

Welcome to Career Prep!

Bishop High School 2026-2027

361-584-2547

Mrs. Kristine Gaona

Course Description: Education and Training Career Cluster

Career Preparation provides opportunities for students to participate in a work-based learning experience that combines classroom instruction with business and industry employment experiences. It provides technical knowledge and skills for students to further their education and succeed in current or emerging professions.

Classroom Guidelines

To foster a positive and productive learning environment, the following guidelines will be strictly followed:

- **Respect:** Treat yourself, your peers, and your instructor with respect at all times.
- **Safety:** Adhere to all safety procedures and maintain a secure classroom.
- **Punctuality:** Arrive on time, ready to learn.
- **Preparation:** Come to class with all necessary materials and completed assignments.
- **Appropriate Language:** Use respectful and professional language.
- **Active Involvement:** Participate actively in discussions and activities.
- **No Electronic Devices:** Electronic devices must be put away on silent and out of sight.
- **Restroom:** Each student will be given 6 passes per nine weeks.

Consequences for Inappropriate Behavior

Disruptions to the learning environment will be addressed through a progressive system:

1. **Warning:** A verbal or non-verbal reminder of the guideline.
2. **Seat Change and Parent Call:** For repeated or more significant infractions.
3. **Counselor Visit and Parent Conference:** For persistent issues requiring further intervention.
4. **Discipline Referral to front office and parent call:** For severe or unresolvable behavioral concerns.

Required Materials

Please come to class prepared each day with the following:

- Folder for organizing papers
- Notebook paper
- Pencils
- Pens

Grading Policy

Your final grade will be calculated as follows:

- **40% Field Experience/Practicum/Tests:** Demonstrating practical application and knowledge retention.
- **20% Projects and Portfolios:** Showcasing in-depth understanding and creative work.
- **40% Daily Work and Professionalism:** Including assignments, participation, and adherence to class guidelines.

Late Work: Late assignments will lose 10 points per day and will not be accepted after 3 days past the due date. It is crucial to submit your work on time!

Semester 1 & 2 Units

Unit 1: Career Exploration & Goal Setting

- **Unit Objective:** Students analyze personal traits and Texas industry trends to establish long-term career paths.
- **TEKS Covered:** 1A, 1B, 1C
- **Core Topics:**
 - Work-based learning rules and training plan agreements.
 - Personal interest, values, and aptitude inventories.
 - Researching high-demand Texas job industries using labor market data.
 - Comparing educational requirements, certifications, and earning potentials.

- Formulating measurable short-term and long-term professional goals.

Unit 2: The Job Search & Employability Documents

- **Unit Objective:** Students develop professional portfolios and strategic job search techniques.
- **TEKS Covered:** 2A, 2B, 2C, 2D, 2E, 2F
- **Core Topics:**
 - Navigating job databases, local listings, and hidden job markets.
 - Managing digital footprints, professional email, and social profiles.
 - Drafting professional resumes tailored to target entry-level positions.
 - Writing persuasive, position-specific cover letters.
 - Cultivating professional references and request etiquette.
 - Mastering paper and digital job application processes.
 - Compiling and formatting the physical/digital Career Portfolio.

Unit 3: Interviewing, Safety, & Workplace Entry

- **Unit Objective:** Students practice corporate presentation and master initial on-the-job safety guidelines.
- **TEKS Covered:** 2G, 2H, 2I, 3A, 3B
- **Core Topics:**
 - Analyzing interview styles, common behavioral questions, and responses.
 - Practicing professional presentation, posture, and dress guidelines.
 - Participating in mock interviews and executing post-interview follow-ups.
 - Studying workplace hazard protocols and basic emergency procedures.
 - Navigating OSHA basics and general occupational health guidelines.

Unit 4: Workplace Laws, Ethics, & Professionalism

- **Unit Objective:** Students examine legal protections, employer regulations, and code of conduct standards.
- **TEKS Covered:** 4A, 4B, 4C
- **Core Topics:**
 - Understanding the Fair Labor Standards Act (FLSA) and youth labor rights.
 - Investigating equal employment, anti-discrimination laws, and harassment definitions.
 - Defining business ethics, corporate integrity, and handling confidential information.
 - Evaluating the real-world consequences of unethical choices in business.
 - Aligning personal workspace actions with overarching company policies.
 - Developing consistent habits of punctuality, attendance, and professional grooming.

Unit 5: Professional Communication & Technology

- **Unit Objective:** Students master collaborative communication tools and use productivity software to solve business tasks.
- **TEKS Covered:** 5A, 5B, 5C, 5D, 7A, 7B, 7C
- **Core Topics:**
 - Practicing active listening, verbal clarity, and professional body language.
 - Writing concise business emails, internal memos, and formal reports.
 - Navigating workplace diversity, group dynamics, and team collaborations.
 - Applying conflict resolution models to defuse workspace disagreements.
 - Utilizing spreadsheet and word processing software for business reporting.
 - Using critical thinking models to isolate, analyze, and solve workspace bottlenecks.

Unit 6: Financial Literacy & Long-Term Growth

- **Unit Objective:** Students calculate compensation data to manage personal income and outline future growth steps.
- **TEKS Covered:** 6A, 6B, 6C, 8A, 8B, 8C
- **Core Topics:**
 - Dissecting a paycheck stub to calculate gross vs. net pay and tax deductions.

- Exploring personal banking options, checking/savings accounts, and basic credit concepts.
- Constructing a personal monthly budget based on real student worker wages.
- Interpreting supervisory feedback and executing self-appraisals.
- Outlining career advancement paths, continuing education, or proper resignation steps.
- Final Professional Portfolio showcase and final employer evaluation submission

By signing below, you have read this syllabus and understand that you agree to all information provided.

			
BHS Student Signature	Date	Parent Signature	Date 