### Twelfth Grade Executive Internship

**Instructor** Mr. Engelhardt

**Classroom** Joy 206

**Textbook** *Succeeding in the World of Work - this is an eBook*

**Materials** Blue or black pen, notebook, and highlighter

**Special Guest** One of the special features of this course will be regular guest speakers sharing about their decision-making processes about career and calling. There will be different presentations about a variety of careers. This class will be focuses on “What’s next in life!”

**Objectives** This course, developed in coordination with the High School Counselor and Administration, for High School Seniors seeking to develop the professional skills necessary for successful transition into the workforce. The student will complete self-assessment activities, explore various careers, develop important “life” skills, and learn the difference between a “career” and a “calling." In the second semester the student will complete an internship experience in one or more professional settings.

**Course**

**Expectations** Homework must be completed on a white loose-leaf paper in blue or black ink unless instructed otherwise. Any work turned in to the teacher must have a heading located on the top left-hand side of the paper. (Name, Date, Class, Assignment)

 **Late Work** The standard late policy for major assignments will be enforced. If a student misses an assignment,

 regardless of the reason, a zero will be given. It will be the student’s responsibility to make up the

 work.

 **Make-Up Work** Students with excused absences can make up work. Please check the handbook for

 the policies regarding make up work.

 **Tests/Quizzes** Tests and quizzes will be announced in advance. All students are expected to take the

tests and quizzes on the assigned day.

 **Grading** 50% tests, 30% quizzes and 10% homework/writing and 10% project

**Classroom**

**Expectations**

* It is expected that every student will conduct himself in an orderly, courteous manner always with prompt and respectful obedience to all school personnel, following all adult direction without comment. If a student questions a teacher’s decision, he/she should speak to the teacher privately after class. At that time, he/she should respectfully explain the situation and wait for the teacher’s response.
* It is expected that every student will respect the feelings and rights of others. This includes students, teachers, and visitors.
* It is expected that every student will conduct himself in an honest manner, avoiding such actions as lying, stealing, and cheating.
* It is expected that every student will be on time to each class and be prepared with a proper mental attitude and all their necessary materials, books and assigned work.
* It is expected that every student understands that the teacher’s desk, computer, and other personal belongings and work area is personal property and will be treated as such.
* It is expected that every student will remain in compliance with the classroom teacher’s rules, policies and procedures.

The following methods of maintaining classroom discipline will be followed:

* The student will receive a verbal warning.
* The student will receive a written warning that will be sent home to the parents via FACTS.
* The teacher will contact the parents by phone or through email and a conference may be requested.
* The teacher will assign a penalty to the student in the form of a detention, written assignment, or other discipline deemed appropriate.
* The teacher may refer the student to the Administration if all above actions have been taken.

**Technology** All high school students are required to have an approved electronic device in class each day. Cell

 phones and e-readers are not acceptable devices.

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 Student name (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **I have read the course syllabus…**

 Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed and returned by **Monday, August 16, 2021**