**Secondary Disclosure Document**

Year: 2015-2016

Teacher: Kent W. Thompson

Room numbers: 1046, 1047

Phone – Extension 1046

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 **Course Description**

This is a survey course designed to help you explore future career pathways, gain a love of learning, and begin to help you understand your needs and wants as you reach for your goals and dreams.

College and-Career Awareness will introduce you to the principles of engineering, communications, transportation, agriculture, family and consumer sciences, and computer technologies. Projects will include several make and take items designed to help you tap into your creative abilities and potential.

We will work with word processing, presentation, spreadsheet, and publishing software. Using hands on, real world problem solving projects students will have the opportunity to work individually and in groups as they develop an understanding of the foundations of business tools, techniques and vocabulary.

**Course Goals and Objectives**

By becoming familiar with general and specific career paths students will open their minds to choices they might otherwise never encounter. This course is designed to give students a broad exposure to possible jobs, occupations and careers. Students who begin to search for a good career fit at this stage in life have a head start in making the most beneficial choices. The primary objective is to offer a glimpse at the many avenues in front of them. The goal is to get them started thinking about where they are headed in life. This will aid them as they take responsibility for their own educational choices and begin to plan their future pathways.

**Course Materials**

Students will be actively engaged in using computers to design and build projects. The internet will be the primary research resource. They will learn to evaluate the sources of information and select materials appropriate to the task at hand. Safety materials from various sources will be emphasized on a daily basis. These will include online and physical safety practices.

**Format and Procedures**

Various instructional strategies have been planned to engage students in the learning process. Included in the mix will be group work, hands on labs, oral presentations, and problem solving exercises. Safety will always be the most important concern in all of our activities.

**Course Requirements (Assignments, Attendance, Tardies, Discipline, etc.)**

 On time for class means being seated and ready to work or already working. Being tardy robs other students of valuable learning time. Excessive Absences are addressed in the student handbook. It is extremely important to come to class with a good attitude and a readiness to learn.

Students are expected to put their first and last names on all work that is submitted for grading. One point will be deducted for each missing name. Students will design and build projects, demonstrate the ability to work as a team, and give oral presentations. Also, there will be a daily writing assignment to begin each class. Students will need to bring paper and a writing instrument to class every day.

There are five primary expectations in the classrooms; all of these are safety rules.

* + Do what the teacher asks, do it right away.
	+ Keep Your Hands Feet and Other Objects to Yourself=KYFOOTY
	+ No running or horseplay
	+ Throwing is usually prohibited
	+ Good Manners-Bien Educado

Failure to follow these expectations demonstrates a lack of safety awareness. They will result in being removed from the shop area or restricted to the classroom in the role of observer. Parents or guardians may be consulted to help reinforce the importance of shop safety with their students.

**Grading Procedures**

The grading system is described online in Powerschool. Students who have been absent for any reason must discuss make up or late work with the instructor. At the discretion of the instructor late work will lose 50% of the point value after 2 days and be worth zero points after one week unless arrangements have been made.

There will be occasional opportunities for extra credit work. It is important to complete the regular assignments first however, as there are components of knowledge in the class that build on one another.

Grades will be based on the total percentage of points earned in the quarter and the semester. Citizenship grades will be based on in class behavior as well as punctuality in accordance with school and district policy. These scores will be posted and updated regularly on the Powerschool webpage available online.

**Tentative Course Schedule**

This course will comprise one semester of the 7th grade College and Career Awareness course required by the Utah State Office of Education.

**Disclosure Signatures**

A tear-off section or signature page is attached so students and parents may sign they have received a copy of the Course Disclosure Document.

The Salt Lake City School District does not discriminate on the basis of age, color, disability, national origin, pregnancy, race, religion, or sex.

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 I have read and understand the disclosure statement and agree to follow the class expectations for Clayton Middle School’s College and Career Awareness classes for the 2015-2016 school year.

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

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