions• Copying and pasting AI output without understanding or editing it• Using AI to impersonate others or produce inappropriate content
<p>Final Reminders</p> <ul style="list-style-type: none">• When in doubt, ask your teacher.• Be upfront, be thoughtful, and use AI as a tool to grow—not a way to cut corners.• If you have any questions about these guidelines or about how AI fits into your course, feel free to speak with your instructor or program coordinator.	

Together, we can make sure AI enhances your learning, supports your future goals, and aligns with the values of CTE and MVROP.

Student Signature: _____

Date: _____

Student Printed Name: _____

Class Period: _____

Parent / Guardian Signature: _____

Date: _____

Parent / Guardian Printed Name: _____

SIGN & RETURN TO INSTRUCTOR BY THE DUE DATE