**JOBS FOR MONTANA GRADUATES**

**Syllabus**

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# **OVERVIEW:**

In order to meet the main objectives of Jobs for Montana Graduates and Jobs for America’s Graduates, specific skill development will occur in the following areas:

1. Basic Skills: Verbal, written, math and study skills

2. Teamwork and Leadership: Team membership/leadership and commitment

3. Healthy Lifestyles: Values, decision making, responsibility, positive attitudes, healthy choices

4. Career Exploration: Interests, occupation exploration, lifestyles, career goals, job shadowing

5. Find a Job: Resumes, job search, letters of application, interviewing

6. Making a difference: Community service projects, Giving back

Programs of Work include:

 1. Leadership Development

 2. Career Preparation

 3. Social Awareness

 4. Civic Development

# **Student Organization:**

All students have the opportunity to become members of the Montana Career Association (MCA). This allows you to attend the following conferences and participate in competitive events at the state level:

1. The Fall Leadership Conference – October 30, 2014 – Helena MT

2. Career Development Conference – April 29th and 30th - Billings MT

3. National Student Leadership Conference (if qualified)

Learning will occur through a variety of project based activities. Grading will be based on attendance and involvement in the four (4) Programs of Work that students contract for.

# **Specific expectations:**

 Students are expected to ***Be Respectful, Be Responsible, Be Involved***, and work toward ***Graduation***. Therefore….

* Students are expected to come to class, on time, prepared to learn and collaborate with classmates. Cell phones are not to be used, for any reason, during class time unless permission is given by the teacher.
* Students who miss class must obtain notes from classmates and must submit assignments due during their absence in accordance with District Policy found in the Student Handbook.
* Students are expected to follow District Policy regarding computer use, which means that students should not frequent social media sites or engage in online games unless given permission by the teacher. Students are encouraged to save all work and submit assignments digitally. To preserve resources, students are encouraged to print judiciously and should ask before printing.
* Students will turn assignments in on the due date. Points will be deducted for late assignments.
* School cell phone policies as outlined in the Student Handbook will be followed.
* The District’s Acceptable Use policy for computers must be followed. Social media, You Tube, Music Sites and Game Sites can be used with teacher permission, when work is completed. Students who choose to engage in these activities rather than class activities will be docked 10 points from the next class assignment. Students who lose more than 40 points will receive a disciplinary referral for violation of the Acceptable Use Policy and further consequences may ensue.

**JMG – Jobs for Montana Graduates**

Contract Grade Sheet

(Sample – the actual sheet will be done electronically)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_\_\_\_ Quarter:\_\_\_\_\_\_\_\_

# **Points to Letter Grades:**

|  |  |  |  |
| --- | --- | --- | --- |
| 250 -265 Total Points = A | 239-249 Total Points = A- | 212-238 Total Points = B | 186-211 Total Points = C |

Choose from the following ways to earn points:

|  |  |  |
| --- | --- | --- |
|  | Contracted Points | Actual Points |
| **Attendance:** 1 point per day for a maximum total of 45 points per quarter. |  |  |
| **Daily Electronic Journal:** 1 point per day for a maximum total of 45 points per quarter. |  |  |
| **Leadership Involvement:** Serve as an officer (25); Classroom leadership activities (25); Attendance at Leadership Conferences (25) for a maximum of 75 points. |  |  |
| **Social Involvement:** 25 points for each event attended for a maximum total of 25 points. |  |  |
| **Civic Involvement:** (Special Olympics, Think Pink, Festival of Trees, Toys for Tots, Fund Raising) 25 points for each activity for a maximum total of 25 points. |  |  |
| **Career Involvement:** (Class Projects, research papers, job shadow, etc.) Points will vary per project for a maximum total of 50 points. |  |  |
| **Total Points:** |  |  |
| **Letter Grade for the Quarter:** |  |  |