

FILLMORE CENTRAL HIGH SCHOOL  
2023-2024 COURSE SYLLABUS--CAREERS EXPLORATORY  
SEMESTER COURSE

***Instructor Information***

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Instructor: Brittney Patterson

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**OBJECTIVES**

- To increase and refine knowledge of personal strengths and weaknesses in addition to preferences and interests related to careers.
- To develop knowledge of the techniques and processes used to compare these preferences, interests, strengths, and weaknesses to the various careers.
- To apply knowledge gained regarding preferences, interests, strengths, weaknesses in making wise educational and career decisions.
- To gain specific information about several careers through a wide array of resources.
- To register and learn to navigate the Nebraska Career Connections website.
- To make general and tentative plans for future educational planning that takes into account career aptitudes and interests.
- To gain information about diversified career choices.
- To develop job-seeking skills necessary for future employment.
- To create a career/educational profile and portfolio.

**ACTIVITIES**

- Complete career inventories which identify interests, abilities, and work values B. Explore computer websites (NCIS-Nebraska Career Information System, Nebraska Career Connections, OOH-Occupational Outlook Handbook, etc.) for career and college information.
- Research career information utilizing resource materials.
- Complete a project on a chosen career area and deliver an oral presentation.
- Complete job search activities including the development of a resume, completion of an employment application, and discussion of interviewing skills.
- Complete the four-year\_educational plan for high school based on career findings.
- Create a career portfolio.

## **GRADING:**

Criteria for grading along with assigned weights will be announced when each assignment is given. All work should be handed in at the appropriate tray/canvas. Grades will be entered weekly on PowerSchool. Students will be graded on daily work, projects and tests as follows:

### **GRADING SCALE:**

Summative – 80%

- Unit tests (Final Exam)
- Oral/written unit projects

Formative – 20%

- Daily work

## **CLASSROOM RULES:**

**PUNCTUALITY:** Be on time to class. Punctuality is an important trait in the business world. In addition, the business world expects us to meet deadlines; otherwise, penalties result. So, be punctual with all homework assigned, too.

**USE AND CARE OF RESOURCES:** This is your school—be proud of it by taking care of all classroom resources. No leaning back in chairs or sitting on tables. Abide by listed computer rules for the school (earbud use, etc.) Clean up the messes you make.

**PRODUCTIVITY:** Use in class work time wisely. Do not quit early at class and stand by the door. Remain in your seat. Bring needed materials to class.

**GOOD HUMAN RELATIONS** – Show respect for your classmates and instructors. Be open to new ideas.

**ABILITY TO FOLLOW PROCEDURES:** Employers will provide you with employee handbooks. You have been provided with a student handbook by the school along with this syllabus. Rules for food, make-up work, tardies, etc. will be enforced.