

# STEPHEN DECATUR H.S.

## Career and Employment Preparation

**Course:** Career and Employment Preparation

**Course Instructor:** Mr. Griffin

E-mail: [SJGriffin@ worcesterk12.org](mailto:SJGriffin@worcesterk12.org)

Telephone: 410-632-2880

**Course description:** This course is designed to prepare you for “Employment Experience”. “Employment Experience” is a course that allows students to attend school for half a day and leave school in order to gain employment and go to work. In order to enroll and participate in “Employment Experience”, students must pass this course.

This course will entail various types of assignments relating to obtaining employment, workplace behavior, career investigation and research, and personal finance.

**Information & Materials:** Flash Drive & Login Information for the school network & Schoology

**Grading:** Grading will be divided into three categories and weighted as follows:

- Classwork/Submissions (homework)- 80%
- Zoom/Participation 20%
  - Lateness to Zoom will result in a point deduction for every minute that you are late. I expect students to login 10 minutes before the Zoom begins; this allows for roll to be taken and for technical issues regarding getting into the Zoom to be addressed.
  - When Zoom starts cameras need to be ON, and the student or a part of the student needs to be visible, unless I say otherwise.

All classwork/homework assignments are scored on a 100 point scale will be due on Friday of the current week at 11:59 pm. Late work will be accepted up to 11:59 pm on the following Monday with a 50 point deduction. Work will not be accepted after Monday night, except in the event of an excused absence.

Note, if students are late to their Zoom (after the start time) or leave early, then points will be docked points from their Zoom grade. If students are removed from a Zoom by me for inappropriate behavior, they will receive a zero for their Zoom grade on that day.

**Attendance:**

There will be a warm-up posted daily in Schoology. This warm-up should be completed before we begin Zoom. For virtual students the warm-up serves as your attendance in class for that day. Zoom also serves as attendance.

**Classroom academic policies & procedures:**

Classwork and homework will be assigned in this class! **All assignments are to be completed individually unless stated otherwise.** Students are expected to complete assignments and submit them when they are due. In the event of excused absences, students will be given one day for each day missed (maximum of five days) to complete and submit make-up work. **It is the student's responsibility to obtain the assignments missed during their absence.** Make-up work will not be accepted if the absence is unexcused. To be excused, parent contact with a valid reason must be made (through Remind or email)!

**In-person classroom rules:**

- Display your best behavior during the presence of a substitute teacher!
- When leaving class to use the restroom or go to other destinations, students MUST leave their cell phone with the teacher. Students will need an agenda or a hall pass signed by the teacher.
- **CELL PHONES ARE TO BE OUT OF SIGHT! NO TEXTING, SNAPCHAT, ETC.!** Violation will result in confiscation. Refusal to give your phone to the will result in being sent to the office immediately and an office referral.
- No sleeping or putting your head down in class.
- No food or drink other than water.
- Ear buds are prohibited, unless stated otherwise.
- Sit in your assigned seat.
- Be on time for class (in the door when the bell rings).
- The teacher will dismiss students, not the bell. Stay in your seat until dismissal, **DO NOT LINE UP AT THE DOOR!**
- When students are accessing the Internet, the following are prohibited:
  - Social network sites, unless approved by the instructor (Snapchat, Instagram, Twitter, etc.)
  - Any sites containing profanity, pornography, weapons, etc.
  - Inappropriate YouTube videos, and Netflix
- Be courteous; refrain from talking while the teacher is speaking/instructing or while other students “have the floor.”
- Before leaving, clean your work area.
- Students will be allowed two bathroom passes per week.
- In the event that the teacher leaves the room, all students are expected to behave appropriately following all county, school, and classroom rules.

I have read and understand all of the information above.

---

Signature

Printed Name

Date

