

***Class procedures and expectations***

Student Name \_\_\_\_\_

***Instructor:*** Mrs. Marble***Extra help:*** Rm 33: Tuesdays or by appointment Monday-Thursday***Course length:*** Half year***Course credits:*** 0.5

**Mission Statement:** The Agawam High School community provides for all students a safe, technologically advanced learning environment that offers diverse, challenging learning opportunities and extensive extracurricular activities to foster academic, social, aesthetic and civic growth.

**Field Trips:** Teachers have the discretion of allowing students to go on field trips. A student going on a field trip must have the signed permission from every one of their classroom teachers.

**Attendance:** *Please refer to pages 5-10 in the Student Handbook. Attendance is a critical component of your classroom experience. Students not meeting the attendance criteria will lose credit regardless of the final grade. Students who pass the course are eligible to regain credit by successfully repeating the course in Summer School, if available.*

**Course Description:**

Career Management skills for the future will be the focus of the course. Areas of study will include nature of jobs in the 21<sup>st</sup> century, self-assessment (personality, interests, aptitudes, etc.), learning styles, skills, career research, resume, cover letters, references, interviewing techniques, personal financial management. All students will leave the class with a formal career portfolio.

**Required Materials** (to be purchased by student):

- 3-ring binder with lined paper OR notebook WITH pockets  
No exceptions: Organization is essential to academic success
- Pen/pencil/highlighter

**Class Rules & Procedures:**

We are all here to learn; distractions to this process will not be tolerated

Be in your assigned seat/prepared when the bell rings

Remain in your assigned seat at all times (I reserve the right to move your seat at ANY time without question)

Appropriate manners are expected, including not talking while instructor is talking

Adhere to the AHS student handbook

**Respect of School Property:** No gum, food, or beverages will be allowed in the classroom and computer areas. It will be the responsibility of each student to maintain proper conduct so as not to endanger the equipment in this class. Since talking is a privilege granted to all students who maintain their classwork, it is also the student's responsibility to refrain from using degrading language or profanity. Violation of these standards may cause the student to lose classroom privileges or to be removed from the class. Students are expected to work to the best of their ability on classroom assignments, as requested by the instructor.

**COMPUTERS:** Students are responsible for their workstation, and are to let the instructor know immediately if there are any problems with the computer equipment. Teacher specified and course specific usage ONLY (NO games, IM, e-mail, internet, etc)

Failure to comply: 1<sup>st</sup> = warning; 2<sup>nd</sup> = 0 for the day; 3<sup>rd</sup> = no computer privileges for the day.

**GRADING:** some assignments based upon school-wide and specific rubrics.

**Participation/Preparation:** 20%

*This is earned on a daily basis (2 points per day) for each day of the term. To earn the full 2 points, the student must follow all rules and procedures for the ENTIRE class.*

**Homework/classwork** = 20%

**Quizzes/Notebook quizzes** = 20%

**Tests/projects** = 20%

**Notebook/portfolio**=20%

Final grade for the course:

80% = average of quarterly grades

20% = final exam

**Development of Workplace Skills:**

- Oral and written communication
- Decision making
- Critical thinking
- Problem Solving
- Math skills
- Money Management
- Material/facility resources management
- Reasoning
- Analyze/interpret information
- Understand systems

**Resources**

- Teacher-provided handouts, notes, online sources