



# Dutch Fork Middle School

School District Five of Lexington & Richland Counties  
1528 Old Tamah Road  
Irmo, SC 29063



<b>Course:</b> Career Clusters <b>Room:</b> 501 <b>Email:</b> hnicholson@lexrich5.org <b>Website:</b> <a href="https://sites.google.com/lexrich5.org/nicholson-teacher-site/home">https://sites.google.com/lexrich5.org/nicholson-teacher-site/home</a> Please reference website for additional information on schedules and classroom expectations.	<b>Instructor:</b> Ms. Nicholson <b>Telephone Number:</b> 803.476.4937 <b>Academic Assistance:</b> By Appointment	<b>South Carolina Uniform Grading Scale</b> A= 100-90 B= 89-80 C= 79-70 D= 69-60 F= Below 60
--	---	---

## COURSE DESCRIPTION

Intro to Career Clusters is designed to introduce students to career possibilities in the fourteen national career clusters adopted by the South Carolina Department of Education. Students will have an opportunity to explore job tasks and career opportunities in each cluster while identifying pathways from high school to post-secondary education and the workplace. Students will learn skills needed for success in college and careers with relevance to academic standards. This course is exposure to help each student gain an understanding of careers in order to assist in the development of an initial Individual Graduation Plan (IGP) in the 8th grade. *SC Standards* [Click here](#). *Success Criteria* [Click here](#).

## COURSE MATERIALS

- **Required Textbook**  
Goodheart-Willcox - Discovering Careers, 9th edition
- **Software/Online Resources**  
O\*NET, Occupational Outlook Handbook, and SCOIS
- **Equipment**  
Personal Chromebook

## SUPPLIES REQUIRED

- Composition Notebook
- Pen and pencil to class daily for taking notes and completing class assignments
- Headphones

## GRADING

Categories	Weight
Practice	20%
Minor	30%
Major	50%
<b>Cumulative Final Exam is 20% of final course grade</b>	

Topics
1. Job versus Career 2. Motivations for work 3. Technology in the workplace 4. Employability traits 5. Interpersonal and Teamwork skills

6. Professional etiquette
7. Self-assessment
8. Social media's professional impact
9. Leadership qualities
10. Financial planning fundamentals
11. Nontraditional careers
12. Global workforce diversity and inclusivity

## **ATTENDANCE**

Attendance is taken within the first few minutes of class. If students come in after the tardy bell without a written excuse, they will be marked as tardy. If students are out of their seats and talking when the tardy bell rings, they will be counted as tardy.

## **ASSIGNMENTS**

Classwork is to be completed and turned in as it is assigned. Tests are to be completed in class on the day they are assigned.

## **LATE WORK POLICY**

It is the student's responsibility to make sure assignments and tests are completed timely. Late assignments, including tests are due five (5) days after the due date of the assignment in PowerSchool. Ten points will be deducted each day after the 5<sup>th</sup> day the assignment is late. If a student is absent on the day of a test, but has received all necessary instruction and information, he/she will make up the test on the day he/she returns to class. In any other case, the student must complete the test within five days from the day the test was given, or he/she will receive a grade of **zero (0)** for that test.

## **ACADEMIC INTEGRITY:**

Academic integrity is important for all students at DFMS. Please review the DFMS [Student/Parent Handbook](#).

## **CHEATING**

*Cheating* is defined as giving or receiving unauthorized assistance.

*Plagiarism* is defined as presenting as one's own words, phrases, and ideas of another, either on purpose or through carelessness. It also relates to borrowing the sequence of ideas, the arrangement of material, and the pattern of thought of someone else without proper acknowledgement.

### **1st offense**

- Homework: 0 on assignment
- Assessment: the average of 0 and the assessment retest grade
- Teacher contacts parent via phone or conference (email is not sufficient)

### **2nd offense**

- Homework: 0 on assignment
- Assessment: the average of 0 and the assessment retest grade
- Referral to guidance and administration
- Student and parent sign contract outlining consequences of third cheating offense

### **3rd offense**

- Homework: 0 on assignment
- Assessment: 0 on assessment
- Referral to administration

## **CLASSROOM EXPECTATIONS**

Discipline rules are consistent with the overall discipline rules of Dutch Fork Middle School. Below are specific rules and procedures we expect all students to follow in class.

1. All students are to obey all school rules according to the Student Handbook.
2. Students should come into class on time and be ready to work
3. We treat all people in the classroom with respectful manners and respectful language.
1. A pencil, a charged Chromebook, a two-pocket folder, and a composition notebook dedicated to the Career Clusters class are required every day.
4. Homework is always due next class day without exception. Paper copy classwork should be turned in the next day at the very beginning of class. Google Classroom digital assignments should be turned in by the listed deadline (usually at the time the class period begins).
5. Project deadlines will be provided well in advance with plenty of class time to complete them.
6. Always check the whiteboards for the agenda, standards, objectives, and important updates.
7. If a student is absent, assignments will be posted (as promptly as possible) in Google Classroom. All paper copies distributed on the day missed will be labeled with the student's name in the "What did I miss box?" in the classroom.
8. No food or drink (except water) will be allowed in the classroom unless a special circumstance or occasion arises.
9. Grades will be updated routinely, and parents are invited to monitor student progress through Parent Portal (PowerSchool) or by contacting me via email, or through a phone call or conference. Please make sure all contact information is correct in our [Parent Portal](#) system.

**Please fill out and return the form below to confirm that both you and your student have reviewed this information.**

**Return this form to Ms. Nicholson by:** \_\_\_\_\_

cut here

---

**Student Name (Print):** \_\_\_\_\_ **Class Period:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Parent/Guardian Email:** \_\_\_\_\_