



## Mission Valley ROP Careers in Education 1 & 2

### Course Syllabus 2023-2024

Course Titles: Careers in Education 1 & 2

Meeting time: 8:30-10:30

Room: 104

Instructor: Janay Shepherd

Office Hours: Varies/ Answer machine is always available

Contact information: 657-1865 ext 15104

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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**

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**Course Description:** This course is designed for students interested in working with children as a profession and gaining knowledge of child growth and development. You will receive formal classroom instruction and on-the-job training at community field sites working with young children. The use of technology is intergraded throughout the curriculum. Students will receive formal classroom instruction and on-the-job training at community field sites working with young children. Successful completion may lead to paid positions in the field while attending high school or college. Class meets daily during the first quarter and once weekly for the rest of the school year. During this release time, students will intern at community job sites located at childcare centers, preschools, afterschool programs, daycares, and elementary school sites.

**Course Objective:** This competency-based course prepares students for entry-level positions in Education professions. Careers in Education offers students an opportunity to explore the world of teaching.

### **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

**Certificate of Completion:** Students completing this course with a grade of C or better with required field site hours completed will receive a Certificate of Completion with course competencies listed on the back.

**Articulation, UC. A- G , College Credit:**

Students who earn a B or better and complete the required internship hours will receive FREE college credits through Ohlone College upon completion of all course requirements

**Grading Policy & Class Grade book:** Students will log on Infinite Campus Grade book to see their missing assignments, due dates and get any information needed for their class grades. It is the student's responsibility to keep track of class assignments, projects, etc. The Instructor will contact the student's home school if a student falls behind, and parents will be informed. All points from assignments, projects, journals, portfolios, etc have a point value assigned to them. Grades are on a point value system. Grades are updated every two weeks in the Infinite grade book

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 %

**Journaling:** Every day, students must journal in a notebook on the video shown in class. Journal videos are only shown during class. There are not any make-up points for missing journal entries.

**Bell work:** Bell work is out at 8:30 am when class starts and is worth 50 points daily. If a student is late more than 10 minutes, the student does not receive the bell work and does not earn 50 points. Bell work points cannot be made up

**Google Class Room:** Google Classroom is utilized throughout the year. It is the student's responsibility to be aware of when the assignments post and when they are due. Please encourage your student to check google classroom daily or download the app on their cell phone. Not doing the google classroom assignment can and will affect their grade. Class announcements and other important information is posted as well.

**Instructional Strategies** include lectures, group discussion, brainstorming, project reading assignments, oral reports, per share outs,

**Projects and Presentations:** Careers in Education is a hands hand course. Throughout the school year, many individual projects, presentations, and group projects will be required.

**Textbook:** Working With Young Children, By Judy Herr

**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

**Course requirements:**

1. Complete all assignments, projects, etc. ON TIME as scheduled.
2. Attendance and participation are necessary to succeed.
3. Follow all classroom rules, bus rules, field site rules, and MVROP campus rules.
4. Show respect and professionalism for all staff, children, fellow students, and instructors.
5. Eighth-grade reading and writing level or above

**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 daily, Mission Valley ROP students must be on time for daily classes. If your home high school has no school, a minimum day, or an optional student event that may conflict with your Mission Valley ROP class you are still expected to attend your Mission Valley ROP class unless told differently by your ROP teacher.

**Make-up assignments will only be given for excused absences, which include medical, legal, or bereavement circumstances.** Failure to complete make-up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP class multiple times, you will lose credit units, and your grade will be adversely affected. Be advised that credits are earned by attendance & participation cannot be made up.

**Extra Credit Work:** There will be opportunities to make up points through extra credit work during the semester. Extra credit work will need to be approved by the instructor before completion.

**Materials Required:** Students will come to class prepared daily with lined paper, a pen or pencil, and a textbook. Students will also need 3 large 3-ring binders for each quarter, art supplies, poster boards, and display boards.

**Food, Beverages, Candy, and Gum:** No food or drinks (except water in clear plastic bottles) will be allowed in MVROP buildings, including classrooms, lobby, hallway, and restrooms.  
Instructional Material Used:

**Classroom Participation:**

Class is a much better learning environment when you maintain an active role 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.

**Cell Phones:** Cell phones are to be out only when there is a teacher-approved activity, and the student has permission to use their cell phone. If students abuse the opportunity to use their cell phones, they will receive one verbal warning. If it continues to be a problem, Mrs. Shepherd will turn it into ROP's front desk, a guardian will be contacted to pick up the cell phone at ROP.

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

## **Extremely IMPORTANT!**

### **Community Job Sites/ Internships:**

All students must be placed at a community job site during the 2nd, 3rd, and 4th quarters. Students will only attend class on Mondays after the first quarter. Students are responsible for transportation to their job sites. Job site placement decisions collaborate with the student, instructor, and parents. Students are REQUIRED to complete 8 hours a week at their community internship. Students are allowed to do more if they want per week.

Missing field site hours and/or class hours will affect a student's grade, and the student will not receive full high school credits for the course.

Your student will receive my personal cell phone number to communicate effectively with me while at their job sites. Students must call or text me on my cell phone when they do not attend their job site. Please do not call me. Have your student call me. I am encouraging responsibility and workability skills. I randomly visit students at their job sites to observe how they are doing. If I visit your student's job site and they are not at their scheduled time, I will report it as a cut at their home school. If it continues to happen, the student will be removed from the program.

**Job site time cards:** Students' job site/ internship times cards are due every Monday while students attend their job site. Unless the class is on a Tuesday due to a holiday, they will be due on the same Tuesday as the class. Time cards are worth 50 points each. Time cards and or job site hours will not be accepted late. Unless there is verbal contact from a guardian with a school-approved absence to Mrs. Shepherd during the week, the time card was not turned in. Any missed job site hours must be made up within the quarter they were missed. If a student is behind job site hours, they may be dropped in the second semester. Missing cards will affect a student's grade significantly.

## **Careers in Education Mission Valley ROP**

**Please Only turn in this page to Mrs. Shepherd**

This page is worth 50 points

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. Your student will receive 20 points is turned in on time

I have \_\_\_\_\_ received and read The Careers In Education

(students name )

syllabus On \_\_\_\_\_

(date)

I am aware of the course guidelines and policies \_\_\_\_\_

(students name)

I \_\_\_\_\_ will support my child to succeed and will inform the instructor

(parent or guardians signature)

if there are any concerns or changes

Parent or Guardian home phone number:

Work number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Your e-mail \_\_\_\_\_

Students cell number: \_\_\_\_\_

Students e-mail: \_\_\_\_\_