

## Mission Valley ROP 2019-2020

**Course Title:** Business and Professional Development

**Units of Credit:** 5

**Meeting Times/Dates:** M-F 2<sup>nd</sup> or 3<sup>rd</sup> period

**Instructor Name:** Chef Shaleah Nelson

**Location/Room #:** 18

**Office Hours:** by appointment

**Contact Info:** [snelson@mvrop.org](mailto:snelson@mvrop.org), [snelson@nhusd.k12.ca.us](mailto:snelson@nhusd.k12.ca.us)

**Credit:** Elective

### **Course Description:**

The class is broken down into four levels with a number of assignments within each level to cover the material.

### **The Four Levels:**

#### **Strengths**

- Introduce yourself
- Measure your learning styles and strengths
- Compare your results and write a paragraph about it - questions included in the level.

#### **Portfolio**

- Resume
- Cover Letter
- References/Recommendation Letters

#### **Interview**

- What will they ask?
- What should you wear?
- How should I behave?

#### **Got the Job**

- Forms to fill out
- Who's this Fica guy? Understanding your paycheck
- Goals for the Future

We will be taking this step by step so that you can build along the way and end up with a finished product.

**Prerequisites:** None

### **Course Objectives:**

The Business class is about showing what a good resume, cover letter and solid references can do for you. Knowing how to handle an interview and how to keep the job or move up with ethics and purpose. By the end of class you will have the knowledge of:

- How to create a good resume
- How to write a clear and strong cover letter
- How to have a reliable references list by including vetted people.
- How to behave when you have an interview, understanding body language, tone and behaviors.
- What questions can you not be asked? Learn the current laws.
- What to do after the interview by writing thank emails and handwritten thank you notes.
- Become aware of I-9, W-2, and W-4 and what they do and mean.

**Required Text, Material, Tools, and Resources:** Text books and websites will be provided by the instructor.

Each student will need a notebook, Google access, and a way to save their portfolio in a presentable fashion. The portfolio work will commence at the beginning of the second quarter of the class. 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.

**Grading Policy:**

40% of your grade is based on tests and quizzes, homework, papers, and projects..

60% of your grade is based on Participation and Work Ethic.

Just like a job, you've got to be there on time every day and do all the work.

**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, Mission Valley ROP students are expected to be on time for classes every day.

Make up assignments will be given for excused absences only, 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, your grade will be adversely affected.

Students must arrive on time to class. Talking on a cell phone or having personal conversations outside the class is unproductive and will be considered a 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 who have no absences or tardies. There are no exceptions.

For the "Attendance, Participation and Work Ethic" grade, students will meet regularly with Chef before every report card to review the student's ability to meet these expectations:

An "A" is awarded for meeting the expectation of showing up on time every day, staying off phones/devices, and remaining focused on work.

A "B" is for a student who is very rarely late, almost never on their phone/devices, and consistently is on-task. A "C" is for a student who is late only a few times, once in a while has be reminded to put away their phone, and is mostly on task, meeting the minimum acceptable behavior for a workplace.

Anything below these expectations will require developing a plan to help the student and to meet the course's minimum expectations: this will involve counselors, parents, coaches and AP's.

**Additional Policies and Procedures of the Classroom:**

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

Students completing this course with a grade of "C-" or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course.

**Please sign below to show your understanding of the information contained within this document, and the expected behaviors that have be expressly described.**

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_