

CAREER EXPLORATION SYLLABUS

DANIEL BOONE HIGH SCHOOL

J. Allen Bishop – TEACHER

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COURSE DESCRIPTION

To provide students necessary skills in selecting a career path, completing a job application, and portfolio. We will also utilize Interest tests, personality inventories, and aptitude tests to help students choose careers

GOALS and OBJECTIVES

- The student will evaluate their interests, values, personality type, and skills in relation to career choices.
- The student will explore different career opportunities.
- The student will identify training and/or education necessary for chosen career.
- The student will interview a professional in the chosen career area.
- The student will complete a professional resume and job application.
- The student will set career goals and develop educational plans for the future.

INSTRUCTIONAL TECHNIQUES

- Personality assessments via online sources.
- Blackboard lecture material.

OUTCOME COMPETENCIES

- The student will be able to identify a career choice that meets his/her interests, skills, and values.
- The student will be able to complete a resume and discuss occupational search skills.
- The student will be able to define future goals and educational plans.

STUDENT GRADING

Projects & Jobs (Shop)	75%
Tests & Written Assignments	10%
Weekly Grade	15%

ATTENDANCE

Industry is hiring employees who demonstrate the skills necessary to produce and have good work ethics, and keeping employees who show up for work every day and on time. We feel that the student who comes to school on time each day possesses a quality that employers are looking for. When an absence has occurred, it is the students' responsibility to contact the instructor, and determine what work was missed and to make arrangements for makeup.

**PLEASE REVIEW THIS INFORMATION WITH YOUR
SON/DAUGHTER, READ THIS DOCUMENT & SIGN THE
SIGNATURE PAGE, AND RETURN THEM TO MR. BISHOP'S
CLASS**

Tests & Written Assignments

Throughout the school year, we will be doing classroom work and possibly some outside homework. Any tests that are taken, or written assignments (essays, chapter review questions, etc) which are required, will be graded and the grade recorded accordingly. All tests and written assignments will have a possible point value of 100.

Weekly Grade

Every student will be evaluated and given a grade for that class period, which will reflect the following categories: Attendance (includes tardiness), Attitude, Initiative, Professionalism, and class participation.

STUDENT BEHAVIOR STANDARDS

PUNCTUALITY

- Students will be considered tardy if they arrive in the **classroom** or the **shop** when the bell for that period.
- Students will dress in the proper clothing for the activity being performed
- Come prepared for classroom activity of the day. This includes having paper and pencil for notes and tests.

CLOTHING

- Students are required to follow the school's dress code, and proper dress required for a specific event (field trip)

CLEANUP

- Each student will clean up their work area before leaving at the end of class. You will be expected to do your part of the cleanup promptly and properly.
- The foreman for the week will be a student. That student is responsible for the overall cleanup of the shop.

FIELD TRIPS

- Students will have the opportunity to go on field trips in this class; however they must meet the guidelines set forth by the administration. These include
- Good Attendance, Passing Grades, and Good Discipline Record

ATTITUDE

- Professional conduct is expected at all times. This includes the classroom. The employers of our community are looking for employees that are mature. Horseplay and childish behavior is totally unacceptable and will not be tolerated.
- Show initiative and enthusiasm in your work.
- Respond the first time you are asked to do something.
- Be helpful to your fellow students.
- If you receive a class referral you will not be allowed to go on any class field trips.

SUPPLIES

- Notebook paper and pencil

FOOD AND BEVERAGE POLICY

- Food and drinks are allowed in the classroom, however they must remain AWAY FROM THE COMPUTERS and each student is expected to dispose of their trash properly.

GENERAL RULES FOR THE CLASSROOM

1. **Be on time**
2. **Stay on task**
3. **Act Respectfully**
4. **Do your best**

GRADING SCALE

- 93 - 100 = A
- 85 - 92 = B
- 84 - 76 = C
- 70 - 75 = D
- Below 70 = F

To parents and/or guardians of Drafting Students:

I want to take this time to welcome you and your child to the DANIEL BOONE HIGH SCHOOL Computer Aided Drafting program. I am delighted that we will have the opportunity to serve your son/daughter.

The lab has equipment that will prepare our students to enter the work environment as a better trained individual. Most of our equipment is identical to or exceeds what industry is currently using.

Safety is our primary goal.

The class have the opportunity to display student work and picture. Before your son/daughter's picture and work can be shown, we must have your permission if they are under the age of 18. This will also include having their picture put in one of the local newspapers.

Your signature and the signature of your son/daughter is required below signifying that you have read the syllabus, course standards, and this page and agree to obey the policies, course standards, and requirements set forth and give permission for your son/daughter to operate machines and equipment necessary for successful completion of this course.

This page must be returned to the instructor prior to participating in any shop activities.

_____ Parent Signature

_____ Student Signature

I give my permission for my son/daughter to have their picture for the Drafting classroom or have their picture put in a local newspaper concerning class and school activities. Please initial the space next to either "yes" or "no".

_____ yes _____ no

Sincerely,

J. Allen Bishop - Instructor