



Welcome students! You will find the following information helpful in successfully completing this course.

<p>Mrs. Kearns' Contact Info</p>	<p>Email: kkearns@efsd.net or message me on Canvas! Phone: 412-896-2349 ext. 7813 Twitter: @MrsKellyKearns</p>
<p>Course Description</p>	<p>What is your future career goal and how do you plan to get there? The purpose of this course will focus on exploring your academic and future career aspirations while guiding you towards making the proper decisions for goal attainment. Students will work on developing necessary soft skills such as communication, teamwork, enthusiasm, interviewing and time management. Emphasis will be placed on career planning, self-assessments, current job trends, decision-making and goal-setting. Students will study the five fastest growing career clusters in the Pittsburgh region, including healthcare, construction & trades, banking & finance, information technology, and STEM. An online career tool called Smart Futures will be used to personalize and document all career planning activities.</p>
<p>Course Objectives</p>	<p>Who am I? - During this part of the course you will take a lot of quizzes to find out more about your personality, skills, and interests as they relate to careers. We will use a tool called Smart Futures to help us along the way. You will also work to strengthen your soft skills!</p> <p>Who do I want to become? - During this part of the course, you will complete in-depth research on all career clusters, focusing on the Pittsburgh-area's major clusters (IT, Business/Finance, Engineering, Healthcare, and Construction/Trades). At the end you will complete a project on the career of your choice.</p> <p>How do I get there? - In this part of the course, you will learn the various education paths to help you achieve your goals. You will also learn how to get a job! Then you will ultimately create a high school "road map" that will set you up for success at EF and in your career.</p>
<p>Weekly Modules / Topics</p>	<ol style="list-style-type: none"> 1. Course Introduction to Units and Procedures 2. Introduction to Soft Skills, Time Management, and Communication 3. Personality 4. Positive Attitude 5. Goals 6. Motivation 7. Knowledge, Skills, and Abilities 8. Unit 1 Project - Who Am I? Slideshow video 9. Respect 10. Stress Management 11. Teamwork 12. Creativity & Problem Solving 13. Soft Skills Project 14. Networking and how to get a job / Mock Job Interviews 15. Career Clusters 16. Career Research Project 17. Final "Mind Map" Project / Plan for your future 18. Gratitude and course survey

Materials Needed:	<p><u>The only thing you need is a CHARGED iPad!</u></p> <p>I cannot emphasize the importance of this as paper materials will not be provided due to limiting paper materials exchanged. PLEASE BE PREPARED! Set an alarm on your phone to remind you of this.</p>
Grading Policy	<p>This class is a graduation requirement! If you do not pass, you MUST retake it next year.</p> <p>Your 9-week grade will be calculated by dividing your total points by the total possible points. Example: 300/350 = 85.7%</p>
Assessments	<ul style="list-style-type: none"> ● Smart Futures Activities (required by the state) ● Canvas assignments (worksheets, journals) ● Mini-projects and larger unit projects
Due Dates	<ul style="list-style-type: none"> ● All weekly assignments are opened on Monday. The link to the new playlist will become active. ● Assignments are graded within a week of their due date. ● Warning emails about missing assignments from the previous week are sent on Mondays. If not completed, the unsubmitted assignments become a 0 on Tuesday. ● You may submit late work but may receive a late penalty on it.
Daily Class Procedure (if hybrid)	<ul style="list-style-type: none"> ● Come in and sit in your assigned seat before the bell rings. ● Phones away and earbuds out. ● Complete bell ringer/do now. This may be either a task (example: get out your iPad and open an app, login to a computer, etc) or a quick assignment to complete. ● Attendance will be taken at this time. ● Do not ask to go within 10 minutes of the bell ringing or during instructions. ● Open the playlist on Canvas. The instructions for the day's activities will be explained. ● When you are 100% caught up with all course assignments (including past assignments that have not been turned in) you may have free time to use your phone or play a game.
Student Behavior	<p>I will always treat you with kindness and respect and I expect the same from you in return. Most importantly, please treat your peers with respect. Disrespect, bullying, and negativity will NOT be tolerated!</p>
PBIS Classroom Expectations Consequences for breaking rules: <ol style="list-style-type: none"> 1. Warning 2. Call Home 3. Office Referral 	<p>Be safe (Listen to staff, maintain personal space) Respectful (Be on time, polite, use appropriate language and tone) Accountable (Be prepared, honest, do your own work, use devices when permitted) Victorious (Do your best work, celebrate academic success) Enthusiastic (Have a positive attitude, take ownership of learning)</p> <p>Additional expectation: NO DRINKS PERMITTED IN CLASS (except water in a clear bottle).</p>
Academic Integrity	<ul style="list-style-type: none"> ● Ask for help ● Stay on task and manage your time ● Be honest -Do your own work! Do not copy from friends or the internet.
Cell Phone Policy	<ul style="list-style-type: none"> ● Cell phones must be out of sight during class. ● Earbuds headphones may not be used in class UNLESS doing independent work. ● Absolutely no pictures, video recording, of other students etc.

Thank you in advance for your hard work and cooperation! I'm looking forward to an excellent semester! :)