

# GAHS Career & Tech 2024-25

Semester course; ½ credit towards GAHS diploma requirements  
(2 college credits if enrolled in INT 193 - see below)

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## Course Description:

Career and Tech is an exploratory course about career and post-secondary planning as well learning workplace skills and technology for the workplace. The course is an experiential learning opportunity to explore and identify career interests and goals and utilize technology tools to access information to help make informed career decisions. This course also includes some personal financial topics related to career such as college financing, taxes and banking.



## Concurrent enrollment option:

INT 193: Intro to Career Exploration & Development

**Students may choose to take this course as a concurrent enrollment in partnership with the University of Maine. Students who successfully complete the required outcomes will receive two college credits.**

Resources include Next Gen Personal Finance, Career Databases such as the Outlook Handbook, Everfi, Stukent and Naviance (a college and career readiness platform that helps students connect academic achievement to post-secondary goals and success) as well as a variety of contemporary resources.

Technology Tools include Google Classroom, Google Sites, Docs, Sheets, Slides, Nearpod, Quizlet, Stukent, Everfi & EdPuzzle. **Students will need access to a computer to access online resources both at school and outside of the classroom.**

GOOGLE CLASSROOM - Parents may request to be signed up for access to view assignments and student progress. We will be using this daily.

## Maine Learning Results Standards

- A. Self-Knowledge and Life Skills
- B. Aspirations: Exploring Opportunities
- C. Building Pathways for the Future: Planning - developing career & life goals
- D. Technology
- E. Personal Finance

## Outcomes

### CAREER BASICS (30 %)

Communication	Email	
	Formal Letter	
	Professional letter	
Work Related Paperwork	Paperwork when hired	I-9, W-4
	Job Application	
	Resume	Draft & Final
Other	Elevator Pitch	Write & use in a mock career/college fair
	Preparing for job interview	Job Interview questions
	Cost of Living/Wages/Labor Law	Research
	Analyze Progress Towards Graduation	Student will create a spreadsheet to analyze & record their progress

### CAREER EXPLORATION (30%)

Self- Discovery & Career/College Exploration	Complete 7 Self Discovery Surveys using Naviance	<ul style="list-style-type: none"> <li>• Strengths Explorer</li> <li>• Career Interest Profile</li> <li>• Career Cluster Finder</li> <li>• Personality</li> <li>• Learning &amp; Productivity</li> <li>• Intelligences</li> </ul>
	Other Naviance tools	<ul style="list-style-type: none"> <li>• Create a Favorites Career list from the results of the self discovery surveys</li> <li>• Optional: create a favorites list of colleges</li> <li>• Other sections as assigned</li> </ul>

	Job Search	Use supersites to find jobs & analyze job descriptions, qualifications, etc.
	Career Profile	<ul style="list-style-type: none"> <li>• Explore data on various careers to make informed choices</li> <li>• Select one career to research and complete a profile</li> </ul>
	College profile	<ul style="list-style-type: none"> <li>• Explore data on various colleges</li> <li>• Complete College SuperMatch on Naviance</li> <li>• Select one college to research and complete a profile</li> </ul>
Job shadow or career interview	<b>FOR EC students only</b>	EC Students will participate in a job shadow or career interview
Student Career Simulation	Career Readiness	Practice and refine your communication skills in the safe environment of the Career Readiness simulation

## PERSONAL FINANCIAL TOPICS (20%)

TAXES	Activities & test	<p>Students will</p> <ul style="list-style-type: none"> <li>• Explore different types of taxes and what they are used for</li> <li>• Understand basic common tax forms and terms</li> <li>• Be able to complete a simple Federal tax return</li> </ul>
Banking	Checking & Savings	<p>Students will be able to</p> <ul style="list-style-type: none"> <li>• Explain what a checking account is used for</li> <li>• Understand the variety of ways they can deposit and withdraw funds from their checking account</li> <li>• Explain the difference between a checking and savings account</li> <li>• Understand what the various components of a bank statement mean to interpret where their money goes</li> <li>• Compare different savings vehicles such as a savings account, CD, and money market account</li> </ul>
College Financing	<b>FOR EC students only</b>	<ul style="list-style-type: none"> <li>• Understand a financial aid package</li> <li>• Distinguish between loans, scholarships &amp; grants</li> <li>• Understand basic process FAFSA &amp; CSS Profile</li> <li>• Start a list of scholarship opportunities</li> </ul>

## FINAL PROJECT (20% of semester grade) PORTFOLIO WEBSITE

*Note that Technology goals are embedded into the assignments and culminate in creating a website showcasing their career assignments and post secondary planning.*

Home Page	Demonstrate use of website tools to create a homepage	<ul style="list-style-type: none"><li>• Choose a theme</li><li>• Header Type</li><li>• Choose a type</li><li>• Change the background image</li><li>• Include a picture of yourself</li><li>• Include a quote that reflects you or projects your personality</li><li>• Write a list of your personal vision statements<ul style="list-style-type: none"><li>○ Career</li><li>○ Personal</li><li>○ Financial</li><li>○ Social/Family</li></ul></li></ul>
Self Discovery Surveys	Demonstrate conversion of PDF to Drive and insertion tools	<ul style="list-style-type: none"><li>• Strengths Explorer</li><li>• Career Interest Profile</li><li>• Career Cluster Finder</li><li>• Personality</li><li>• Learning &amp; Productivity</li><li>• Intelligences</li></ul>
Career Essentials	Final Drafts	<ul style="list-style-type: none"><li>• Resume</li><li>• Letter</li><li>• Job Interview</li></ul>
Profiles	Demonstrate use of website tools to create these pages	<ul style="list-style-type: none"><li>• Career Profile</li><li>• College (or Business) Profile</li></ul>
Planning My Future	Final Draft	<ul style="list-style-type: none"><li>• Progress Towards Graduation</li><li>• SMART Goals</li><li>• Moving Forward (post-secondary career/college action plan)</li><li>• Job Shadow/Interview report (<b>EC students only</b>)</li></ul>

### Course Schedule:

- Meets regularly every other day during the semester. Due dates will be posted in PowerSchool as assigned.
- Assignments will be assessed individually except for the Personal Financial Topics which will be tested at the end of each topic and the final.
- The final is the portfolio website and is due on the assigned date of midterms/finals per class schedule.

## **Course Policies:**

### **Assignments**

- If a student is present when an assignment is issued but absent when the assignment is due, the student will be expected to turn in the assignment immediately upon returning to the class.
- If a student is absent on the day an assignment is issued, the student will have the same amount of time to complete the assignment as do those students who were present, beginning with the next class period attended. Students will be expected to turn in the assignment on the original due date if there are two or more scheduled class periods prior to the due date.
- If a student is absent from class due to a school activity on the day an assignment is due, the student is responsible for turning in the assignment prior to leaving for the activity unless prior arrangements have been made with the teacher.

### **Assessments**

- If a student misses an assessment due to an absence but was present when the assessment was scheduled, the student will be responsible for taking the assessment during the next class period attended. Alternate arrangements may be made with the teacher when appropriate.
- If a student is absent when an assessment is scheduled, the student will have the same amount of time to prepare for the assessment as do the students who were present, beginning with the next class period attended. Students will be expected to take the assessment at the regularly scheduled time if two or more class periods were attended prior to the original date for the assessment.

### **Late Work**

When a student is in class but does not submit an assignment that is due, the student will be allowed to make up the work to a grade of a 90 providing the assignment is turned in no later than the beginning of the next scheduled class period. If the assignment(s) is/are not turned in within this time period, a maximum grade of 70 (passing) may be earned providing the assignment is turned in within two weeks (10 school days) of the original due date of the assignment. Assignments not turned in within ten school days of the original due date will be assigned a grade of zero. In the event that an extended absence occurs due to a medical situation (hospitalization) or a family emergency (i.e. accident or death in the family), the student and a parent will be expected to meet with the student's teachers to establish a plan for completing and submitting make-up work. This meeting can be arranged through the student's guidance counselor or grade-level administrator. Note: Upon administrative approval, teachers will be given flexibility to extend deadlines for individual students when extenuating circumstances are involved and documented.

**Observance of Religious Holidays/Events:**

When students are observing significant religious holidays, some may be unable to attend classes or labs, study, take tests, or work on other assignments. If they provide adequate notice (at least one week and longer if at all possible), these students are allowed to make up the work within a reasonable time to be determined by student and instructor.

**University of Maine Campus Policies****Academic Honesty Statement:**

Academic honesty is very important. It is dishonest to cheat on exams, to copy term papers, to submit papers written by another person, or generated by software or systems without the explicit approval of the instructor, to fake experimental results, or to copy or reword parts of books or articles into your own papers without appropriately citing the source. Students committing or aiding in any of these violations may be given failing grades for an assignment or for an entire course, at the discretion of the instructor. In addition to any academic action taken by an instructor, these violations are also subject to action under the University of Maine Student Conduct Code. The maximum possible sanction under the student conduct code is dismissal from the University.

Please see the University of Maine System's Academic Integrity Policy listed in the Board Policy Manual as Policy 314:

<https://www.maine.edu/board-of-trustees/policy-manual/section-314/>