



## YOUNG WOMEN'S COLLEGE PREPARATORY ACADEMY



### CAREER PORTALS COURSE SYLLABUS

2014 - 2015

**INSTRUCTOR:** Ms. P. Moore

**CONFERENCE TIME:** 11:30 – 1:35 (A Day)

9:50 – 11:25 (B Day)

**EMAIL ADDRESS:** pmoore1@houstonisd.org

Career Portals classes are designed to provide students with the ability to make informed decisions concerning the world of work and how it relates to the world of learning. Students will compile a portfolio of their work, take assessments to better guide them in their career development, investigate 16 different career clusters, complete their high school graduation plan, develop a Texas Achievement Plan (TAP), learn to have personal independence, discover the job-hunting process, and learn how to succeed at work.



#### **MATERIALS:**

- Composition Notebook
- Folder
- Pen (Blue or Black)
- Glue
- 1" 3 Ring Binder (Portfolio)
- USB Drive (4GB)

#### **GRADES:**

Students will be graded in many different ways: daily grades, projects, portfolio, assessments and payroll. Homework will be included in the daily grades. Students will earn a "paycheck" within the classroom. Students will be assigned a job each six weeks. They will have to apply and interview to acquire the position. "Overtime pay" will be available as extra credit. Students will be provided with a list of "overtime" duties. Percentages are as follows:

Projects, Portfolio, and Test	40%
Daily Grade	40%
Payroll Grade	20%

**\*\*\*NOTE:** A Career Day will be held this semester. Students will receive "overtime pay" for a parent, family member or friend who participates in the career day. Students will also receive "overtime" for anyone they bring to be a guest speaker in the classroom.

#### **EXPECTATIONS**

Students will be responsible for completing all assignments, homework, and projects ON TIME. Students are responsible for taking the initiative to make up assignments they may have missed due to absences. All make up work must be completed within the number of days the student was absent.

#### **CLASSROOM RULES**

- |             |                             |
|-------------|-----------------------------|
| Be Prompt   | Be Productive               |
| Be Prepared | Be Polite                   |
| Be Positive | Bring laptops CHARGED daily |

**THERE IS ABSOLUTELY NO FOOD, GUM, CANDY, OR DRINKS (INCLUDING WATER) ALLOWED IN THE COMPUTER LAB OR CLASSROOM. ANY INAPPROPRIATE BEHAVIOR ON THE COMPUTER WILL RESULT IN STUDENT BEING REMOVED FROM THE COMPUTER AND UNABLE TO RETURN UNTIL A PARENT IS NOTIFIED.**



## YOUNG WOMEN'S COLLEGE PREPARATORY ACADEMY



### CLASSROOM PROCEDURES

1. Before entering classroom:
  - Use the restroom
2. When you first enter the classroom:
  - Be seated
  - Have homework/assignment ready to turn in
  - Begin warm-up
  - When bell rings at end of period
  - Throw away trash
  - Leave ONLY when I dismiss you, the bell does NOT dismiss you.

### CLASSROOM CONSEQUENCES

If the rules listed are not followed the following consequences will occur:

- Verbal Warning
- One on one conference
- Parent contact
- Parent conference
- Office referral

### CLASSROOM REWARDS

Rewards for following the rules:

- Verbal Praise
- Parent Contact
- Classroom Recognition

#### Re-Test Policy

Students will only be allowed to retake exams (Ex: chapter tests, unit tests). Students cannot retake quizzes, DLAs, Semester/Final exams, or Six Weeks Exams. The student must request the retake within five days of receiving the grade. Maximum grade earned on a re-test will be an 80.

The exam will be an alternate form of the original; students will not retake the same exam.

#### Late Work Policy

Electronic submission time limit for all students is: 11:59pm on the due date (Edmodo has set time of 12am for locking out late submissions).

High School students: No late work will be accepted.

Middle School students: Middle school students will have two instructional days to submit an assignment late for the highest possible grade of a 50.

#### Make Up Work Policy

In the case of excused absences, students will have a number of days equal to that of their absence to turn in make-up work without penalty.

After the allotted make up period has passed, late work policy is in effect.

#### Final Exam Policy

Semester/Final Exams may NOT be taken early. If a student is absent on the day of a final exam, a zero will be recorded and the student must make it up within the allotted time frame that is communicated. A grade change form will then be submitted to reflect what the student earned.

#### Academic Integrity

The material you learn in school builds the foundation that will carry you into your future academic endeavors. Therefore, it is of the utmost importance that students do their own work, give credit to those whose work they have used in a paper or project, and study for tests and quizzes so that they are prepared. Students who are dishonest can expect a consequence.

#### Plagiarism

Taking credit for another person's work or ideas and passing them off as your own is considered plagiarism. A common infraction is cutting and pasting text from a website into a document without giving credit to the author. Plagiarizing copyrighted material is illegal and dishonest.

#### Cheating/Copying

Getting answers from another student or giving answers to another student on homework, tests, quizzes, or any other assignments is unethical and is considered cheating. A common infraction is borrowing or lending homework assignments for one to copy answers. Both students are considered cheating in this situation. Another example is using any type of electronic device to get answers.



I have read and understood the course information. I give permission for my student to participate in classroom activities.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

I am willing to be a guest speaker in class. Yes \_\_\_\_\_ No \_\_\_\_\_

I am willing to participate in a career day. Yes \_\_\_\_\_ No \_\_\_\_\_



## YOUNG WOMEN'S COLLEGE PREPARATORY ACADEMY

