

## Career Preparations Course Syllabus

### Instructor Information

- **Instructor:** Mrs. Jennifer Derbidge
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**Course Description** This Career Preparations course focuses on career exploration, soft skills development, entering the workforce, and personal management through interactive learning experiences.

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**Course Objectives** By the end of this course, students will:

- Discover career preferences and interests.
  - Develop an understanding of what employers are looking for in potential employees.
  - Understand the requirements for various careers.
  - Engage in personal development activities to enhance their skills.
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### Required Materials

- A willingness to participate in class activities and discussions.
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**Grading Policy** Grading will be based on participation using a point system. Active engagement in class activities is crucial for success in this course.

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**Class Policies and Expectations** Students are expected to:

- **Be Respectful:** To yourself, others, and the classroom environment.
- **Be On Time:** Arrive punctually for class.
- **Follow Instructions:** Adhere to directions given by the instructor.

- **Keep Hands, Feet, and Objects to Yourself:** Maintain personal space and respect others' boundaries.

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**Course Schedule Overview** The course will cover the following topics throughout the school year:

1. Career Exploration

- Identifying interests and skills
- Researching various career paths

2. Soft Skills Development

- Communication
- Teamwork
- Problem-solving

3. Entering the Workforce

- Job applications
- Interviewing skills
- Workplace etiquette

4. Personal Management

- Time management
- Goal setting
- Financial literacy

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**Rubric for Participation Grade**

Criteria	Excellent (4 points)	Good (3 points)	Fair (2 points)	Needs Improvement (1 point)	No Participation (0 points)
Engagement	Actively participates in discussions and activities	Participates but needs prompting	Rarely participates	Does not participate	No participation

<b>Respectfulness</b>	Always shows respect for others	Generally respectful	Occasionally disrespectful	Frequently disrespectful	No respect shown
<b>Timeliness</b>	Always arrives on time	Usually on time	Sometimes late	Frequently late	Absent
<b>Following Instructions</b>	Always follows directions	Usually follows directions	Sometimes needs reminders	Frequently ignores directions	No attempt to follow

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**Contact Information** For any questions or concerns, please feel free to reach out via email or phone as provided above.

**Let's make this a great year of learning and personal growth!**