

RSVP Career Education Syllabus

Overview:

Career Education is an elective course for seniors at Kimball High School and is a yearlong course in which students will cover topics related to the career world and choices beyond high school. Seniors will also utilize this time to prepare for post-high school planning. Information covered in this class will relate to career education, planning and preparation with a great deal of emphasis on organizing information and writing. **RSVP** stands for: **R**esumes, **S**cholarships, **V**olunteering, and **P**rojects. This course is taught in conjunction with Personal Finance taught by Ms. Lindgren. Students will earn 2.5 credits/semester for each course.

American School Counselor Association (ASCA) National Standards for Students - Career Development Goals: http://static.pdesas.org/content/documents/asca_national_standards_for_students.pdf

ASCA National Standards for career development guide school counseling programs to provide the foundation for the acquisition of skills, attitudes and knowledge that enable students to make a successful transition from school to the world of work, and from job to job across the lifespan.

★ **Personal Management**

- Develop competence in personal management that contributes to fulfilling and balancing responsibilities of multiple life roles (i.e., individual, learner, producer, consumer, family member, citizen).

★ **Problem Solving**

- Develop and use productive and socially responsible approaches for resolving problems in family, school, community, and workplace settings.

★ **Communication**

- Select and use appropriate communication strategies in family, school, community, and workplace settings through essay writing, cover letters, resumes, and applications.

★ **Teamwork**

- Develop and use interpersonal skills that contribute to cooperation and teamwork in working toward common goals in family, school, community, and workplace settings.
- Understand the issues related to diversity in school, community, and workplace settings.

★ **Employment Foundations**

- Integrate academic, technical and organizations knowledge and skills to work successfully in family, school, community, and workplace settings.

★ **Career Development**

- Develop skills to assess personal characteristics, interests, abilities, and strengths. Develop skills in identifying, evaluating, and using a variety of resources for exploring personal, educational, and career choices.

Special Materials List:

- One 7 pocket expanding file folder (portfolio)
- Writing utensil: Blue ink pens (no other colors)



Classroom Rules:

- ★ Be on time!
 - All tardies will only be excused when accompanied by an excuse note from a teacher or the office. Any tardy longer than 5 minutes will count as an absence.
- ★ Be Prepared!
 - This means you must arrive in the classroom prior to the tardy bell with all required materials, class work, project materials, pen and portfolio, etc.
- ★ Be Respectful!
 - This covers the classroom (cleanliness, materials, etc.) as well as other students, the teacher, and yourself. Treat others like you want to be treated.
- ★ Show Effort and Communicate!
 - You need to try! If you need help, ask! If you have an idea, share it!

Grading:

All grades (grade checks, quarter, and semester) will be based on points earned from a combination of start-up and clean-up points, in class work, tests/quizzes, portfolio checks and semester exam/project throughout the semester using the Kimball High School standard points scale (see student handbook).

- ★ 10% Start-up and Clean-up Points – These will come from ACTIVE participation in class discussions, presentations and from complying with classroom rules (see above)
- ★ 50% In Class Work – will be scored solely on completion unless otherwise specified. This means simply complete it and turn it on due date for FULL points.
- ★ 10% Quizzes & Tests – There will be quizzes (usually surprise) throughout a unit and a test at the end of each semester.
- ★ 20% Portfolio Check – (Due Quarterly) Each day when you arrive there will be a mini-activity that must be completed and added to your portfolio. These will be an assortment of activities, but organization, neatness, and consistency are a must.
- ★ 10% Semester Exam/Project – There will be a variety of individual and group projects assigned throughout the semester that will be scored based on a rubric provided with the assignment.
 - **MISSING WORK:**
 - ABSENCES: Assignments missed due to absences will be submitted and scored according to Kimball High School policy. It is the student's responsibility to check with the posted lesson plans (see Mrs. Beyer's website under lesson plans) or the teacher to collect and make arrangements for completing and submitting missing work.
 - LATE WORK: Any work not submitted at the beginning of class on its due date will be considered late. Late work may be submitted any time prior to the last week of the quarter. Work that is between 1 and 4 days late will be docked 30% of the total possible score. Work received more than 5 days late will be docked 50% of the total possible points.
 - **EXTRA CREDIT:**
 - No extra credit is available for any student.
 - **BONUS POINTS**
 - Bonus points are available in three ways: A) Questions on tests or quizzes that are identified as Bonus Questions will be available and will be added directly to the test/quiz score, B) Parent conferencing with me at parent/teacher conferences, C) As determined by the instructor.

Format of the Course:

The format of this course will combine lecture, student research, group projects/presentations and active discussion. Students are expected to participate in all course activities to the fullest and best of their ability. Students will also be assigned a username/password for the ACTprofile.org, NebraskaCareerConnections.org, Educationquest.org Systems allowing them to utilize these websites for projects and research, tracking graduation requirements, developing resumes and cover letters, investigating careers, vocational training programs, colleges and universities, as well as financial aid information.

Special information:

Plagiarism/Cheating: Intentionally or unintentionally using someone else's information, ideas, or words without providing proper credit will not be tolerated! These actions may result in a 0 (zero) grade or the assignment reassigned with or without credit. (See the Kimball High School Student Handbook)

STUDENTS: PLEASE RETURN ONLY THIS SIGNED LAST PAGE TO MRS. BEYER (NOT THE OFFICE)

Participation Agreement: - Career Education Student

Student Name: _____

(Please Print)

By signing below, you agree to the following:

- that you have read and understand the information provided in this course syllabus
- to participate fully and to the best of your ability in the classroom and on the work assigned
- to be respectful of the building, classroom, instructor and other students
- to communicate promptly and appropriately any issues, concerns, questions, or needs for additional assistance
- to abide by the Kimball High School handbook, internet use guidelines, classroom rules, and teacher instructions

Student Signature

Date

Parent Signature

Date