



FRESHMAN FOUNDATIONS



WHERE CHS 9TH GRADERS BEGIN THEIR JOURNEY

Course Syllabus 2021-2022 School Year

<u>Teacher Name</u>	<u>Room #</u>	<u>E-mail</u>	<u>Phone</u>	<u>Academy</u>
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Course Description

This course will be completed in one semester or 18 weeks of daily instruction. You will receive a permanent grade on your transcript at the 9 week mark, and again at the 18 week mark. This may be a faster pace than you are probably used to. Organization and assignment completion are critical from the beginning so you do not fall behind. I will support you every step of the way to successfully master the following learning objectives.

This comprehensive course is designed to act as a foundation course for career technical education industry sector programs of study. In addition to investigating career options, students explore personal identity, self-awareness, habits of success, organizational tools, goal setting, personal finance, life skills, and career exploration that will assist them in planning career and personal life.

- Students will be able to identify their learning styles and personality type and reflect on what value they bring to an organization to team
- Students will be able to write a high level metacognitive reflection
- Students will be able to set up a digital organizational file management system and digital calendar using Google Suites
- Students will be able to articulate a clear trajectory for their next four years with a Mission Statement
- Students will be able to identify their personal strengths and weaknesses and set SMART goals
- Students will be able to identify what ways they are protecting their own safety and creating their own professional “brand” through social media accounts

- Students will be able to identify two or more career paths of interest to them and explain the path one must follow to get into those fields
- Students will be able to explain Sean Covey's *7 Habits of Highly Effective Teens* and identify practical ways to incorporate these habits into their own lives
- Students will create a digital portfolio and begin to gather evidence that will eventually be posted to a professional online platform

You will meet the outcomes listed above by completing a “roadmap” of deliverables (assignments for turn in). These deliverables will be assessed by the teacher using a performance review. Deliverables that do not meet the standard will be revised by you, the student, until they have met the requirements.

Textbook & Course Materials

- *The 7 Habits of Highly Effective Teens* by Stephen Covey (hard copy check out from Library)
- All other materials for this course will be digital and will be included in the Google Classroom explained below.

Important Applications

• **Google Classroom**

To access this course on **Google Classroom** you will need access to the Internet and a supported Web browser (Chrome, Internet Explorer, Firefox, Safari). Follow these instructions to access the online course:

1. Sign in to any Google Suite application (such as your district email or Google Drive) using your assigned sandi.net student account login and password
2. Click on the Google Apps icon at the top right of your screen. It looks like: 
3. Scroll down the apps list to Google Classroom and click on the icon that looks like this: 
4. Once in Google Classroom, Click the Plus Sign + at the top right corner to add a class.
5. Use this join code: **cy3nbvh**

• **Remind**

Students are required to sign up for our class Remind. Remind is a free text messaging app that helps teachers, students, and parents communicate quickly and efficiently.

Send a text to: 81010

Text this message: @ffchs4

Or you can download the Remind App and click on the “+ Join a class” using the code @ffchs1

Course Requirements

- This course will be in person each day for 90 minutes. In Google Classroom, you will access online lessons, course materials, and resources.

Technical Assistance

- If you need technical assistance at any time during the course or to report a problem, please email me as soon as possible so that I can work to help you resolve the issue.
SDUSD Tech Support: Website: <http://bit.ly/sdusditsupport> Hotline: (619) 732-1400

Teacher Communication

- **Method of Communication:**
 - The best ways to reach me are through email or the Remind App
- **Office Hours:**
 - My office hours will be held T/W from 3:35-4:35 during my tutoring hours. If you cannot make those times, we can discuss a better time that works for your schedule.
 - Office hours are important opportunities for students to share their confusions, misunderstandings, and questions more candidly and completely in an attempt to get more individual attention.
- **Grades Updated in Powerschool:**
 - You will receive a final semester grade for this course every 9 weeks, you can expect that I will update your grades in Powerschool at least weekly!

Classroom Culture Guidelines

Your fellow students and I wish to foster a safe online and in person learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected. Working as a community of learners, we can build a polite and respectful course community. The following etiquette tips will enhance the learning experience for everyone in the course:

1. Class time is professional learning time - so come on time, wear appropriate clothes, silence your phone, bring course materials, take notes and treat your time as if you were in a work setting.
2. Do not use offensive language or images in meetings, chats, or on assignments
3. Think before you speak or before you push the “Send” button
4. Be courteous to the teacher and your peers; don’t interrupt.
5. Give other students the opportunity to join in discussion.
6. Keep an “open-mind” and be willing to express even your minority opinion.

7. Do not hesitate to ask for feedback or help

- **Participation**

- Students are expected to attend our class instruction sessions daily. Attendance will be taken every day at the beginning of the class period. Please do not come late. Tardiness and class disruption will result in a lowered citizenship grade.

- **Build Rapport**

- If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let me know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing me when difficulties arise during the semester so that I can help you find a solution.

- **Accommodations**

- For those students with IEPs or 504s, I will be in touch with your case manager to discuss any accommodations you are to be provided. I also ask that if you have a documented disability and wish to discuss academic accommodations, please contact me as soon as possible. I will modify academic program requirements as necessary. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom.

- **Commit to Integrity**

- As a student in this course you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. CHS Admin and Staff believe that academic honesty and integrity are fundamental to the mission of higher education. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Cheating and/or plagiarism will not be tolerated and will result in no credit for the student or students involved. Parent/guardians will also be notified.

Grading Policy

- Students will have multiple opportunities to turn in and revise their deliverables to earn the highest grade possible without penalty up to two weeks after the due date by coming to tutoring on T/W afterschool from 3:35-4:35 in Room 303.

Type of Work	% of Course Grade
Practice <ul style="list-style-type: none"> • In class work • Homework 	25
Projects <ul style="list-style-type: none"> • Projects • Presentations 	30
Summative Tests & Assessments: <ul style="list-style-type: none"> • On Demand Writing • Processed Writing • Course Midterms and Final Exams 	45

- **View Grades in PowerSchool:**

- Points you receive for graded activities will be posted into PowerSchool. It is expected that you will check your grades regularly, at least once per week if not more. If you have questions about an assignment or a grading issue, please email me.

- **Letter Grade Assignment**

- Final grades assigned for this course will be based on percentage of total points earned:

Letter Grade	Percentage	Letter Grade	Percentage
A	93 - 100%	C	73 - 76%
A-	90 - 92%	C-	70 - 72%
B+	87 - 89%	D+	67 - 69%
B	83 - 86%	D	60 - 66%
B-	80 - 82%	F	0 - 59%
C+	77 - 79%		

Course Outline

Week	Topic
Week 1 Aug 30 - Sept 3	Choosing to Be a Chieftain
Week 2 Sept 7-10	Welcome to Freshman Foundations
	Practicing Professional Communication
	Hacking High School & Organization

Freshman Foundations Period 4_Mrs. Leon

	Succeeding in Self Advocacy
Week 3 Sept 13-17	Realizing the Power of Reflection
	Prioritizing Proactivity
	Looking at Learning Styles
Week 4 Sept 20-24	Pondering Personality Types
	Inspecting Identity and Digital Footprint
	Designing Digital Portfolios
Week 5 Sept 27-Oct 1	My Intro: The Real Me
END OF GRADE PERIOD PROGRESS REPORT Q1 P1	
Week 6 Oct 4-8	Making Mission Statements
	Setting SMART Goals
	Training in Time Management
Week 7 Oct 11-15	My Letter to Self
	My Future Self Video
	Overcoming Obstacles & Failure
	Pushing Through Peer Pressure
Week	Topic
Week 8 Oct 18-22	Exploring Emotion Management
	Experiencing Effective Communication
	Committing to Conflict Resolution
	Digging Into Decision Making
Week 9 Oct 25-29	Leaning into Listening
	Standing Up and Stepping In
	Caring About Community Contribution
	Tuning Into Teamwork
Week 10 Nov 1-5	Discovering Digital Wellness & Safety (EverFi Ignition: Connections & Community)
	Discovering Digital Wellness & Safety (My Safety & Privacy + My Screen Time v. Offline Timey)

Freshman Foundations Period 4_Mrs. Leon

	Side-Stepping Social Media Dangers
	Opting For Options After High School
Week 11 Nov 8-12	Reasoning Out Resumes
	Investing in Interview Skills
Week 12 Nov 15 -19	Professional Bio w/ Headshot
NOV. 22-26	THANKSGIVING BREAK
Week 13 Nov 29 - Dec 3	Figuring Out Finances (EverFi Financial Literacy)
Week	Topic
Week 14 Dec 5-10	Introducing Industry Pathways
Week 15 Dec 13-17 Jan	My Career Exploration
DEC. 20-31	WINTER BREAK
Week 16 Jan 3-7	Considering Career Exploration
Week 17,18 Jan 10-21	Practicing Public Speaking (and Presentation of Learning)
END OF GRADE PERIOD FALL SEMESTER	

Important Note:

This syllabus, along with dates and weekly topics, are subject to change. It is the student's responsibility to check **Google Classroom** and **Remind** daily for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement and/or through Remind/Email.

NOTICE OF STUDENT NONDISCRIMINATION

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

Reference Board Policy (BP) 5145.3 and Administrative Regulation (AR) 5145.3 for full policies.

AVISO DE NO DISCRIMINACIÓN ESTUDIANTIL

El Distrito Escolar Unificado de San Diego se compromete a la igualdad de oportunidades en la educación para todas las personas. Los programas, las actividades y las prácticas del distrito deben estar libres de discriminación, hostigamiento, intimidación y acoso basado en edad, ascendencia, color, discapacidad mental o física, origen étnico, identificación de grupo étnico, género, expresión del género, identidad de género, información genética, estado de inmigración, estado civil o parental, nacionalidad, origen nacional, sexo real o percibido, orientación sexual, raza, religión o basado en la asociación de una persona con una persona o un grupo con una o más de estas características reales o percibidas.

Los estudiantes que quebranten esta política podrían estar sujetos a medidas disciplinarias, hasta e incluyendo la expulsión, de acuerdo con la política del distrito, el procedimiento administrativo y la ley estatal.

Los empleados que quebranten esta política estarán sujetos a medidas disciplinarias hasta e incluyendo ser despedidos. Cualquier acción disciplinaria será conforme a los acuerdos aplicables federales, estatales y/o de contrato colectivo.

Para las políticas enteras, referirse a las Políticas de La Mesa Directiva (BP) 5145.3 y los Reglamentos Administrativos (AR) 5145.3.

