

Career Preparation Syllabus 2021-22

Instructor: Ms. Kati Holly

Room: A153 (Hall 1)

Conference Time: 1st period - 8am-8:45am

Preferred Contact Method: Email - kholly@brazosisd.net

Course Objective: The Career Preparation course provides opportunities for students to participate in a work-based learning experience that combines classroom instruction with business and industry employment experiences. The goal is to prepare students with a variety of skills for a changing workplace. Career Preparation is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.

Grading Policy:

- 60% - Daily Grades/Quizzes/Time Sheets
- 40% - Major Grades/Employer Evaluations

Class Materials:

3 ring binder, notebook paper for binder, pens/pencils

Attendance, Exams & Assignments:

Students are expected to attend class, participate in class discussions and complete all assignments and activities. If a student must miss a class for any reason, **it is the student's responsibility** to make up any work and collect any notes/assignments that were missed. **It is the student's responsibility** to check with the instructor. All written assignments must follow school policy regarding plagiarism.

Classroom Expectations:

- Food and drink policy:
 - Food is not allowed at computer stations - only at tables!!
 - Drinks MUST have screw-on caps
 - All empty bottles, wrappers, trash, etc. MUST be thrown away BEFORE you leave the classroom, or food privileges will be taken away.
- All electronic devices (phones, iPads, games, etc.) must be off and stored away. Devices

will be confiscated per school policy.

- Be in the assigned seat, ready to work, BEFORE the tardy bell.
- Be polite, respectful & professional.
- Any student caught vandalizing or defacing computers will be sent to the principal's office.

Student Name (print): _____ Signature: _____

Parent Name (print): _____ Signature: _____

Year Outline 21/22

FALL

1st 6 Weeks (8/18 - 9/23)

Week 1: Syllabus & Introduction to Career Preparation

Week 2/3: Workplace Safety

Week 4/5/6: Workplace Expectations

Training Site Visit (#1): 9/17

2nd 6 Weeks (9/27 - 11/5)

Week 7/8/9: Professional Ethics

Week 10/11/12: Academic Skills for the Workplace

Training Site Visit (#2): 10/29

3rd 6 Weeks (11/8 - 12/16)

Week 13/14/15/16/17: Employability Skills

Week 18: Course Culminating Activity

Training Site Visit (#3): 12/10

SPRING

4th 6 Weeks (1 /4 - 2/18)

Week 1/2/3: Leadership Development

Week 4/5/6: Career Development

Training Site Visit (#4): 2/11

5th 6 Weeks (2/22 - 4/8)

Week 7/8/9: Career Retention and Advancement

Week 10/11/12: Taxes

Training Site Visit (#5): 4/1

6th 6 Weeks (4/11 - 5/26)

Week 13/14: Paying for College/Trade School

Week 15/16/17/18: Career

Week 19: Course Culminating Activity

Training Site Visit (#6): 5/13