**2014-15 Course Syllabus**

## Employability Skills

**Faulkton High School**

**Course Description:**

This course addresses topics associated with the workforce. A project-based approach will be used to address topics such as; transitions to post-secondary education, career exploration, employability skills, interviewing techniques, ethics in the workplace, relationships with technology and the world of work, transferable skills and abilities, customer service, and teamwork.

***Topics covered in this course include:***

* Exploring career opportunities
* Completing college entrance and scholarship materials
* Completing benchmarks set throughout the SDMyLife program
* Outlining school and work transferable skills
* Developing employability skills – writing, interviewing, resumes
* Assessing ethical decisions and behaviors in the workplace
* Understanding compensation and withholdings
* Completing a professional paper and digital portfolio

Employability Skills is a semester course offered to students in grades 10-12.

No pre-requisite is required for this class.

Employability Skills is a pre-requisite for the high school Internship course.

**Instruction:**

bd06630_Instruction will focus on hands-on activities as well as lecture, group discussion, guest speakers, use of technology, and other methods. Students will work individually to complete assignments. Projects will require students to use academic skills in language arts, math, social sciences, and science. FCCLA projects will be integrated into this course to enhance and promote the mastery level of competency for technical and academic standards. Community resources will be accessed through speakers, panels, job shadowing, and student contracts.

**Classroom Rules/Consequences:**

Active participation and attendance is necessary for excelling in this course. Classroom rules and expectations are posted in the Family and Consumer Science classroom. Disciplinary procedures outlined in the student policy handbook will be enforced.

**Communication:**

bd05011_Open communication between student, teacher, and parent is desired for student success. If you would like to visit with me you can set up a time before or after class or during one of your free periods during the day **IF** it does not interfere with my other class schedules. I can be contacted through my school email at [Nikki.Melius@k12.sd.us](mailto:Nikki.Melius@k12.sd.us). The school phone number is 598-6266 ext. 218. All lesson assignments and activities are outlined on wikipage with a link found on my school webpage. It can be accessed by the following URL address: <http://nm003.k12.sd.us/>. A link to this site is available on the staff page on the Faulkton School homepage [www.faulkton.k12.sd.us](http://www.faulkton.k12.sd.us)

If you are absent from class, you will be missing something!! It is your responsibility to make sure that your assignments are handed in according to the two-day policy. Make-up work is the responsibility of the student.

bs01096_**Supplies Needed:**

Each student will need a BLACK, 2 ½ 3-ring binder. It should have a place in the front for a title page. The digital portfolio portion of this class will be created on a flash drive. Each student will need to provide one.

Students will be required to purchase *clear slipcovers* (minimum of 50) to protect the portfolio information. Project outlines, activities, and assignments will be required to be kept in the portfolio for organization and grading purposes.

Students will make *portfolio divisions* as outlined in the portfolio guide. Colored paper is available from the FACS room.

*Additional paper* for the portfolio is also the responsibility of the student.

A *writing utensil (pen/pencil)* will be needed each day in class.

During the job application unit each student will need to come prepared with an *erasable black pen*.

***Note: Gel roller pens are not allowed. If used on daily assignments and activities students will not receive credit for their work.***

It is required that each student supply a *flash drive* to store all computer generated materials. Throughout the course students will be required to complete projects and assignments that are computer generated and may be required to edit them throughout the course of the semester. At the end of the semester all information will be burned on a re-writable CD-Rom for future access and updates.

**Grading:**

Grading scales and procedures outlined in the Faulkton Area Student Handbook will be followed. It is expected that all assignments and projects be handed in on time. HAND ASSIGNMENTS IN THE APPROPRIATE TRAY DO NOT SIMPLY PLACE THEM IN YOUR PORTFOLIO!! Assignments are due at the beginning of the class period. If homework is handed in after the assignment has been collected it will be considered late. Any assignment not handed in by the following posting period will receive a zero. If a student knows that an assignment is due on a day that they are absent from school it is expected that they complete and hand in the work the day that they return. Grade postings are available to all students and their parents on the Infinite Campus website.

STAY ORGANIZED!!! A PORTION OF YOUR SEMESTER GRADE WILL BE BASED ON YOUR PORTFOLIO COMPLETENESS AND ORGANIZATION.

**FCCLA:**

Family, Career and Community Leaders of America is a student organization that empowers students to develop leadership skills, serve community members and have fun with classmates and students across the state. All FACS students are active in the FCCLA organization since many projects for the organization are completed during class. If a student would like to participate on the local, district, state, or national level, additional dues must be paid. Please see Mrs. Melius or an FCCLA member if you have questions.