

# Business & Professional Development Capstone - MVROP Syllabus 2025 - 2026

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## Contact Information

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## Course Description

This course focuses on preparing students for the workplace by making a smooth transition from the classroom to a demanding work environment. This course also prepares students for the challenges of living independently while maintaining full-time employment. Students will learn to manage their income wisely in order to build a secure and satisfying life. Students learn about responsibilities to their school and employer while participating in a work-based learning program. Students will develop critical thinking skills and recognize which personal qualities will make the most capable person most valuable to the employer. Students will also develop workplace knowledge required to perform well in a demanding position. While participating in work experience, students will start preparing for a full-time career.

As a final capstone project for this course, students will deliver a five (5) minute multimedia **Life and Career Plan Presentation** to the class. The final capstone project will outline future goals as they see themselves in five (5) years, ten (10) years, thirty (30) years, and fifty (50) years from today.

Students must utilize and combine the knowledge, tools, and resources learned throughout the Business and Professional Development intro (BPD) and BPD Capstone courses. This project enables students to demonstrate skills in digital literacy, problem solving, public speaking, and critical thinking.

## Course Objectives

After completing this course, students will be able to:

- Apply various digital and technology skills
- Identify the stages of team development
- Explain how conflict can be managed when working as a team

- Use dynamic verbal and communication skills
- Describe the causes of accidents on the job
- Explain how the cost of accidents can affect you, the employer, and the economy
- Apply occupational safety practices
- Identify procedures to follow when an accident occurs
- Understand the importance of small business to the US economy
- Describe the factors to consider when planning a small business
- Identify the important information on a paystub and the basic process for income tax returns
- Understand strategies for budgeting, spending, using credit
- Collecting and organizing materials to create a power

## Required Text, Material, Tools, and Resources

Each student will need a non-spiral, hardcover composition notebook to be kept in the classroom. The composition notebook will be used for in class writing assignments and student journaling.

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	40%
Final Capstone Project - Presentation	30%
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:

<b>Violation</b>	<b>Points Deducted</b>
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 Capstone Course Contract 2025 - 2026

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## 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.

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

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 ###**