

**NORTHWEST COLLEGIATE AND TECHNICAL ACADEMY**  
**Career Technical Education**  
**Career Management**  
**Spring Semester 2021**

**Teacher:** Ms. Schquetta Hawkins  
**Contact Number:** (252)308-4350  
(252) 586-4125  
**Class Meeting:** Zoom Sessions  
**Class Time:** Block 1: 9:00am  
**E-mail:** hawkinss@nw.halifax.k12.nc.us  
**Planning Time:** 12:50-2:05  
**Course Number:** CC45  
**Supplies:** Folder, Pens, Pencils

Dear Parents/Guardians:

I am pleased to have your child in my class this semester. Your child is enrolled in **Career Management**. Students enrolled in this course will be involved in a number of learning activities, many of which are self directed, enabling he/she to master the course competencies and successfully pass the end-of-course test, called Vocational Competency Assessment Tracking System (VoCATS). The test grades are derived from the periodic tests based on the VoCATS Curriculum Guide. The class work grade is derived from in-class assignments, homework and special projects. All assignments and tests will be geared toward the VoCATS course blueprints.

The course description for this course is as follows:

This course prepares students to locate, secure, keep, and change careers. Emphasis is placed on self-assessment of characteristics, interests, and values; education and career exploration; evaluation of career information and creation of a career plan. Based on the National Career Development Guidelines, skills learned in this course include, but are not limited to communications, interpersonal skills, problem solving, personal management and teamwork. English language arts are reinforced. Work-based learning strategies appropriate for this course include business/industry field trips, internships, job shadowing, and service learning. Student participation in Career and Technical Student Organization, (CTSO) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.

**Course Objectives:**

- 1.00 Understand Personal Social Development
- 2.00 Understand Educational Achievement and Lifelong Learning
- 3.00 Understand Career Management

**Grading Policy**

The student's nine-week grades will calculate as follows:  
**Assessments-50%** (Tests-25%, Quizzes 10%, Projects 15%)  
**Class work-35%**  
**Homework-15%**

**Grading Policy**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

**Projects:**

There will be some major projects during each nine weeks:  
3<sup>rd</sup> Nine Weeks Project-Life Map Project

## 4<sup>th</sup> Nine Weeks Project- Career Research Project, Career Portfolio

Although, there will be three major projects during the class, there will also be other frequent project-based activities assigned throughout the class pertaining to the different objectives that are covered.

### **Late Work/Absences/Make-Up Work:**

Students will be allotted time to complete make-up assignments during each nine weeks. If students are absent, then they should speak to the teacher about the missing assignments and have the assignments completed within one week before the end of each nine weeks.

### **Virtual Classroom Rules:**

Be on Time.

Be Prepared.

Respect Yourself and Others.

Login Credentials for Class Must Not Be Shared/ Complete Your Own Assignments.

### **Classroom Expectations**

1. **Students are expected to complete their own assignments.** Students caught cheating will receive a zero and a phone call home. Cheating is unacceptable so please complete your own assignments.
2. **Students are expected to bring required materials every day.** Please be sure to bring pencil and paper each day to class, because although the majority of this class will be conducted online and using a computer, we will be completing writing assignments in class as well.
3. **Students are expected to attend the Class Zoom Meetings when scheduled.** Please ensure that you attend the regular class meetings for classes.

### **Behavioral Procedures:**

Offense 1      Verbal Warning

Offense 2      Written Warning

Offense 3      Student/Teacher Conference

Offense 4      Parent Contact or Conference if needed

Thank you, Schquetta Hawkins, Career Management Teacher

