

**Mission Valley ROP**  
**Business and Professional Development**  
**2023-2024**

**Instructor:** Mrs. Barry  
**Email:** [churst@mrvop.org](mailto:churst@mrvop.org)

**Course Description:**

This course will help students develop skills vital to securing a job. Participants will exhibit interpersonal communication skills by actively listening, following directions, and effectively stating their needs. Members of this class will demonstrate their knowledge of PowerPoint by developing a presentation that includes custom animation and software integration. Students will create an employment portfolio to include a resume, cover letter, job application, and thank you letter. Through group activities and role-play, students will practice interviewing techniques to polish their professional image.

**Course Objectives:**

At the completion of this course, with appropriate study, you will be able to:

- Identify short and long-term goals
- Create a career plan
- Collect and organize materials to create a powerful presentation
- Use dynamic verbal and communications skills
- Complete a job application
- Use effective job search resources
- Demonstrate the importance of professional dress for interviewing
- Complete a mock interview
- Transfer career information to a portfolio
- Create a paper portfolio

**Required Text, Material, Tools, and Resources:**

Each student will need a 1/2-inch, three-ring binder and five sheet protectors for his/her student portfolio project. 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 a "C" or better.

**Grading Policy:**

Grading is based on your completion of all assignments, presentations, portfolio, mock interview, and attendance/classroom rules. An overall average of at least 70% is required to pass the class. Your final grade in the course will be based on the following:

Assignments/Presentations	20%
Portfolio	25%
Post Grad Presentation	25%
Attendance/Classroom Rules	30%

After your numerical grade has been calculated, your letter grade will be determined as follows:

- A** 90-100% of the total percentage points possible
- B** 80-89% of the total percentage points possible
- C** 70-79% of the total percentage points possible
- D** 60-69% of the total percentage points possible
- NC** 69% or below – no credit

**Attendance/Classroom Rules:**

Punctuality and regular attendance is expected. **Students cannot miss more than five class sessions during the trimester. There is no make-up for this class.** Perfect attendance certificates will not be issued to anyone who is tardy or who leaves early. Points for attendance are awarded on a daily basis. Each class day is worth **30 points**. Points will be deducted for violation of attendance and/or classroom rules as follows:

<b><u>Violation</u></b>	<b><u>Points Deducted</u></b>
Arrive late/Napping	15 points
Eating/drinking in class	20 points
Cell phones, etc.	20 points
Computer violations	20 points
Disruptive behavior	20 points
Absent	30 points

**Academic dishonesty is intolerable.** The guidelines listed in the Mission Valley ROP Cheating Policy will be strictly enforced. **There Are No Exceptions**

**Classroom Rules:**

There is no eating or drinking in any of the classrooms; bottled water is permitted.

Electronic devices or headphones of any kind are not to be used, seen, or heard in the classroom. Cell phones must be locked in a YONDR pouch at the beginning of class. Phone use in the classroom will result in an immediate dismissal to the office.

Use of the Internet is permitted only to research job opportunities, labor market statistics, or other projects assigned by the instructor. Playing games or accessing email accounts is not permitted. Abuse of this privilege may result in denial of access to MVROP technology leading to an inability to complete assignments in class, which may adversely affect your grade.

Proper attire is expected in this class. Pajamas, slippers, sweatpants, or clothing that is too revealing or a distraction should not be worn. Appropriate undergarments must be worn at all times. Clothing must be clean, neat, and in good repair, and must convey professionalism. Clothing that covers the head and eyes for fashion purposes will not be allowed i.e.: hats, caps, hoodies, do-rags, skull caps, bandannas, sunglasses, etc. Applying makeup must be done outside of class.

Any behavior that would disrupt other students' ability to concentrate on assignments is unacceptable. Respect must be shown to others at all times. Students will be given one warning and then dropped from the class for any violation of these rules.

**MVROP "SLO" SCHOOL LEARNING OUTCOMES****Workplace Basic Skills & 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

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**Contract Agreement:**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent Signature

Revised 08/02/2023