

# JACK HILLE MIDDLE SCHOOL

## 6, 7, 8 grades • 21st Century Careers

Course Syllabus

Mrs. Udziela

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### I. Course Objectives

Workplace skills and career development competencies will be developed to enable students to explore a variety of 21<sup>st</sup> Century careers. Problem based learning, with research and technology infused projects, will be utilized to prepare students to be competitive in a global market.

### II. Materials Needed

- iPad
- Pencil

### III. Grading Policy

- A. **Grading Scale:** 93-100% = A, 90-92% = A-, 88-89% = B+, 83-87% = B, 80-82% = B-, 78-79% = C+, 73-77% = C, 70-72% = C-, 68%-69% = D+, 63-67% = D, 60-62% = D-, 50-59% = U.
- B. **Assignments:**
1. **Class participation:** Due to the nature of the class, students need to come to class and participate in order to improve on their skills. Participation points will be allotted weekly (4pts per day) based on timeliness, preparation and active participation.
  2. **Projects:** Students will utilize Word, Power Point, Excel, and Comic Life to complete research and problem based activities. Rubrics will be provided prior to the start of the project.
  3. **Tests:** Quizzes and tests will focus on application of technology, research and applied skills.
- D. **Make-up Policy:** It is the responsibility of each student to obtain and complete any work that is missed due to an excused absence. Students will be given one day per day missed to complete their make-up work.
- E. **Test Retake Policy:** A student may retake a test within two weeks of receiving the initial grade. 1-2 retakes are allowed per course per quarter, with one retake opportunity per test. Retakes on writing workshop assessments will be handled by the individual teacher. Students must commit to retaking the test within two days and retake the actual test within two weeks of receiving the returned test. A Retake Action Plan will be developed by the student with the support of the teacher. A student may need up to two days to finish the retake test due to time constraints.

### IV. Classroom Behavior Expectations

- A. **Classroom rules:** Rules of classroom conduct are based on the Hille PBIS principles of “Be Responsible, Be Respectful, Be Safe”, and the Career Competencies.
- B. **Discipline Handbook:** Progressive discipline will align with the policy set by Jack Hille Middle School (see Parent/Student Handbook for details).

### V. Hours of Availability

Students may request additional assistance during lunch or after school to work on projects or time to reinforce technology skills. Students must pre-arrange a lunch work session as well as attending after school labs.

## **CAREER DEVELOPMENT COMPETENCIES**

- Understand the relationship between work and learning
- Understand how work relates to the needs and functions of the economy and society
- Understand how to make decisions
- Be able to locate, understand and use career information
- Understand how societal needs and functions influence the nature and structure of work
- Know the importance of growth and change
- Understand developmental changes and transitions
- Be aware of the career planning process

## **WORKPLACE SKILLS**

### **DEVELOP AN EMPLOYMENT PLAN**

- Identify short-term goals
- Demonstrate a drug-free status

### **SEEKING AND APPLYING FOR EMPLOYMENT OPPORTUNITIES**

- Prepare a resume
- Prepare for job interview
- Write job application letter
- Write interview follow-up letter
- Complete job application form

### **ACCEPTING EMPLOYMENT**

- Follow directions

### **COMMUNICATING ON THE JOB**

- Follow written directions
- Ask questions about tasks
- Communicate orally with others
- Prepare written communication

### **INTERPRETING THE ECONOMICS OF WORK**

- Identify the role of business in the economic system
- Describe responsibilities of employee
- Describe responsibilities of employer or management

### **MAINTAINING PROFESSIONALISM**

- Work with others
- Identify work-related terminology

### **ADAPTING TO AND COPING WITH CHANGE**

- Recognize change and how to deal with change

### **SOLVING PROBLEMS AND THINKING CRITICALLY**

- Identify the problem
- Clarify purposes and goals
- Employ reasoning skills
- Evaluate options
- Set priorities
- Select and implement a solution to a problem
- Evaluate results of implemented option
- Identify solutions to a problem and their impact

### **MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT**

- Identify hazardous substances in the workplace

### **DEMONSTRATING WORK ETHICS AND BEHAVIOR**

- Assume responsibility for decisions and actions

### **DEMONSTRATING TECHNOLOGICAL LITERACY**

- Recognize impact of technological changes on tasks and people

### **MAINTAINING INTERPERSONAL RELATIONSHIPS**

- Recognize individual diversity

### **DEMONSTRATING TEAMWORK**

- Work with team members
- Evaluate teamwork results