**Careers II**

**Mr. Lahndorf**

**Room 307**

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**Basic Course Concepts:**

Communication Skills Looking For A Job

Career Decision Making Applying For A Job

Information About Self and Careers Interviewing For A Job

Work Histories Financial Literacy

Mock Interviews Career Portfolios

**Class Requirements:**

1. Book must be covered at all times.
2. 2” 3-ring binder for Portfolio.
3. Notes must be taken for **all** chapters.
4. Flash Drives/Web Lockers will be used.
5. This class is a combination of lecture/notes/hands-on with lab work.

# Grades:

1. Grades will be based on tests, quizzes, chapter work and project work.
2. Grading will be done on a straight point system. Total points can be converted into percentages using the following scale:

100-92 = A, 91-82 = B, 81-72 = C, 71-62 = D, 61 -0 = F

Full Grading Scale is on page 14 of the Student Handbook.

1. **Assignments are to be handed in the day they are due!!!!!!**

**Due dates will be set as class proceeds.**

* Late work is only **HALF CREDIT.**
* Late work will only be collected until that chapters’ test, otherwise it becomes a permanent zero.
* Exceptions will only be made for those that are sick, and arrangements have been made with the involvement of your parent/guardian.
* **LAZINESS WILL NOT BE REWARDED!!**

**Extra Credit:**

1. You are encouraged to bring in and share any career related articles with the class.
2. You may choose 5 articles per semester at 2 points each.

* The article must be a photocopy. (No tearing out) or from the computer.
* You will need to type a one page summary of the article and read it to the class.

1. Any other extra credit will be up to my discretion.
2. You can NOT get more than 100% on any assignment or test.
3. ***In order to get extra credit, you must have all regular work turned in.***

**Class Expectations:**

1. You will be required to be prepared for class. That means having your binder, book, and a pen or pencil and planner.
2. **NO CHEATING OR COPYING**—this will result in a zero for both/all parties involved and phone calls/emails home will be made. \*See Page 25 of the student handbook for further details.
3. I must be able to see and read your work for you to get credit.
4. Tardy Policy is the same as your hand book.
5. Be respectful of other persons and property.
6. **NO CELL PHONES** to be seen or heard without prior permission.
7. Talking kept to a minimum!
8. Taking class notes is required.
9. You are responsible for 100% of the information in the chapters covered and are expected to read those chapters.