

Career Exploration/Money Management September 2014

Career Exploration is a one semester course in which students apply knowledge obtained from the National 16 Career Clusters Model to prepare themselves for postsecondary education, training, and employment in their chosen pathway. School Counselors will work with teachers using the Naviance software to develop student profiles and student's individual career interests. Throughout the semester, students will create resumes, obtain references, fill out job applications, practice job interview techniques, and will become practiced at job readiness skills. This course will also focus on the history of child labor and employment laws. Students will become familiar with their rights and responsibilities as employees and will understand employee benefits.

Class Guidelines

1. Be on time and be prepared to work.
 2. Have a pen or pencil with you everyday.
 3. No eating, drinking, gum chewing or candy.
 4. Cell phone must be on silent, on the desk upside down.
 5. Computer usage is for class use only. No Internet, email, games, shopping, etc. unless teacher directed.
 6. Students are not to log off the computer until directed by the teacher.
 7. Students are responsible for returning handouts and textbooks to the appropriate location.
 8. Students must push their chair in when leaving and not gather in the doorway.
 9. Students will be respectful to all classmates and teacher.
 - Students will listen attentively, take notes when necessary and give input when required.
 - No one should have a side conversation or do any other work when a presentation is being given.
- Students are required to have the following **School Supplies** by **September 8, 2014**:
 1. One subject spiral notebook
 2. Folder with 2 bottom pockets (not side pockets) First and Last name on the top right hand corner
 3. Blue or black pen
 4. Highlighter pen
 5. Headphones
 6. Students **MUST** have a standard **calculator** for Money Management second semester.
 - All students must have a completed Acceptable Use of Technology form in order to use the computer. This form is due back no later than September 10th. If the form is not submitted on time, students will not be able to log on to the computer after this date.
 - Website permission form must be signed and returned by September 10th. Students will not be able to complete graded assignments unless the form is signed and returned.
 - Course grades are comprised of class work, tests, and projects.
 - Students are responsible for all missed work due to absence from class.
 - Students can make up missed work in the morning before period 1 from 7:00 – 7:30 and after school on Tuesday and Thursdays from 2:21 – 3:30.

It is my pleasure to welcome you to my class. With your hard work you will be a part of many exciting and rewarding experiences this year.

Mrs. Paige Besthoff

Visit our class Website at <http://shsbesthoff.weebly.com/>