

CAREER PRACTICUM

Course Title: Your Career (How to Make It Happen) Julie Griffin Levitt, Fourth Edition

Grade Level: 12

Course Length: 36 Weeks

Course Description

Career Practicum is designed to provide school to career experiences and training through a work practicum related to the student's career goal. It provides students an opportunity to acquire an understanding of actual employment settings utilizing their skills, and aptitudes, apply problem solving skill in the work environment, and develop communication techniques. This course extends educational opportunities beyond the curricular, physical and financial resources of the school.

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Philosophy

I believe my responsibility as an educator is to provide the very best possible opportunity for an educational foundation and learning experience for each student assigned to my class. With the utmost hope to spark a passion of life long learning in each student.

Materials

Two pocket folders and erasable ink pens

DODEA GRADING POLICY

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 - 69 = D
59 or below = F

Grading Policy

Student quarterly average in career practicum will be calculated using grades from the following: class work, quizzes, and test. Those students who have career practicum related jobs in the community will be evaluated by their site supervisors.

Student semester average in career practicum will be calculated using the following: 40% of 1st quarter grade plus 40% of second quarter grade plus 20% of semester test. Site supervisors will have input in semester grade for those students with career practicum related jobs in the community.

Assessment

Quizzes, test, class work and job site supervisor evaluations/grades.

Homework

Homework: Will be assigned for assignments not completed during class time.

Late Work Policy

It is important that students complete their work on time. Late assignments due to excused absent will be accepted. Students will have the equivalent days absent to make up missed assignments.

Extra Help

Tutoring/Extra help is offered during seminar or after school.

Class Management

Students will conduct themselves in an orderly respectful manner and follow the classroom management policy.

Student is given a verbal warning/s to correct inappropriate behavior. If behavior persists a student/teacher conference is scheduled and if needed a parent contact or an office referral.

Course Content

Topics included in the content area are: resumes, cover letters, job applications, interviews, employment test, job careers, and problem solving.

Department of Defense Education Activity Standards (DoDEA)

<http://www.dodea.edu/instruction/curriculum>