

Career & College Readiness 12
2019-2020
Ms. Naile

Career and College Readiness 12 is an interdisciplinary, senior-level course that emphasizes problem solving and communication skills necessary to succeed beyond high school. Communication skills, reading comprehension and analytical writing are integral to this course. Students will also review and develop critical life skills including budgeting, stress management and organization. Career planning and leadership development are additional key components to this course.

Major Course Components:

- College and career exploration
- Life skills including basic personal finance, stress management, organization.
- Content and test taking skills including reading fluency and writing speed
- College applications and scholarships
- Essay writing- college entrance essays
- Current issues awareness/ oral communication skills
- Self analysis/ Reflection- Character, Ethics, Responsibility, and Leadership
- Career exploration and evaluation
- Outliers- book study and reflection on the nature of success

Materials Needed:

1. 3- Ring Binder
2. Pencils, Pens, Highlighters
3. Dividers (optional, but very helpful)
4. Computer, charged and ready to go.

Grading Scale:

- Final percentages are rounded to the nearest whole percentage
- Grades are determined on a per-assignment basis.
- Class participation/effort is accounted for within each assignment.

A	100%-94%
A-	93%-90%
B+	89%-87%
B	86%-83%
B-	82%-80%
C+	79%-77%
C	76%-73%
C-	72%-70%
D+	69%-68%
D	67%-63%
D-	62%- 60%
F	59%-00%

Attendance Policy:

1. Be here!
2. Unexcused absences will result in a 3% drop in your final grade
3. When you are absent, you should check the absent folder, Google classroom and meet with Ms. Naile as soon as you return.
4. If you are absent for a school related event (ski meet, SAFE, etc), you must see me prior to your absence. Failure to do so will result in a grade reduction.
5. No phones are allowed in the classroom without prior approval from Ms. Naile or Ms. Jacobs.

Tips for a Successful Semester.

1. **Participation:** You will get out of this class what you put into it. You will begin the semester with 180 participation points (2 points per day). Points will be lost for lack of participation, misbehavior, abuse of technology/phones, tardiness etc. You will not receive points for days that you are absent. You will be able to make up participation points due to absence through periodic extra credit opportunities.
2. **Make-up work** is the *student's responsibility*. Check the weekly schedule, absent folder and Google classroom. Talk to your classmates to find out what you missed, and ask Ms. Naile if there is anything else you are responsible for completing to get caught up.
3. **Hall passes** are for emergencies only. Perform all personal maintenance duties during passing time (e.g. getting assignments from locker, using the bathroom, etc.) You will have 3 passes per trimester. Always ask permission before leaving the classroom and sign out on the sheet provided on the counter. One person may use the pass at a time. Hall passes are not allowed in the first 10 minutes of class nor the last 10 minutes.
4. All homework is to be turned in at the beginning of the class period for which it is due. All assignments turned in after the original collection time (**late work**) will be subject to at least 50% grade reduction or may not be accepted.
5. **Use technology responsibly.** Phones will be confiscated if seen, according to the HSHS handbook policy. If we are using computers in class, remain on task. Any inappropriate use of technology will result in confiscation of the device and discipline according to the school's technology policy.
6. Homework and in-class assignments must be neat and professional or 10% will be reduced. **Take Pride in your work!**

Other Procedures and Policies:

This course will follow the Harbor Springs High School Handbook for all guidelines on behavior, discipline and conduct.

