

Career Choices

Mrs. Batch – Room 1

This course prepares students for specific skills, knowledge and practice necessary for making choices that have a positive outcome for the students' future career. Students will explore, evaluate, and communicate information relating to their career plans.

Performance Task/Assessment

1. Students will acquire, evaluate, interpret and communicate information related to their career plan. They will predict and make decisions to allocate the required time to achieve their career plan. They will communicate their career plan to a target audience. Students will use steps in the decision making process to develop a career plan:
 - Identify occupational interests, aptitudes, and skills
 - Select a suitable career pathway
 - Connect career goals to post high school opportunities
 - Communicate career plan in a written document
 - Present career plan to an audience
2. Given available resources, the student will demonstrate understanding of the employment system by acquiring and evaluating information required to conduct a successful job search. Students will conduct a job search by:
 - Identify job openings
 - Complete job acquisition paperwork requirements
 - Complete successful job interview
 - Demonstrate appropriate oral communication skills
3. Through problem solving/decision making processes, the student will understand the resources/information available regarding health, safety, legal considerations and policies related to chosen career pathway and respond accordingly. Students will understand legal, health and safety issues that affect employment
 - Occupational Health and Safety
 - Discrimination
 - Harassment
 - Worker/Employer Rights and Responsibilities
 - Worker Rules for Minors
4. Through problem solving/decision making and goal setting, the student will follow workplace policies and procedures, utilize the evaluation process to meet employer expectations, and demonstrate job growth. Students will understand and exhibit behaviors and qualities needed to maintain and enhance their employment.
 - Demonstrate knowledge of work place polices and procedures
 - Understand evaluation process to meet employer expectations
 - Understand job growth and promotion opportunities
5. The student will analyze and predict how the global economy affects their career and personal life. The student will understand how global, national, and local economies affect their quality of life.
 - Role of government
 - Business structures
 - Economic trends
6. The student will analyze personal resources and manage time effectively to reach short- and long-term goals. Students will manage personal resources effectively.
 - Establish financial and personal goals and manage finances accordingly
 - Allocate and manage time effectively
7. Students will research and identify occupational-specific skills required by their chosen career pathway. During that process, the students will use a variety of resources and information to learn about related systems and technologies in their career pathway. Students will identify appropriate industry standards related to their individual career pathway. The standards must be reflected in their learning plan.
 - Use OSPI CTE website for corresponding industry standards

Student Expectations:

- Come to class on time and be in my assigned seat with all necessary materials before the bell rings.
- Do my best on all assignments and complete them on time.
- Make up all my work due to absences within a week of my return otherwise one letter grade will be deducted from the work for every day following that week.*
- Be positive, respectful, and encouraging to help others succeed.
- Respect myself, my teachers, my classmates and their property.
- Comply with all school rules and regulations.
- Keep my parents informed about my progress in school.
- Use my time productively in school, at home, and in the community.

****Students can make up missing assignments or re-do assignments before school. Please communicate your plans with your teacher.***

Teacher Expectations:

- Expect all students will work together to ensure the success of this class.
- Expect best efforts from each learner resulting in high quality work (including prompt, regular attendance, and meeting timelines).
- Provide a respectful and friendly environment in terms of how people are treated as well as all personal and school properties.
- Communicate with all parents regarding their child’s progress.

Parent Expectations:

- Provide my child with a healthy home environment.
- Support homework, discipline and attendance policies.
- Visit my child’s school and participate in school events whenever I can.
- Communicate my child’s school and teacher as much as I can.
- Encourage my child’s learning at school, at home, and in the community.

Acceptable Use Policy: Student and parent/guardian have signed Manson School District policy that applies to acceptable use of the school computer system.

Tardy and Discipline Policy:

1 st Tardy/Offense – Verbal Warning	3 rd Tardy/Offense – Student/Teacher/Parent Conference
2 nd Tardy/Offense – Parent Contact	4 th Tardy/Offense – Office Referral

Grading Scale

90-100 = A 70-79 = C below 59 = F
80-89 = B 60-69 = D

Final Grade Weighting

Your final grade will be based on total accumulated points in the following areas:

- * Participation
- * Assignments

I have read the above information and agree to adhere by the rules and expectations for the duration of the course.

Student Signature

Parent/Guardian Signature