

# Course Syllabus

## Randleman High School

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Course Title: \_\_\_ Career Management \_\_\_\_\_

Teacher: \_\_\_ Shelly Clemons \_\_\_\_\_

### Contact Information:

Shelly Clemons  
4396 Tigers Den Rd.  
Randleman, NC 27317  
498-2682 ext. 201  
sclemons@randolph.k12.nc.us

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Course Pre-requisites (if applicable): n/a

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### Course Description:

This course is designed to prepare students to locate, secure, keep, and change careers. Competencies for this course are based on the National Career Development Guidelines. Strategies for this course include teamwork, technology, problem-solving, decision-making, goal setting, and self-management.

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Student Learning Objectives: see attached

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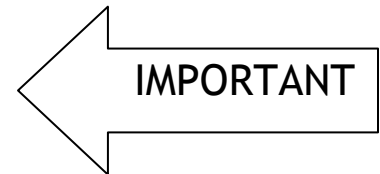
### Required Textbooks/Materials:

- 1 inch binder
- Dividers w/ tabs (3)
- loose leaf paper
- pencil/pen

Textbook use and return policy: n/a

### Class Fees:

- \$10 fee for each business/marketing class taken
- Fees must be paid before student will be allowed to print
- Checks need to be made payable to RHS and paid to Mrs. Clemons



### Grading Policy:

<u>Grading Scale</u>		<u>Percentages/Weights</u>		
93 – 100	A	Assignments	-	10%
85 – 92	B	Participation	-	15%
77 – 84	C	Quizzes	-	20%
70 – 76	D	Tests	-	25%
Below 70	F	Projects	-	30%

## Course and Instructor Policies

### Procedures

- A. Make up work:
  - See RHS student handbook
- B. Make up time:
  - See RHS student handbook
- C. Extra credit:
  - Will be given at different times throughout the semester – will be announced to students in class
- D. Late work:
  - Will be accepted, but student will not receive full credit for the assignment
- E. Attendance:
  - See RHS student handbook
- F. Behavior:
  - See RHS student handbook
- G. Bathroom
  - Cannot use the bathroom during the first 15 and last 15 minutes of class or during teacher instructions or lecture.
  - Must sign out when you leave and sign in when you return.
  - Take the hall pass with you.
  - If you abuse this policy, other actions will be taken.
- H. Remediation/tutoring opportunities:
  - Available between 7:30am – 8:00am and 3:00pm – 3:45pm; appointments will need to be made
  - During Tiger Time

### Rules

- A. Be in your seat and working on bell ringer when the tardy bell rings.
- B. Be prepared for class.
- C. No talking during teacher instructions or lectures
- D. Be respectful of others
- E. Abide by RCS's Technology Acceptable Use Policy

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**Sequence of Assignments and Academic Calendar:** see attached

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I have reviewed the course syllabus and understand the expectations and requirements.

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Date)