

Welcome to Career Seminar

Instructors/Teacher Contact Information:

Lisa Kyvig 506-8494 Lisa.Kyvig@ahschools.us
Brien Geerdes 506-6892 Brien.Geerdes@ahschools.us

Course Description:

Career Seminar is a class that gives direct instruction in the areas of work and employability skills. Class focuses on preparing students for the world of work and meeting employer expectations.

Focus Topics/Expected Learner Outcomes:

safety on the job	labor laws	job seeking
post-secondary options	budgeting	apartments
starting a household	maintaining employment	taxes
resumes	interviewing	soft skills

Grading:

Soft Skill Learning Targets (50% of grade):

- I can be on time to class.
- I can follow directions appropriately.
- I can have a positive attitude and persevere through non-preferred work.
- I can advocate for myself.
- I can be on task and complete my work thoroughly and to expectations.

Classwork (10% of grade):

- daily participation in activities and assignments
- some formative assessments

Summative Assessments (40% of grade):

- quizzes, tests, projects and observations demonstrating understanding of course learning targets

*We believe that learning does not stop after an assessment has taken place. Students will be encouraged to retake any assessment that they do not pass with a 70% or higher. This means that some re-teaching and additional practice may have to take place (IEP considerations will take place).

Volunteer Experience:

An integral component of work experience is volunteer experience. Within our class, we will be participating in various volunteer opportunities throughout the trimester.

Volunteer experience helps students in various ways such as:

builds confidences	provides exposure to various potential jobs
builds relationships with our community	gives students experiences to learn from, relate to, and include on job applications and resumes

promotes community within our class	increases communication skills
provides hands on learning opportunities	fosters the practice of soft skills

Policies:

- This class has been determined as a priority for you by your IEP team.
- If you are working at a PAID job during the school day, this job is REQUIRED for you in order to receive credit for working.
- This class is an EXTENSION of a work setting. You are expected to treat this class like you would a job.

Class Expectations/Behavior Policies:

1. **Come to class on time and prepared (necessary materials- writing utensil, homework, etc.).**
2. **No cell phone use- just like at a job, cell phones need to be PUT AWAY at all times. If your cell phone is out, you will be given a pass to your house office. Earbuds and headphones are included in this policy.**
***At your work, there will be times (breaks) when you can use your phone. If there is a time in class when you are able to use your phone, your teacher WILL TELL YOU when this time occurs. Do not assume.**
3. **Participate in classroom discussion.**
4. **Complete all assignments with full effort in the expected amount of time.**
5. **Bathroom: ask at an appropriate time (like you would at work) and come back quickly.**
6. **Be prepared to work for the entire class (just like you do at work).**
7. **Ask for help when you need it (at the appropriate time, in an appropriate way) and help others when appropriate.**

PLEASE SIGN AND RETURN TO SCHOOL:

Parents/Guardians:

I have read over and discussed the syllabus with my student. I am aware of the classroom expectations and course requirements for Career Seminar. If I have any questions or concerns, I will contact the instructor.

Student Name: _____

Signature _____ **Date** _____