

Career Enhancement
Seniors
Syllabus

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|-------------------|------------------|---------------------|--|
| Instructor | Raye M. Young | E-Mail | ryoung@fcts.org |
| Phone | 863-9561 ext 239 | Office Hours | Tuesday after school or by arrangement |
| Office | K1 | | |

Text

Book: It's Your Ship, Michael Abrashoff

Articles: Numerous

Videos: The Deep Dive, The Secret History of the Credit Card, Foundations in Personal Finance

Description:

This course is designed to provide the student an opportunity to increase their ability to communicate effectively in an organization from interview to business presentations. It will also increase awareness and knowledge of the needs of business, industry and other professional careers. This in-depth course will provide the development of interview skills and soft skills along with presentation skills. It will discuss invention vs. innovation, and the process of patents and trademarks. It will also have students explore several career paths, the use of credit and budgeting and business plan development. The students will create their resumes and application letters where they can showcase their expertise in their trade areas as well as other skills. Students will be introduced to local businesses.

Objectives: Have the students feel confident in their interview, presentation, and 21st Century employability skills. Students will also have a better understanding of the operations of business. Students will be held accountable for all deadlines.

Evaluation:

Grades will be based on meeting deadlines and due dates of the following criteria:

Homework

Class Assignments

Projects/Portfolio submissions

Deadlines will be adhered to unless prior approval by the instructor.

Grading Scale:

| | | | |
|----|--------|----|-------|
| A | 93-100 | C | 73-76 |
| A- | 90-92 | C- | 70-72 |
| B+ | 87-89 | D+ | 67-69 |
| B | 83-86 | D | 63-66 |

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|----|-------|----|----------|
| B- | 80-82 | D- | 60-62 |
| C+ | 77-79 | F | Below 60 |

CLASSROOM POLICIES

HOMEWORK: Homework is an important part of the learning process. Homework will include self evaluation exercises, out of the class research, and project preparation. Homework is due on the day specified on a pass/fail basis. Late submissions will not be accepted unless with prior approval or due to an excused absence.

MISSED ASSIGNMENTS: It is the responsibility of the student to obtain any missed assignments.

PAPERS AND PROJECTS: All projects and essays should be typewritten, if possible. If this is not possible, please write as neatly and legibly as possible. Typewritten work should be double-spaced using a Times New Roman 12 font.

PREPARATION: It is important that you come to class with all materials needed for that day's study. Your workbook, pen and pencil, binder and other materials as assigned are needed every day. There will not be time to obtain these items after the start of class.

PLAGIARISM: No student will use anyone else's work without proper attribution. Plagiarism is unnecessary for academic success at any level. Conducting research and preparing assignments are often enhanced by work produced by others. This is an expected desirable aspect of combing your theories or research with the support of others. However, failure to properly give credit for the research of others is a serious academic offense.

Plagiarism is the improper use of or failure to give credit to, another person's writings, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own. Please be certain that all materials that are not your original work are properly cited. We will discuss the proper method of citation.

CLASSROOM BEHAVIOR: In addition to becoming more proficient in areas related to career development, we will be engaging in assignments that explore self awareness and evaluation. As such, many of our activities and assignments may present a variety of different views on topics of discussion. It is required that all students be respectful of the views of others even if you have or offer a differing viewpoint. This is a skill that we will develop further in our discussions and assignments.

Please refer to the Student Handbook for the FCTS disciplinary policy.

I am looking forward to a great year together!