**Career Exploration**

M/W, 11:30-12:30 Room 215

Instructor: Karen Chandler

kchandler@corebutte.org

864-1930

website: <karenchandler.weebly.com>

study hall room 215

 Mondays, 1:00-3:00

Wednesdays, 9:00-11:00

Fridays, by appointment

Parents are encouraged to come in during study hall hours or by appointment. I love your visits.

***Course Description***

Career Exploration is a highly interactive class that introduces students to the variety of jobs available within the medical field. Students will work independently and in small groups as they learn about the way teams of professionals work together to maintain or achieve health in any given individual.

***Teacher Expectations***

Teacher will come to class on time and prepared.

Teacher will correct and return all student work in a timely manner.

Grades will be promptly posted on line.

Teacher will provide a weekly typed assignment sheet.

Teacher will also post assignments at <karenchandler.weebly.com>

***Student Expectation***

Student will arrive to class on time and prepared to work.

Student will bring needed materials to class.

Student will complete assignments when due.

Student will seek additional help as needed by attending study halls or meeting with

 teacher.

Student will keep all returned work until semester’s end.

In the case of absence, student will get missed work from Weebly website.

***Parent Expectations***

Parent will help student arrive to class on time and prepared to work.

Parent will help student with assignments and organization if needed.

Parent will be aware of work due, using the weekly assignment sheet and Weebly .

Parent will bring in student work in the case of absence.

Parent will check student grades online regularly to stay aware of progress.

Parent will contact teacher with any concerns or problems.

***Policies***

*Attendance and Tardies*: Students earn 3 points daily for attending and participating in class activities. Points are lost for absences, tardies and lack of participation.

*Absences:* All attendance/participation points will be lost in the case of any absence because the value of group discussion cannot be recreated. However, students may earn extra credit points to make up for this loss. I will provide opportunities throughout the year, but it is the student’s responsibility to complete these activities. **I strongly encourage parents to not plan family trips or doctor appointments during class time, as it will impact your student’s success in this and any other class.**

Students are expected to print missed work from my website, <karenchandler.weebly.com>. If additional assistance is needed, it is the student’s responsibility to attend open study hall hours or make an appointment with instructor.

Please inform me of planned absences well in advance, so I can get you the work you will miss. If a student does not make plans prior to a planned absence, it is their responsibility to get the work from the website. Late work may be subject to a loss of points.

Absences due to illness or an unforeseen emergency are different. Students will be given adequate time to complete late work without penalty.

*Homework*: Assignments for the week will be given every Monday. Students will receive a printed sheet with all important information. Parents are encouraged to look at this sheet weekly and help their student with organization and work completion as needed. All work will be due the following Monday unless otherwise noted. Students can expect up to 4 hours of homework weekly.

*Late work:* Late assignments will be accepted up two weeks, docked 5% of possible points for each day late to a maximum of 20%. After two weeks, no points may be earned for the work, but completion of the assignment will prevent a missing assignment report. In the case of absence due to illness or other unusual circumstance, students will be given adequate time in which to complete missed work without penalty. Please note, some assignments must be completed on time for students to successfully participate in class activities. Those assignments will be clearly indicated, as they will not earn any credit if done late.

*Extra credit:* In addition to extra credit work to make up for absences, students may also use these opportunities to boost their grade. However, if a student is frequently missing assignments or is late on work, they may be denied extra credit opportunities. Their first responsibility is to complete work as assigned.

*Grades*: Grades will be based on points earned.

* Students can earn 3 points each class period for attendance/participation.
* Small assignments such as worksheets will usually be worth about 10 points; larger assignments and projects are worth 50 points. The culminating project will be weighted heavily, worth 150 points.
* Writing assignments of more than a short answer must be typed in 12 font, double space, Times New Roman. Work sheets and small assignments may be hand written but must be legible. My eyes are old and tired, so please be kind to me.
* If a student is unable to print an assignment at home, they may email that assignment to me, and I will print it. Be sure I received it and was able to open your document. It is the student’s responsibility to make sure all goes well in this area, so plan ahead. Waiting until the last minute and then having a computer problem is not an excuse for late work.
* Each learning period is not equivalent in value.

**Semester grades will be determined according to the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| A+ | 97-100% | C+ | 77-79% |
| A | 94-96% | C | 70-73% |
| A- | 90-93% | C- | 67-69% |
| B+ | 87-89% | D+ | 64-66% |
| B | 84-86% | D | 60-63% |
| B- | 80-83% | F | >60% |

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_