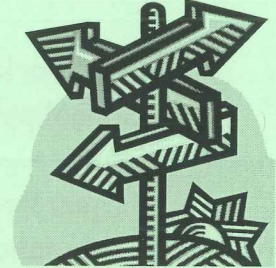


Welcome to Investigating Careers

OBJECTIVE: The purpose of this class is to help you make career decisions. Some of the most important decisions you will make are about what to do after high school. This class will show you the **PROCESS** of **HOW** to make that decision. You will **NOT** have to decide what you are going to do with the rest of your life. You will learn about options, opportunities and more about yourself. You will be making decisions in this class to **PRACTICE** this process. You will be developing a career action plan using the decision making process to identify and research careers in your chosen pathways. A variety of learning activities are planned throughout the course to lead you through this process. We have a full and interesting term ahead of us and I look forward to working with you.



Grades 9-12
Trimester 1

1/2 Credit

Instructor:

Mr. Rob Boero

763-506-6276

robert.boero@anoka.k12.mn.us

Office: BE Office Area



MATERIALS: There is not a textbook for this class. Your "textbook" will be a **3-ring binder** that you supply. It must be at least 1.5" thick. All class work will be put into this binder. This will help you to stay organized and will become a portfolio about you. You will need to turn in this binder periodically and it **MUST** be with you in class **EVERY** day. In addition, you will need your **planner** and a **pen/pencil** in class each day. Loose leaf paper is also required; do not use spiral bound paper for assignments.

Class Outline

Unit 1—Self-Assessment

- Explore Values
- Explore Interests
- Explore Skills

Unit 2—Changes in the World of Work

- Identify Influencing Factors
- Importance of Education
- Habits of Success
- Identify Career Trends
- Aligning Interests with Trends

Unit 3—Discovering Career Information

- School and Outside Resources
- Decision-Making Process
- Career Requirements

Unit 4—Education Opportunities

- Build a Program of Study
- Financial Aid

Unit 5—Landing a Job

- Resumes
- Interviewing

Unit 6—Career Action Plan

- Mentor Relationship
- Identify Add'l Career Research
- Presentation on Career of Choice

ASSIGNMENTS: Most assignments will be completed during class while others will be assigned as homework. ALL assignments are due on a specific date. USE YOUR STUDENT PLANNER to record assignments and due dates.

LATE ASSIGNMENTS:

1. Late work will be accepted for full credit following an EXCUSED absence. School policy will apply which allows 2 days for each day missed.
2. If you have an unexcused absence, the work will be accepted the next day of attendance at 50% reduction.
3. If a major project is assigned with several weeks to complete, additional time will NOT be given. It will be your responsibility to get it to school for full credit or take 10% a day loss of points per day when you return.
4. It is YOUR responsibility to see me for makeup work

ATTENDANCE: It is critical that you are in class. All information is given during class and through handouts necessary for assignment completion and course understanding. Each day builds on the previous days. Participation is a major portion of this class; you cannot participate if you are absent.

GRADING: Grades will be posted in AH Connect every two weeks. Your grade will be determined by daily assignments, group and individual projects, and a final presentation of your portfolio.

USE OF COMPUTER: When we are in the computer lab, appropriate computer usage will be expected. School District Policies for Computer Use will apply. Students are only allowed to work in applications necessary for project completion.

Student Signature _____

I will complete work on time and follow course policies. I will share my portfolio with my parents/guardians and discuss post high school plans with them.

Parent/Guardian Signature _____

Best Contact: Email/Phone _____