

## **Practical Career Skills XSM681/682**

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### **Course Description:**

This course is designed to develop the competencies necessary for the student with special needs to survive and prosper in the work environment. In Career Skills 1, students identify and develop individual short term and long term career planning goals.

### **Standards:**

- Communicate and work productively with others, incorporating different perspectives and cross cultural understanding to increase innovation and the quality of work.
- Work appropriately and productively with others
- Use different perspectives to increase innovation and the quality of work
- Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities
- Adapt to varied roles, responsibilities, and expectations
- Work effectively in a climate of ambiguity and changing priorities
- Demonstrate appropriate risk-taking
- Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals
- Use interpersonal skills to influence and guide others toward a goal
- Leverage the strengths of others to accomplish a common goal
- Demonstrate integrity and ethical behavior
- Demonstrate initiative and self-direction through high achievement and lifelong learning while exploring the ways individual talents and skills can be used for productive outcomes in personal and professional life.
- Perform work without oversight
- Use time efficiently to manage workload
- Assess one's own mastery of skills
- Set and achieve high standards and goals
- Engage in effective problem solving process
- Demonstrate productivity and accountability by meeting high expectations
- Deliver quality job performance on time
- Demonstrate accountability for individual performance

### **Assessments:**

Students will be graded and assessed on a variety of materials including, but not limited to, Internet research, community experience, guest speakers, textbook activities, and project based learning. Extra credit opportunities will be available and a semester exam will be given during the scheduled exam time.

Students will be expected to participate in volunteer/service opportunities and a job site placement.

**Content:**

- Researching Careers
- Developing an Individual Career Plan
- Finding a Job
- Interviewing
- Joining the Workforce
- Business Writing/Presentations
- Soft Skills
- Job Applications
- Communication Skills
- Work placement in the Community

**Instructional Strategies:**

To prepare students for the workforce, students will be expected to demonstrate collaboration with peers, teamwork, project-based learning, and individual work.

**Resources:**

- Succeeding in the World of Work, Glencoe
- Skills to Pay the Bills
- Volunteer/Service Opportunities
- Speakers from the community
- Job shadowing
- Work site

**Academic/Behavioral Expectations:**

Regular attendance is essential for a student to achieve educational success. If you have an unexcused absence I will talk to you and make a phone call home. If absences continue the AP will put interventions into place. If you do not follow an attendance agreement you may be dropped from class with an F. Similar procedures are in place for tardies.

**Rules:**

1. RESPECT.
2. BE ON TIME.
3. Student Behavior

Student conduct, which violates the beliefs and policies of the Dubuque Community School District, is subject to intervention, correction, or other consequences determined by school officials. A student's behavior is expected to conform to the school rules of conduct in situations, which influence the effective operation and welfare of the school. These include:

- While in all officially sanctioned vehicles used for student transportation to and from school and school sponsored events.
- While in school or on any school district grounds.

- While engaged in school sponsored activities, whether at school or away from school.
  - While away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.
  - School officials have the authority to deny privileges such as recess, activities, field trips, and student access to equipment or specified areas.
4. Attendance Policy (Student Planner)
  5. Failure of any class may result in suspension of work site privileges.

**Grading Plan:**

Evaluation will take place in two ways: individual student learning goals will be measured and updated, and letter grades will be assigned. The grading scale is as follows:

		B	83-86%	C-	70-72%	F	0 - 59%
A	93-100%	B-	80-82%	D+	67-69%		
A-	90-92%	C+	77-79%	D	63-66%		
B+	87-89%	C	73-76%	D-	60-62%		

**Communication Plan:**

Student's grades can be monitored through Power School. I can be reached through phone call or email. Please do not hesitate to contact me if you have questions and concerns. Communication and support between the student, parent, and teacher are vital to your child's success. I look forward to exploring the world of work with your child.

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Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date