



Business & Professional Development Syllabus 2023-2024

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Email is the best way of reaching me. I work at two high school campuses, and I check my e-mails throughout the day

Course Overview:

Business and Professional Development will be an in-depth course designed to prepare students for the workplace in making a smooth transition from the classroom to a demanding work environment. Please note that this is mostly a skills-based course – meaning there is less information memorization for regurgitation – i.e., I will teach you how to read a resume, then give you a resume you have never read and tell you to analyze it. It is not the contract I am interested in so much as your ability to understand the language and devices the resume uses. Thereafter, you will compose your own resume, which will be utilized for job applications.

Objectives

Upon the completion of the appropriate study, students will learn the skill sets of

Work-based Learning	Career Planning
Job Hunting	Job Satisfaction
Managing Income	Career Strategizing
Presenting	Interviewing
Portfolio Development	Completing Job Documents

MVROP "SLO" SCHOOL LEARNING OUTCOMES

WORKPLACE BASIC SKILLS AND BEHAVIORS

- Apply skills learned in class
- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically

CAREER TECHNICAL SKILLS

- Demonstrate occupational competencies
- Use appropriate technology
- Understand and practice occupational safety standards
- Demonstrate an awareness of how a business or industry functions

JOB EMPLOYMENT SKILLS

- Develop a plan to achieve career goals

- Use effective job search strategies
- Demonstrate an awareness of the importance of lifelong learning

Attendance Policy: Mission Valley ROP's mission is to prepare students for employment and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, ROP students are expected to be on time for classes every day

Students must arrive on time for class. Talking on a cell phone or having a personal conversation outside the class is unproductive and will be considered tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate. Perfect attendance certificates will only be issued to students with no absences or tardies. There are no exceptions.

Grading Policy: All points from assignments, projects, journals, and portfolios have a point value assigned to them. Grades are on a point value system. Grades are updated every two weeks on Snergy. Work will not be accepted late after the due date in google classroom

Grading Scale

A+ 100% - 97%

A 96% - 93%

A- 92% -90 %

B+ 89%- 87%

B 86% - 83%

B- 81%- 80%

C+ 79% - 77 %

C 76% - 73%

C- 72%- 70%

D 69%-60%

F 50% -0 %

Plagiarism: Plagiarism is to steal and pass off words, ideas as one's own without creating the source. You cannot directly copy something from a book, newspaper, Internet, or other printed source. Plagiarism is not acceptable and will not be tolerated. If plagiarism occurs, the same rules for cheating apply.

Materials Required: Students will come to class prepared daily with lined paper, pen, or pencil.

Assignments: Most assignments are through google classroom. Students will have a school Google Classroom account t. The instructor will send assignments through google classroom It is the student's responsibility to be accountable for completing the assignments and submitting them to the instructor when they are due. The instructor will post grades on Snergy throughout the quarter, but it is up to the student to keep up with missing assignments.

Professional Portfolio: Each student will need a one-inch, three-ring binder and five-sheet protectors for his/her student portfolio project, which will commence at the beginning of the third semester. The

portfolio will include a resume, completed job application, one outstanding work sample/project, and a certificate of completion for every student earning a grade of "C" or better

Classroom Participation: Class is a much better learning environment when you actively participate in the learning process. The best way to do this is to participate in the discussions, listen carefully to the instructor and other students, and ask questions.

Classroom Expectations: Students will use language and behavior that is respectful of everyone. Inappropriate language includes swearing, put-downs of any kind, and hostile language or gestures that inhibits inclusively and diversity.

6 core values: In our Business Professional Development class, there are 6 core values. Past students have decided that they are very important to learn, know and demonstrate for success. Everything that we do, say, and demonstrate will reflect on the core values. Students will learn in detail what the core values are and know that they are expected at all times.

Core Values:

Ownership: Taking responsibility for self, actions, property, words, and actions.

Integrity: Adherence to moral and ethical principles; soundness of moral character.

Tolerance: A fair, objective, and permissive attitude toward opinions and practices that differ from one's own.

Responsibility: The state or fact of being [responsible](#), answerable, or accountable for something within one's power, control, or management.

Honesty: Honorable in principles, intentions, and actions; upright and fair.

Respect: Esteem for or a sense of the worth or excellence of a person, a personal quality or ability, or something considered as a manifestation of a personal quality or ability:

Contract Agreement: By signing this document, you are agreeing to the policies/regulations in the Course Syllabus/Outline. You also state that you fully understand the policies and consequences.

Please fill out and return to class on the next day after receiving this!

Your student will receive 20 points is turned in on time

I have received and read the Business Professional Development

(your full name)

On _____
(date)

I am aware of the course guidelines and class expectations. I am also aware that Mrs. Shepherd can drop you from the class if class expectations are not met.

(your full name)

Parent or Guardian home phone number:

Work number:

Cell number:

e-mail: