St. James High School
Journey to Careers Course Syllabus

Teacher: Ms. S. Oubre
Room Number: Room 124
Planning Period: 1st Block

Email: soubre@stjames.k12.la.us
Phone Number: (225) 265-3911

Course Description:
⁕ This course was designed to assist students with exploring careers and developing skills necessary to make meaningful decisions about their career choice. Students will be made aware that there are many factors to consider before selecting a suitable career. This course will assist the students in assessing their personal strengths and weaknesses as they relate to career decisions. This course will aid the student in developing strategies to make an effective transition from school to work. The student will develop skills in this course that are generic to all occupations, such as properly preparing career documents needed to obtain employment. The student will be able to recognize that career enhancements and career changes are common and that they need to be prepared with the proper tools, resources, and guidance to make informed decisions about their career choice throughout their lifetime.
⁕ The course outline is designed to explore all career pathways that are offered in St. James Parish to assist students with declaring an official career pathway to follow throughout high school.

Course Objectives:
⁕ Louisiana State Education for Careers Course Content Standards and Benchmarks
  o Students will explore and understand the framework of the Louisiana Career Education (LCE) model.
  o Students will understand the Foundation Knowledge and Skills and how they apply to each cluster and to educational and career success.
  o Students will express the purpose of, as well as, develop and use components of the Five Year Educational Plan (FYEP).
  o Students will participate in Career Exploration activities.
  o Students will access and utilize different types of Career Information.
  o Students will recognize the variety of Postsecondary Options available.
  o Students will express the purpose of, as well as, be able to apply financial mathematics concepts.

Supply List:
⁕ Daily Requirements:
  o Pens and pencils with erasers
  o Small binder with Loose Leaf Paper ***Will need to keep handouts organized.
  o Laptop fully charged in proper case with charger
  o USB Drive
⁕ Class Requirements:
  o ½ to 1 ½ inch binder to turn in for portfolio (this can be a used binder – whatever is on hand)

Course Outline: Below each cluster is a list of possible activities/projects that will be completed throughout the year. At least one activity will be chosen from each lesson. Some lessons will require more than one activity.

1st 9 Weeks:
Lesson 1: Exploring Yourself
  • Explore test
  • Myers Briggs Test (humanmetrics.com)
  • Pathway Ready (laeportal.com)
  • Personality Essay
  • Roadmap of Life

Lesson 2: Piecing Together the Cluster Model
  • Create CCE Model

Lesson 3: Exploring Careers
  • Pizza Project (Exploring each career cluster)
Lesson 4: Agriculture, Food, and Natural Resources
- Video “Swamp People”
- Specialty Research PowerPoint
- Bean Mosaic/Reflection
- Guest Speaker (4-H leader, Denny Hymel)

Lesson 5: Arts, AV Technology, and Communication (Information Technology)
- Role Play Project
- Specialty Research Project
- Commercial Project

2nd 9 Weeks:
Lesson 6: Manufacturing (Transportation and Architecture)
- Video “How It’s Made”
- Specialty Research Trading Card
- Car Design Project
- Video “Build it Bigger”

Lesson 7: Science, Technology, Engineering, and Mathematics
- Video “Design Squad”
- Video “Extreme Engineering”
- Book Project
- Aeronautical Engineering Project
- Video Specialty Research

Lesson 8: Health Science
- Video “Mystery Diagnosis”
- Health Activity Packet
- Specialty Research Flyer

Lesson 9: Government and Public Administration (Law and Public Safety)
- Military Brochure
- Government Research Project
- Research Agencies
- Guest Speaker (ROTC Instructors)

Lesson 10: Human Services
- Video “Nanny 911”
- Human Service Packet
- Specialty Research PowerPoint

3rd 9 Weeks:
Lesson 11: Education and Training
- Video “Ron Clark Story”
- Teaching Project/Presentation
- Job Shadowing HS Teachers
- Video Specialty Research

Lesson 12: IGP
- Develop Individual Graduation Plan

Lesson 13: Hospitality and Tourism
- Video “Bizarre Foods”
- Travel Brochure
- Specialty Research Flyer
- Around the World Project

Lesson 14: Business, Marketing, and Management (Marketing, Sales, and Service)
- Debate
- Specialty Research Project
- New Product Development Project

Lesson 15: Finance
- Budgets/Check Writing
- Real World Simulation

4th 9 Weeks: Career Portfolio
Major portfolio that will be developed over the 4th nine weeks:
- Personal Goal Statements
- Specialty Research Paper
- Specialty Presentation
- Interview
- Resume and Cover Letter OR Job Application
- Thank You Letter
- Personal Biography
- Personal Career Budget
• Paper Flipchart Reflection

Other portfolio pieces that will be gathered throughout the year:
• Career Homeroom Handouts
• IGP
• 12 Career Clusters
• Standardized Test Results (Explore and LEAP)
• Inventory Test Results

Course Assignments/Grading Policies Per Quarter:
⁕ Homework – 5% of total grade
  o Homework will be given as needed. Students are responsible for copying his/her homework, and changes in assignments, in their planners daily. Homework will also be posted on my Moodle website weekly. Homework grades will be calculated based on the number of completed assignments divided by the number of assignments given.
  o Students will be given Bellwork to complete. Students should immediately begin working on their Bellwork when they walk into class.
⁕ Quizzes – 25%
  o Each lesson will require notes. Quizzes will be given on notes from class.
  o Other activities done from each cluster may be picked up for a quiz grade. All graded activities will be announced before hand.
⁕ Projects/Performance Assessments – 40%
  o Projects will also be given for every career cluster. These may be individual or group projects and will require students to complete all components detailed in the rubric. ALL projects will be done in class. Normally, the project should be able to be completed in class; however, I do expect the project to be completed at home if it wasn’t in class. Presentations with visual aids as well as research papers are some of the kinds of projects that may be assigned. Journey to Careers is a project based class, so be prepared to do multiple projects per 9 weeks.
⁕ Exams – 30%
  o A comprehensive exam will be given at the end of each quarter. Material will be based primarily on units covered during that quarter. However, material from previous quarters may be included. Students should keep all notes and handouts throughout the year so that they can refer to them as needed.

Grading Scale:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Point Scale</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>3.5 - 4.0</td>
<td>A</td>
</tr>
<tr>
<td>85-92</td>
<td>2.5 - 3.4</td>
<td>B</td>
</tr>
<tr>
<td>75-84</td>
<td>1.5 - 2.4</td>
<td>C</td>
</tr>
<tr>
<td>67-74</td>
<td>1.0 - 1.4</td>
<td>D</td>
</tr>
<tr>
<td>0-66</td>
<td>0.0 - 0.9</td>
<td>F</td>
</tr>
</tbody>
</table>

Cheating Policy:
⁕ According to district policy, any student caught cheating will receive an “F” for that assignment. Cheating on a test is considered a Category C offense and will result in a referral. Students will also receive and “F” on the test. Talking during a test/quiz for any reason (i.e. asking your neighbor a question) will be considered cheating. Students must keep their eyes on their own papers at ALL times. This means no looking around the room or see what your teacher, neighbor, or friend is doing or digging in your purse, backpack, etc. – if you are caught doing so it will be considered cheating.
As per the district student policy manual, if a student cheats on a test/assignment or plagiarizes he/she will receive one after school detention, no credit on the test/assignment, and an administrative conference.
⁕ Sharing files with other students or using another student’s file as your own is also considered cheating and will result in a “0%” and an office referral for both the cheater and person sharing the file.

Attendance Policy/Make-Up Work:
⁕ The student is responsible for collecting and turning in his/her makeup work.
By school and parish policy, if a student has an unexcused absence or tardy, he/she earns a “0%” for each missed graded activity—No Exceptions. Students will be allowed to make up the missed assignment for a 60%.

Students have 5 school days to get an absence excused.

In the case of excused absences, the student has the same number of days he or she missed to complete makeup work. Completed makeup work must be returned in the “Homework” Tray.

If a student is absent the day the test is given only, he or she is responsible for taking the test the day he or she returns (if the absence is excused).

EVERYTHING we do in class can be located on Moodle, so students should keep up with class work even when they are not present. It is their own responsibility to come to me to find out what was missed or make up quizzes. Anything that is not asked about will result in a “0%”.

Because I teach so many students, it is impossible to keep track of who is out on what days, so please do your best to keep up with Moodle.

Incomplete Assignment/Late Work Policy

As stated in the St. James Parish Pupil Progression Plan: A grade of “I” shall be given to a student on the report card for incomplete work.

The academic grade assigned to late work shall be lowered 5 percentage points for every day that the project is late up to -40 points. (Excluding a student with an extenuating circumstance.)

Any project that is scored lower than a 60% can be redone to get the 60%.

All late work/redone work will be due two days prior to exam day for that particular 9 weeks.

Emergency Procedures:

In case of emergencies, such as a hurricane, please check the St. James Parish Schools homepage for information www.stjames.k12.la.us, call St. James High School, or call the SJP Central Office.

Class Rules and Procedures:

Follow directions – you are responsible for all directions given in the written, verbal or electronic form.

Raise hand to speak.
  - Do not talk while others are talking.
  - You must wait until a person is done asking their question or speaking to the class before raising your hand.

Stay in your seat.
  - Ask before leaving your seat unless following certain procedures (to be explained later).
  - Stay at your desk at all times.

Speak appropriately to adults and peers.
  - No Profanity.
  - Use only given name.
  - No name calling or teasing (this includes laughing while others are speaking).
  - Respect your teacher and your classmates!
  - No verbal abuse or threats of any kind to anyone.

Behave Appropriately
  - Keep your hands and feet to yourself.
  - No flying objects.
  - No physical or verbal disruption.

Absolutely no bullying behavior is tolerated.
  - No physical, verbal, or sexual harassment.
  - No hurtful, teasing, gossip, or isolation.

Be Respectful.
  - There is a zero tolerance policy for disrespect and aggressive behavior towards the teacher and towards fellow students.
  - Do not touch or take another student’s belongings at any time without their knowledge and permission.

Come to Class on Time.
  - Tardies will be recorded daily.
Do not pack up to leave before being dismissed by Ms. S. Oubre.

Follow all school and parish rules as outlined in your handbooks.

Follow all laptop rules and procedures.

Since this course is preparing you for your future and for choosing and keeping a career you will be held responsible for all actions in the classroom. When you have a job you are required to follow all rules and procedures. If you do not, your pay will be deducted or you will be fired. The same applies in the Journey to Careers course. Failure to follow rules or procedures will result in loss of participation points or students will follow steps on their consequences.

Online Communications Policy

The word “netiquette” is short for “Internet etiquette.” You should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.

- Blog topics should be treated as serious classroom discussion only, unless noted by the teacher.
- All electronic communication between the student and teacher shall be limited to the sanctioned sources, (i.e., SchoolFusion and Moodle accounts) created for the students.
- Any electronic communication through any non-sanctioned means (i.e., texting, Facebook) is prohibited, per the district policy manual.

Consequences and Rewards:

- **Consequences:**
  - Category A – office referral/dismissal
  - Category B – Office Referral
  - Category C – Conference with administration, office referral
  - Category D – Consequence ladder – warning, punish work, call home, office referral

- **Rewards:**
  - Verbal Praise
  - Cat Cash
  - Bonus Points
  - Homework passes or other rewards

Changes to Syllabus:

The above schedule and procedures in this course are subject to change in the event of extenuating circumstances!
Course Contract

St.James High School
Journey to Careers
Ms. S. Oubre

Student name (please print): _____________________________ Class Period: _____

***If you cannot view the syllabus online, please do not check the boxes and sign. Instead, initial the line at the bottom of the page, and I will send home a copy of the syllabus.

☐ I have read, reviewed, and I understand the classroom policies and procedures.

☐ I have read, reviewed, and I understand the course grading system.

☐ I have read, review, and I understand course expectations outline.

________________________________________________________________________
Student’s Signature _____________________________ Date ______

________________________________________________________________________
Parent’s Signature _____________________________ Date ______

________________________________________________________________________
Teacher’s Signature _____________________________ Date ______

This form and the contact information card need to be signed and returned no later than Friday, August 16. Please keep all of your course syllabus pages in your class binder so you can refer to them during the year.

_____ Please initial here if you do not have access to the Internet or were unable to view the course syllabus. I will send home a paper syllabus with your child.