

**Challenger High School 2021-2022**  
**Career Explorations**  
**CEDARS CODE: 4298, 9/7/21**  
Course Overview and Syllabus  
**CTW 211**

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**Grade Level:** 12                      **Credit:** Careers, CTE, or Elective                      **NCAA Approved**

**Course Number:** CTW201    **Prerequisite Courses:** None                      **Credits:** .5

### **Course Description**

Introducing high school students to the working world, this course provides the knowledge and insight necessary to compete in today's challenging job market. This relevant and timely course helps students investigate careers as they apply to personal interests and abilities, develop skills and job search documents needed to enter the workforce, explore the rights of workers and traits of effective employees, and address the importance of professionalism and responsibility as careers change and evolve. This two-semester course includes lessons in which students create a self-assessment profile, a cover letter, and a résumé that can be used in their educational or career portfolio.

### **Course Objectives**

You will meet the following goals by taking this course:

- Evaluate the business cycle and determine its effect on employment
- List components of a job application and explain how to complete an application properly
- Describe rules and procedures for maintaining a safe work environment and explain how to respond effectively to workplace emergencies
- Explain the importance of good communication in a workplace and identify methods for improving communication skills
- Summarize how technology is transforming the workplace
- Describe how copyright laws affect the use of technology

### **Student Expectations**

This course requires a commitment from you in a traditional classroom course. You are expected to spend approximately five to seven hours per week on homework:

- Interactive lessons that include a mixture of instructional videos and tasks.
- Assignments in which you apply and extend learning in each lesson.
- Assessments, including quizzes, tests, and cumulative exams.

## Communication

Your teacher will communicate with you regularly through discussions, e-mails, chats, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

## Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below:

Grading Category	Weight
Assignments	20%
Formative Assessments	30%
Summative Assessments	50%

## Progress:

1. Grading will be completed every Monday. I will attempt to get it sooner, but I will make sure it is completed on Mondays.
2. Student progress is monitored weekly. Students are required to complete all work on the week assigned by Friday. A percent grade will be given on Fridays. The grade will remain that percentage unless a student contacts the teacher with a substantial reason for the delay or prior arrangements are made. It is the teacher's discretion whether that grade will be changed.
3. Student monthly progress is at the discretion of the certificated teacher based on weekly evaluations and the students' ability to complete the required learning benchmarks for that month.
4. If a student fails to make collective progress for all weeks, then monthly progress is unsatisfactory. Student monthly progress is specifically evaluated against progress benchmarks, which are clearly defined in the course for each month.
5. In addition to the course schedule, these benchmarks may also come in the form of lesson, unit, assignment and/or assessment completion dates.
6. These established progress benchmarks will allow teachers and students to assess the students' educational progress in meeting the course learning standards.
7. At a minimum, students must turn in at least 70% of assignments assigned per week to maintain a status of "making monthly progress," but will need to complete all the instructor is asking for each week in order to complete the course on time.
8. Most Assignments are completed in Canvas.
9. You must be able to access your MyBethel/Canvas account to succeed in the class.
10. Please notify the instructor immediately if you have a problem accessing your account.

## Class Expectations

Students are **required** to complete the following nine (9) tasks:

1. **Computer Assisted Program (e.g. Xello) (100% of Required Assignments)**

2. Career Comparison
3. Goals (Short Term and Long Term)
4. High School and Beyond Checklist
5. Financial Plan
6. 13 Year Plan
7. High School and Beyond Essay with rubric and supporting documentation
8. Career PowerPoint with rubric; and
9. Resume (with checklist) (100% Completed and Edited)

**Students should attempt to complete all other assignments not highlighted.**

### **Scope and Sequence**

- Unit 1:** Performing a Self-Assessment and Exploring Careers
- Unit 2:** The Job Search Process
- Unit 3:** Resume/Applying/Interviewing for Employment
- Unit 4:** Succeeding in the Workplace
- Unit 5:** Education
- Unit 6:** Funding Your Education
- Unit 7:** Preparing for a Career Future Plan