

# 8<sup>th</sup> Grade Career Research & Decision Making Course Syllabus

Instructor: Mrs. Geri Paxton

Email: [Geri.Paxton@tvcs.org](mailto:Geri.Paxton@tvcs.org)

Phone: (352) 259-0044

Room # 235

## COURSE DESCRIPTION

The purpose of this course is to enable students to explore career clusters and make informed career choices. Activities will enable students to increase self-awareness and develop the skills needed to successfully plan for postsecondary education and the workplace. Students will create an education plan for high school, indicating courses they would like to take in order to fulfill all graduation requirements.

## TEXTBOOK/CURRICULUM

Glencoe "Exploring Careers"

Attached to my Teacher Connection page as .pdf documents and Google Classroom are electronic copies of the textbook by chapter. Students may use these attachments as an at-home resource for studying or make-up work. Textbooks are also available for use in the classroom.

### Glencoe "Exploring Careers" Units of Study:

Unit 1: Career Exploration	Chapters 1-5
Unit 2: Finding and Applying for a Job	Chapters 6-7
Unit 3: Employment Skills	Chapters 8-9
Unit 4: Business and Personal Finance	Chapters 13-14

## ASSESSMENT

Students' grades will be determined by using the following categories and percentages:

Practice	Class Assignments/Participation	30%
Performance (Mastery)	Projects/Tests	70%

**Grading Scale:** A (90-100) B (80-89) C (70-79) D (60-69) F (0-59)

## CLASSROOM EXPECTATIONS/RULES

1. Be on time and where you are supposed to be. (Prompt)
2. Be prepared and on task. (Prepared)
3. Ask for what you need. (Positive)
4. Strive for excellence and always do your best. (Productive)
5. Respect the rights, responsibility, and property of others. (Polite)

You are responsible for reading and following the student handbook as well as classroom procedures and classroom rules. When you make a choice that violates classroom and/or school rules, disciplinary consequences will be implemented. Please refer to the following documents found on the tvcs.org website under "middle school", "Forms/Documents/Newsletters":

- VCMS Student Handbook
- 23-24 Classroom Behavior Management Plan

## PROCEDURES

**Daily Required Materials:** Chromebook, earbuds, pens, and pencils.

### **Technology in the Classroom:**

- ❖ The internet or other classwork should not be accessed during class unless given specific permission by your instructor to do so. Students may only access teacher approved sites during class.
- ❖ We want to be good stewards of our equipment therefore gum, candy, food, and drinks are prohibited. You may have bottled water only, if necessary. Anything else will be taken from you and put in the trash.
- ❖ Phones and smart watches are not permitted for use in the classroom. Cell phones should remain off and stored away in the backpack.

**Google Classroom:** Assignments will be posted in Google Classroom. Utilize the Google Calendar to stay organized and on-time with assignments.

**Bell Ringer/Dismissal:** Every day will start the same. You will come in quietly, have a seat, and place your Chromebook and writing utensil(s) on your desk. Please place your backpack **beside** or **under** your chair. We will have daily lessons, activities, in-class assignments, projects, and tests. Please take care of your bathroom needs between classes. For dismissal, students will remain seated in their assigned seats until the bell rings.

**Make-up Work:** Work is assigned through Google Classroom and can be accessed from home when you are absent or return. If you do not understand the assignment or directions, it is your responsibility to ask the teacher.

**Late Work:** Assignments turned in 1 day late will be accepted for a maximum of 60% and those turned in 2 or more days late will receive a zero. When homework/projects are assigned a week in advance or with set due dates of one week or more, there will be no exceptions for late work.

**Extra Credit:** Each Chapter has a Google Classroom Chapter Review Quiz. You may take the quiz as many times as you want/edit incorrect answers. If you make a 100, you will earn 5 extra credit points on your chapter test. All extra credit must be completed before you arrive in class for the test.

## IMPORTANT DATES

End of Course Exam:	1st Semester Class	December
	2nd Semester Class	May

## ADDITIONAL ASSISTANCE AND COMMUNICATION

I am available to any student or parent requesting additional assistance or needing additional information. If you choose to email me, please remember to put "Student" in the subject line so your email will reach me through the VCS web filter. If you prefer to contact me by phone, please call the school office and leave a message requesting me to return your phone call. If I need to contact you, I will first try to contact you through email unless you have indicated a preference for phone contact on the return form.