**College and Career Awareness- 7th grade**

Mr. Walters

Mrs. Nelson

Mrs. Hitesman



Welcome to our College and Career Awareness (CCA) class.  This class is designed to increase awareness of college and career pathways through simulations and project-based experiences.  The course explores high school, college, and career options based on individual student interests, abilities and skills.  Students will investigate high-skill and/or in-demand jobs while developing workplace skills.  Because of it’s scope, this class will be taught in trimesters.   Each student will rotate through each of the three sections in order to be exposed to all of the career clusters and pathways.

Here is the new Utah Career Pathways and Clusters.

<https://www.schools.utah.gov/file/85c3adf5-d27e-4cf0-867e-1bb9bdad93e5>

It is the goal of the class to explore as many of these different areas as possible, allowing for practice and problem based learning.   However, not all pathways or clusters will be included in the course.    Additional information can be found at:

<https://www.schools.utah.gov/file/67f089cd-631b-4c70-9d64-f1c0c86cb430>

**Grading**

In both 2nd and 3rd  terms, the trimester changes in the middle of the school’s marking period.  Student’s grades are based on points earned in both sections from two teachers.  This requires that the student has all grades updated with their current teacher before the trimester change.

You can see your student’s grade progress using the SIS/Aspire system.  If the summary shows a missing assignment, you can click on that link to tell you exactly what is missing.

Because this class is experience based, it is important for the students to be in class and on time so they aren’t missing activities.   Most lessons given in class are participation based.  They usually can’t be made up at home.  If missed, it may require making arrangements to come in before or after school to make up assignment or completing an alternative assignment. If they are absent, it is the student’s responsibility to make arrangement for missing work within three days.  Therefore, daily involvement in class is paramount. According to the District Friday policy, assignments will be given on the Google class. With the school late work policy, we will reduce credit for any assignment not turned in when it is due.  We can accept late work within 3 weeks of the due date.  The exception is the end of a trimester and the end of the term.

Grade Breakdown:

“A”: Always on task, does assigned work, and shows they are applying knowledge of the subject.  Turns in assignments on time.   A (93% & above) A-(90-92%)

“B”: Always on task, seldom have incomplete assignments, shows knowledge of subject. B+ (86- 89%) B (83-85%) B-(80-82%)

“C”: Usually on task, shows some knowledge of the subject, assignments missing or incomplete C+(76-79%) C(73-75%) C-(70-72%)

“D”: Completes some work, shows little knowledge of the subject D+ (66-69%) D (63-65%) D-(60-62%)

“F”: Seldom satisfies the requirements of the class, is frequently off task and is missing assignments. F (59.4-0%)

 \* Please note that class work is often graded in class by other students, or student aides.

This year, there will be one big assignment that will need parental help in organizing the project.  The Job Shadow experience will be in January.  Students will be able to go to work with an adult and observe the career.  There is a permission slip due **before** the day of the Job Shadow.  The written part of the assignment will be due the week after.   This assignment is not hard for the students to complete, but they will need support.   The student will have at least three weeks’ notice before this assignment.

**Citizenship Grades**

We will follow the policy found in the CNJ Handbook**.**

**Tardy Policy**

In the world of work, it is important to be on time; in our classes you are tardy if you are not in your seat when the tardy bell rings.  3rd, 5th, and 10th tardies drop the student’s citizenship grade and they may be referred to the ALC coordinator or office for further action.

**Soft Skills**

Soft Skills are personal skills that are essential to being successful in the workplace.  We encourage the students to develop and practice skills such as communication, team work, self-management, flexibility, acting as a team player, problem solving and personal responsibility.  Developing and using these skills is part of our class.   They will often be working cooperatively in groups.  Encourage your student to learn from the experience.

**Photography**

Please be aware that throughout the year we will be taking photographs of students and their projects/activities.  These photographs may be used in presentations at the end of the year.  We may also occasionally show a class content appropriate video, or part of a video in class.  These videos would either be rated G or PG.

**Safety Policies**

Because our class curriculum is filled with the opportunities to use equipment, we absolutely expect students to follow and respect the safety rules to keep our facilities in proper order and our students safe.  There is no tolerance for non-compliance.

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