

Career Workshop – Syllabus

Ms. McGlynn ➡ Room 114 ➡ Quarter 4

Essential Learner Outcomes:

The learner will...

1. Reflect on and self-assess interests, personal strengths, weaknesses, skills, competencies, values, attitudes, and learning styles as they relate to career exploration.
2. Experience all stages of obtaining a job including job search, application, and interview.
3. Create a cover letter, resume, references, and thank you letter.
4. Research and select careers that—based on reflection, self-assessment, job outlook data—would be well suited for the student.
5. Articulate why a particular career suits the student and understand the career pathway related to the career.
6. Develop a plan of action to obtain and maintain a career in a particular field.

Student Expectations:

1. Students will complete a Career Planning ePortfolio. (**CareerLocker**)
2. Students will request a signed letter of recommendation.
3. Students will participate in a career readiness interview.
4. Students will research careers of interest.
5. Students will gain an understanding workplace etiquette and communication.

Grading Procedure:

The final grade is based on points accumulated according to the grading sheet provided at the beginning of the quarter. Your attitude, effort, attendance, and class participation will also help determine your grade.

All work must be of portfolio quality which requires the assignments to be submitted after careful editing.

Classroom Expectations:

1. Internet and computer games are off limits unless related to a classroom activity.
2. Be here! Missing class (excused or unexcused) will not be an excuse for missing deadlines.
3. No bathroom or locker passes will be given during the first 30 minutes or last 15 minutes of class. Bring all necessary materials to class with you every day.
4. Respect everyone. Treat others the way you expect to be treated.
5. No food or drink allowed in the classroom.
6. Make use of all class time. Enhancement projects and/or WorkKeys lessons should be completed when time allows in class as there will not be structured class time for either requirement.
7. If you are absent, please check Google Classroom to find what we did in class while you were absent. It is your responsibility to complete missing work.
8. If you do not complete assignments during class time, you are expected to work on assignments outside of class.

Course Overview:

Career Preparation	<ul style="list-style-type: none"><input type="checkbox"/> Program of study introduction<input type="checkbox"/> CareerLocker self-inventories<input type="checkbox"/> Workplace trends<input type="checkbox"/> Careers, jobs, values
Career Focus	<ul style="list-style-type: none"><input type="checkbox"/> Setting up a career portfolio<input type="checkbox"/> Self-motivation<input type="checkbox"/> Career exploration<input type="checkbox"/> Social media and your career
Career Decisions	<ul style="list-style-type: none"><input type="checkbox"/> Career Ready 101<input type="checkbox"/> High school education and exploration<input type="checkbox"/> Post secondary education and exploration
Career Readiness	<ul style="list-style-type: none"><input type="checkbox"/> Searching for job<ul style="list-style-type: none"><input type="checkbox"/> Personal fact sheet<input type="checkbox"/> Resume<input type="checkbox"/> Cover letter<input type="checkbox"/> Application form<input type="checkbox"/> References<input type="checkbox"/> Career Readiness Interview<input type="checkbox"/> Interview etiquette
Career Tools for the Future	<ul style="list-style-type: none"><input type="checkbox"/> 21st Century workplace skills<input type="checkbox"/> Employment laws, forms, expectations