

Career Management Syllabus (SL209)

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COURSE DESCRIPTION: Career Management helps learners identify and evaluate personal goals, priorities, aptitudes, and interests to help them make informed decisions about their careers. This course exposes learners to various work-based learning experiences.

- All work site-specific requirements must be fulfilled by the learner (ie: orientation, continuing education, certifications, etc.) as directed by site supervisor.
- The work experience may be paid or unpaid

ENROLLMENT IN COURSE: Max credits to be earned grades 9-12= **1 credit**. The learner must complete the attached application with all signatures before accruing work-site experience.

- Must be 16
- Minimum GPA = 2.0
- Must be on track to graduate; all core courses successfully completed to date
- 95% + attendance (missing no more than 10+ days for non-school absences)
- Must have access to transportation or plan to access transportation **before** course starts
- Must have a job prior to the start of the course. Proof of employment may be requested.
You may request job search assistance the semester before your work experience starts.

ATTENDANCE: Career Management is a credit-bearing course. The learner is responsible for attending the Career Management course as their schedule states and under the [WFPS attendance policy](#). **WFPS/WFHS will not be providing transportation to or from the work site.**

ABSENCES: The learner is responsible for communicating any absence to your site supervisor, much like any work-related absence. This includes both school-related absences and personal absences. *Remember that your work site relies on your service to assist their professional work.*

- Absences must be reported promptly using the mode of communication required by job site.
 - If time off is needed, you will earn credit as long as you are not fired, do not quit, and are still able to meet required hours by the end of the semester.

BEHAVIORAL EXPECTATIONS: Participation in Career Management is an opportunity for you, the learner, to do demonstrate and grow in your career-ready practices (CRPs). Learners will follow all other WFHS school policies in addition to the work site's specific policies. This includes cell phones! -[see WFHS Student Handbook here](#)

COURSE EVALUATION /GRADING: Grading looks a bit different for work-based learning courses than a typical course at WFHS. *You will earn a final grade of "A" (Satisfactory) or "F" (Unsatisfactory). Terminated employment status will result in an automatic failure of the course.*

A passing grade is earned by:

- Maintaining employment throughout semester
 - If employment is **terminated** (fired or quit) grade will be recorded as a **'Withdraw Fail'**
 - If your position is laid off, you must notify Career Advisor **immediately**. A plan will be made to secure a new employment opportunity or arrange a schedule adjustment.
- Accruing 60 hours for (.5) credit hours OR 120 hours for (1) credit hour
 - Hours will be verified using the work site's payroll management system each pay period
 - Submitted on Schoology
- Demonstrating adequate growth as determined by the site supervisor, the learner, and IOR as indicated on the Career Ready Practices student evaluation.
 - Evaluations will be completed monthly unless arranged
- Attending all scheduled check-ins with IOR (typically 1-2x / month)

Attach C3TEC contract -updated yearly