

Education for Employment

Mrs. Painter, Room B104
Email: painter.dl@augusta.k12.va.us

Course Description

This course teaches students to make informed career and continuing education choices as they transition from school, gain technical skills, and adapt to the workplace. Students are taught ethical behaviors and career-research, job-acquisition, workplace-communication, self-awareness, self-advocacy, customer-service, and life skills. This course offers students integrated labor market needs through an applied employment education format.

Required Material

- A 3-Ring notebook with pockets to take notes and keep handouts. (provided)
- Pen or Pencil

Industry Certifications

This course may assist the student in preparing for the following certification examinations, national assessments, or licensure examinations approved by the Virginia Board of Education:

- Workplace Readiness Skills for the Commonwealth Examination

Make-Up Policy

If a student misses class because of an absence on a day that classwork is due, the classwork assignment is due the first day the student returns to school. All classwork may be made up due to an absence, excused or unexcused. Students have **THREE** days to turn in an assignment that was missed due to an absence. If the student does not turn in the assignment within the three days, points may be deducted from the grade. It is the student's responsibility to contact me and request any assignments missed during an absence. Students may contact me before or after class or before or after school, not during instructional time.

Tests and Quizzes

Tests and Quizzes missed due to an excused absence must be made up within 5 school days of the students return to school. It is the student's responsibility to contact the teacher and set up a time to take a quiz or test outside of the normal classroom time. Make-up Quizzes and Tests may not be given during regularly scheduled classroom time.

Grading System

Major Grades - Unit Tests	50 %
Minor Grades - Quizzes / Classwork / Current Events/Class Discussions	40 %
Class Participation/Vocab	10 %

Grading Scale

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	Below 0-59
A	92-97	B	82-87	C	72-77	D	62-67		
A-	90-91	B-	80-81	C-	70-71	D-	60-61		

Semester and final course letter grades will be composited based on the numeric average of the marking periods and exams in that term. In courses that bear a high school credit, the final grade for a semester will be weighted so that 80% of the grade comes from the marking period average and 20% comes from the exam.

Availability

I am flexible in terms of when quizzes and test can be made up outside of regular classroom time. Students may take quizzes or tests before school from 7:45 am – 8:15 am or on certain days after school. Students may also take tests or quizzes during regularly scheduled Enrichment Days or during Gladiator Block.

Class Structure

Unit Tests

Unit Tests will always be announced ahead of time, usually a week before the test if given. Most Tests will be preceded by at least one review day. Students will always be notified verbally and with an announcement written on the board well in advance of a test. Each student is given **ONE** attempt at the online test. If the student returns to the test and attempts to correct questions with the hopes of improving their grade will be considered cheating and will receive a **ZERO** for the test.

Chapter & Vocab. Quizzes

Students will be given both announced and unannounced quizzes. Quizzes are meant for students to assess their knowledge of each topic and help students in their studying. Quizzes will make up 40% of the students' overall grades for the semester. Each student is given **ONE** attempt at the online quizzes. If the student returns to the quiz and attempts to correct questions with the hopes of improving their grade will be considered cheating and will receive a **ZERO** for the quiz.

Final Exam

In non-SOL Test Courses, students **may** be exempt from any final examination if they meet the attendance requirement and have an average of 89.5% or above.

Career Path Project

Students will complete a Career Path Project. It will graded and hold the same percentage as a TEST, 50% of students' overall grade for the semester.

Current Events/Online Discussion

Business and Accounting are rapidly changing fields of study. Understanding the changing environment in the country and in the world is equally important to knowing Business Procedures. Students can only be successful when they are using their knowledge of Accounting, Finance, and Business and applying it to the modern economic environment.

Every class will begin with a current event and then a short discussion or an online discussion in the fields of business and technology. Students are expected to maintain a basic knowledge of current events in these fields. The most efficient way to do so is by watching the news and reading headline stories from appropriate websites. I have listed a few below to help guide each student's initial research. These are the only websites that are approved for this class. Going to an unapproved website is not acceptable and will follow Classroom Management rules.

Helpful Resources – all listed online in Moodle:

Foxbusiness.com	WSJ.com (Wall Street Journal)	www.Bloomberg.com
www.businessweek.com	www.marketwatch.com	WashingtonPost.com/Business
CNNMoney.com	NewsLeader.com (Local newspaper)	www.newyorkstockexchange.com
www.forbes.com/business		

Class Work

40% of each student's final grade will be comprised of classwork grades. All classwork will be graded. Students will receive ample time to complete all assignments in class, they are due at the **END** of each class period (unless specifically stated by me). If the classwork is not completed, it is considered **LATE**. You must discuss a plan to get it completed with me in order to receive partial credit. Each assignment will be **written** in Canvas with a clear deadline and each assignment will be discussed verbally with an opportunity for students to ask questions.

Classroom Participation

Classroom Participation will be judged solely on the student's willingness to follow the classroom procedures that are outlined later in this syllabus. Failure to participate will result in participation points being deducted. You lose participation points for not working in class, having your head down, working on other class work (without permission), going to unauthorized websites, being on your cell phone, being disruptive.

Progress Reports

The semester is now divided into two (2) nine (9) weeks sections. Students will be issued a Progress Report every 4 ½ weeks. If a student or parent has a question or would like clarification about anything presented on a Progress Report please let me know before or after class, during my planning period, before or after school or through email. I will gladly provide further information about a student's grade. Every Monday Students will log into Infinite Campus and log their current grade and any missing work.

Tardiness

Students are considered tardy to class if they are **not in their assigned seats** when the bell rings. Tardiness will be punished according to school policy. Any questions should be answered within the Riverheads High School Student Manual.

Classroom Policies

- Students should be **RESPECTFUL** at all times. Students should be respectful to me, substitute teachers, their fellow students and themselves. (We will maintain a quiet room for each other and our neighboring classes)
- Students should be **HONEST** at all times. All work must be that of the student unless the assignment specifically states otherwise. Dishonesty, in any form, will not be tolerated.
- Students will always be held **RESPONSIBLE** for their actions. Including within the classroom, study habits, and homework completion and effort. All grades will be **EARNED**, not given. Late work will **only** be accepted with prior approval from me.
- Students should **PARTICIPATE** in class. Students should freely ask questions and contribute to daily discussions. Part of participation is completing assignments on time to ensure that you are knowledgeable about each discussion.
- It is important that students **COMMUNICATE** with me. Remember, **you are responsible for your learning.** When you don't understand - it is your responsibility to ask for clarification. Every student has different strengths and needs. It is important to let me know if you need help or have a question, when you are going to miss class, or when you need something altered from the typical classroom assignments or responsibility. I am eager to work with every student that asks for help.
 - *The best way to contact me is via email. I regularly check email at home as well as during school hours. If you have a question about anything please do not hesitate to email me even if it is late at night. I try very hard to be prompt in my responses via email. Painter.dl@augusta.k12.va.us*

Classroom Management

Students that do not abide by the previously stated rules will be subject to the following punishment to ensure proper behavior in the future. The punishments may **not** be sequential based on the student's actions.

- **Warning:** Students will be notified that their behavior falls outside the acceptable classroom or school policies.
- **Seat Moved:** Students will be moved in an attempt to help the student understand class policies. Next step is possible detention or sent to the office. Your parents will be notified that you received detention.
- **Referral to the Principal:** If the previous steps are taken and the student continues to refuse to behave within the parameters of the Classroom Policies, Administration will be consulted. Your parents will be notified that you received a Referral to the Principals' Office.

Fire Drills

Primary Exit - During Fire Drills students are to quietly and orderly exit classroom #B104, turn **RIGHT**, walk down the hallway, and turn **RIGHT** at the next set of double doors to exit the building. Students should gather on the sidewalk near the yellow cross walk and wait for attendance to be taken. There is **NO TALKING** during any Fire Drills or any emergency situations.

Secondary Exit - During Fire Drills students are to quietly and orderly exit classroom #B104, turn **LEFT**, walk down the hallway, and turn **RIGHT** at the next set of double doors to exit the building by the Cafeteria. Students should gather on the at the stairs leading to the Agriculture building, wait there to attendance to be taken. There is **NO TALKING** during any Fire Drills or any emergency situations.

The Augusta County School Board does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquires regarding non-discrimination policies:

Title IX Coordinator
Jill Martin
Director of Personnel
PO Box 960
18 Government Center Lane
Verona, VA 24482
(540) 245-5107

Section 504 Coordinator
Douglas W. Shifflett, Jr., Ed.D.
Asst. Superintendent for Administration
PO Box 960
18 Government Center Lane
Verona, VA 24482
(540) 245-5108