



Course Syllabus

Diversified Career Technology

Mrs. McMann Room 1C-207

What we will learn

- UNIT 1:** Self-Assessment
- UNIT 2:** Exploring Careers
- UNIT 3:** Finding a job
- UNIT 4:** Joining the Workforce
- UNIT 5:** Professional Development
- UNIT 6:** Life Skills
- UNIT 7:** Lifelong Learning

Class Rules

- 1. Be on time:** Being frequently late will result in a referral.
- 2. Be prepared:** You will have all necessary materials.
- 3. Be respectful:** Respect your fellow classmates and teacher.
- 4. Be mindful.** You will make safe and smart choices.
- 5. Be aware of deadlines:** Pay attention when I tell you a due date.

Grading

A 90- 100 | **B** 80-89 | **C** 70-79 | **D** 60-69 | **F** 59 – 0
Diagnostics 0% | **Formatives** 40% | **Summatives** 60%

Required Materials

- Composition Book
- Pencils/Pens
- Highlighters
- Lined Paper
- A willingness to be involved and try new things

Contact

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THE FINE PRINT

1 CELL PHONE POLICY

The classroom is a no cell-phone zone. If your parents/ guardians need to reach you in an emergency they must call the office (386.968.0013). Leave all cell phones turned off in your book bag.

I LOVE music. I will advise you on days that you can listen to music while working.



GUEST SPEAKER POLICY 2

Each nine weeks, we will have several guest speakers. These will be summative grades for participation, and if specified, professional dress. Professional dress is a MINIMUM of khaki style pants, and a polo shirt. To make up a missed guest speaker, students will write a three page research paper on the topic presented. Must be turned in by next guest speaker.



3 ABSENCE POLICY

Any class work, quizzes, or assigned homework that was due on a day when a student was absent, must be made up and turned in within two days of the student's return to school. Check the classroom website for details.



5 EXTRA HELP HOURS

I am available during office hours Tuesday-Friday the first half of lunch. If extra help is needed, make an appointment with me before or after school. As a club sponsor I may not be available, so ask first!



REFERRAL PROCESS 4

First, the student will receive a verbal warning. If the misbehavior continues, classroom privileges will be lost. If it continues still, the teacher will make contact with the parent or guardian. If the teacher has exhausted all of these measures, the student will be referred to administration.

