Instructor: Georgi Blocker  Phone: (253) 683-6801  Email: gblocker@bethelsd.org

Grade Level: 11, 12  Credit .5

**Time Requirements:**
Students should complete all classwork assignments weekly, if classwork is not completed in class, it is required that is must be completed as homework each week. **Students should contact the instructor to the any absence in order to determine how the student will make up any missed assignments.**

**Course Description:**
This course provides students with the opportunity to explore career interests and ideas while earning high school credit. Students gain an understanding of how their skills, aptitudes and personal traits prepare them for future careers. Workplace skills, employer expectations, safety and communication skills are explored.

**Course Content:** Student will demonstrate a basic understanding of the following:
(Over a 9-week time period to earn a .5 credit.)

**CTW 211**
Weeks:
1. Syllabus/Introduction/Business Etiquette
2. Career Assessments/Research
3. Education
4. Funding Your Education
5. Recapping Career Choice/Updating Plan
6. Preparing for a Career Future Plan
7. Resume/Applying/Interviewing for Employment
8. Keeping Your Job/Wrap Up
9. Finalize Career Class

This course meets Common Core State Standards as defined by the State and the School District. This course meets the State and School District graduation requirements.

**Common Core State Standards (CCSS)**
- Refer to Common Core State Standards for English Language Arts which can be found on-line at [http://www.k12.wa.us/CoreStandards/ELAstandards/default.aspx](http://www.k12.wa.us/CoreStandards/ELAstandards/default.aspx) for more detail and to identify specific standards.

**Materials (may include but are not limited to):**
- District approved guest speakers
- Internet Sites, Lab experiences, Computer based learning models, reading materials, videos
- All materials will be provided by the instructor
Assessment (may include but not limited to):

- Oral/Written expression for mastery understanding of course concepts and demonstration of the application of course concepts.
- Performance based evaluations through labs and projects.
- Progress reports will be done monthly by the instructor.
- Portfolio based assessment.

Progress:

- Grading will be completed every Monday. I will attempt to get it sooner, but I will make sure it is completed on Mondays.
- 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.
- 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.
- 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.
- In addition to the course schedule, these benchmarks may also come in the form of lesson, unit, assignment and/or assessment completion dates.
- These established progress benchmarks will allow teachers and students to assess the students’ educational progress in meeting the course learning standards.
- 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.
- Most Assignments are completed in Canvas.
- You must be able to access your MyBethel/Canvas account to succeed in the class.
- Please notify instructor immediately if you have a problem accessing your account.

Grading Scale: (Progress reports will be done monthly)

- **A** (90-100%) Student demonstrates exemplary abilities through scores earned; student showed outstanding mastery of expected skills.
- **B** (80-89%) Student demonstrates adequate abilities through scores learned on assessments; student shows adequate mastery of expected skills.
- **C** (70-79%) Student demonstrates average abilities through scores earned; students showed average mastery of expected skills.
- **D** (60-69%) Student has made a concerted effort to demonstrate the above skills but circumstances have created a situation(s) where this is not possible.
- **F (below 59%)** Student has not made effort to demonstrate progress. Student does not meet academic or attendance expectations in spite of interventions.

Relationships to other Content Areas:

- Completion of this course will require the student to integrate: mathematical, logical, linguistic, social, historical, societal, technological, and writing skills.
Class Expectations:

- Students are **required** to complete the following tasks:
  1. Transcript/Worksheet Review
  2. Xello (100%)
  3. Goals (Short Term and Long Term)
  4. High School and Beyond Checklist
  5. 13 Year Plan
  6. High School and Beyond Essay with rubric and supporting documentation
  7. Career PowerPoint with rubric; and
  8. Resume (with checklist)
  9. Students should attempt to complete all other assignments not highlighted.

- No cell phones
- Students may be required to work in small groups
- Student will demonstrate self-discipline, acting in a manner that does not detract from the learning of others.
- Please be in class, on time, regularly. Many experiences we do cannot be re-created on an individual basis.
- It is the student’s responsibility to get assignments and activities that have been missed due to absence.
- All assignments should be on Canvas
- All assignments should be submitted on Canvas, unless noted

**NOTE:** Signatures below are not required, unless requested.

_________________________  ___________________________
Student Signature          Date

_________________________  ___________________________
Parent Signature           Date

_________________________  ___________________________
Teacher Signature          Date