

Lexington Public Schools
Lexington High School

August 09, 2023

Dear Parent or Guardian,

Attached is a copy of Ms. Archer's **Career Exploration-Intro course syllabus** for the 2023-2024 school year.

Please read and discuss the attached with your student. Then sign and return the bottom portion of this letter, indicating receipt, via your son or daughter by **Thursday, August 17, 2023**. If you have any questions, please do not hesitate to contact me, 308-324-4691.

Sincerely,

Elizabeth S. (Becky) Archer, MA
Lexington High School
becky.archer@lexschools.org

My signature below indicates that I have received, read, and understand this course syllabus for ***Career Exploration Intro.***, Ms. Archer's class.

Parent/Guardian Signature

Date

Student Signature

Date

Lexington High School, LPS
Career Exploration Intro.
Course Syllabus and Basic Requirements
2023-2024 School Year

Instructor: Becky Archer

E-mail: becky.archer@lexschools.org

Website: <https://sites.google.com/a/lexschools.org/archer-s-career-exploration-intro-class-website/home>

Google Classroom: <https://classroom.google.com/c/NDk3MjI0NTE1MjQz>

Telephone: 308-324-4691, extension 2309

COURSE DESCRIPTION:

The main goal of *Career Exploration-Intro.* class is to allow students to investigate the myriad of career and occupational options available to them and to provide opportunities to explore these choices. This semester course is designed as an introductory class for students to learn more about each of the jobs found in the sixteen nationally identified career clusters and to identify the job descriptions, qualifications, requirements, benefits, and career outlook of each. Concurrently, students will complete several transitional assessments beginning to explore and identify their own personal interests, preferences, strengths, needs, values, personality traits, skills, and goals, as well as develop an understanding of workplace competencies and work to develop these traits. In addition, students are required to develop and maintain a career exploration portfolio for the semester. Finally, students will begin to develop an ongoing electronic career planning portfolio utilizing the Career Cruising website.

GOAL:

To develop and demonstrate the skills, knowledge, and process needed to make realistic career choices. This includes developing a better understanding of self in various areas, learning about the career clusters and exploring areas that are “best fits”, developing community awareness, citizenship, and decision-making skills, developing self-determination and self-advocacy skills, and beginning to explore post-school options.

RATIONALE:

Research indicates that people will change jobs 7-10 times in a lifetime. Therefore, students need skills to pursue career options in order to meet these demands of an ever-changing workforce. Understanding the impact of work on individual and family life helps to balance decisions people make.

EVALUATION:

Grades will be based upon your timely and accurate engagement/completion of assignments/transitional assessments, homework, projects, career planning portfolios, and performance on tests/quizzes (including Semester Final Exam). Students may chart their own progress on specific concepts as directed.

GRADING SYSTEM:

Quarterly Category Grading

Bell Ringer/Journal/Vocabulary/Exit Activities	15%
Class Assignments	30%
Homework	20%
Tests/Quizzes/Projects	35%

Semester Grade will be based on the following criteria:

Quarter 1 = 45% / Quarter 2 = 45% / **1st Semester Exam = 10%

****Please note: the final semester exam will count for 10% of the final semester grade – as per LHS policy.**

CLASS WORK/HOMEWORK:

Class work and homework must be turned in on time in order to receive full credit! If a student is absent, make-up work policies will be in effect.

Homework will be given **approximately three times** weekly. We will also be completing several projects throughout the semester. It is very important that each student is responsible and completes work assigned in a timely fashion. If a student needs help on a particular assignment, it is the student's responsibility to seek assistance.

Every effort will be made to foster student success. If a student does not complete an assignment or project on time, he/she will be given an opportunity to complete the assignment after school (the day the assignment was due) or before school the following day. If the student does not meet with me to complete the missing work in this timeline, an academic detention may be given at the teacher's discretion. **Late work may receive up to half credit.**

Extra credit assignments will be available upon student request and teacher discretion.

All plagiarized work will receive a "0". Students will be required to redo any plagiarized assignment (or one similar) and may earn up to half credit.

Highly unusual or irregular circumstances regarding class work and/or homework will be discussed with individual students, as the need arises.

ATTENDANCE:

Regular and punctual attendance has been verified as the greatest single factor in school success. Therefore, it is imperative that the student and parent(s) make a commitment to the student's regular attendance. **All Lexington Public Schools and Lexington High School attendance policies will be strictly enforced** (see LHS Student Handbook for specific, detailed information). High school students must not acquire more than 10 absences from any course in any given semester in order to earn academic credit for that course for that semester.

Students are expected to attend class every day. If unable to do so on a specific day, the parent/guardian must call the school office and report/excuse the absence. **Upon the student's return to school, he/she is responsible to collect and complete his/her make-up work in a timely fashion.** Generally, students will have two days to make up work for every day absent. In addition, students need to speak with the teacher regarding making up missed participation points.

TARDIES:

Students are expected to be in the classroom on time. If a student is not in the classroom when the final bell rings, he/she is tardy. Students will make up learning time missed by serving an after school or before school detention, as assigned.

STUDENT IPADS:

Students are expected to have their IPAD, charger, and other accessories with them in class every day. NO EXCUSES. All LPS high school technology policies and procedures will be followed. It is the student's responsibility to know and follow said policies and procedures.

FOOD/DRINK:

Students are not allowed to bring food or drink (other than water bottles) into the classroom. **There will be NO sharing of water bottles due to health regulations.**

When allowed, the teacher may, on occasion, give food/drink rewards to students. These edibles will be consumed in the classroom received.

HALL PASSES:

Students are expected to take care of personal needs between classes, during passing period. Emergency hall passes may be issued at the discretion of the teacher. Students will make up learning time lost due to being out of the classroom.

DRESS CODE REQUIREMENTS AND LANGUAGE:

The LPS and Lexington High dress code will be enforced. Students must dress appropriately for the learning environment. In addition, students are expected to use appropriate language at all times.

REQUIRED MATERIALS:

1inch 3-ring viewfinder binder	Clear sheet protectors (12)
Loose-leaf paper	Pencils/Pens
One-subject spiral or composition notebook	

Career Exploration Vocabulary Words

Individual students (based on needs) will demonstrate an understanding of the following terms and be able to apply these concepts in the “post-school” world:

Career	Career Cluster	Career Goal
Career Plan	Budget	Self-assessment
Citizenship	Consumer	Personality Traits
Preference	Responsibility	Occupational Trends
Values	Decision-making Process	Co-workers
Employer	Employee	Employer handbook
Self-determination	Federal	Self-advocacy
Income Tax	Job application	Job benefits
Exploration	Research	Short-term Goal
Long-term Goal	Transition Assessment	Interview
Independent	Need	Want
Obstacle	Strengths	Weaknesses
Interests	Priority	Requirement
Pressure	Promotion	Advancement
Job Outlook	Skill	Aptitude
Ability	Realistic	Resume
Social security number	Withheld	Option
Passion	Career Choice	Blue-collar Worker
White-collar Worker	Nontraditional	Bachelor’s degree
Associate degree	Master’s degree	Agricultural and Natural Resources
Architecture & Construction	Arts, Audiovisual Tech.	Communication
Business & Administration	Education & Training	Finance
Govt. & Public Admin.	Health Science	Hospitality & Tourism
Human Service	Information Technology	Law and Public Safety
Manufacturing	Retail/wholesale Sales/Serv.	Scientific research/engineering
Transportation/distribution	Confidential	Graduate
Permanent Address	Present Address	Qualifications
Salary	Supervisor	Contract
Occupation	Vocation	Profession
Dependable	Punctuality	Cooperation