

## **ACE Career Development**

Stuart Deitrick, ACE Coordinator

Welcome to ACE Career Development! The purpose of this one-semester course is to help prepare you for a successful experience in the world of work. Topics that we will cover include getting to know your own strengths and weaknesses, looking for a job, job applications, interviews, résumés/cover letters, on-the-job ethics, etiquette and laws, and career planning. Personal finance activities will be utilized throughout the semester to help students learn how to build valuable skills associated with pay checks, bank account management, credit card use, and appropriate budgeting of the limited funds most people in the world of work have. Communication, employability, and career planning skills are the constant focus of this class. Additionally, a Career and Technical Student Organization (CTSO) will be formed to provide students extra leadership opportunities.

During the semester, student readiness for an unpaid work experience (UWE), completed next semester, will be evaluated in the following areas: task duration/focus, safety, appropriate behaviors, self-care skills, personal interactions, motor skills, independence/initiative, and attendance. In addition to satisfactory performance in each of those areas, a grade of at least a C must be earned in this course before a student can participate in a UWE.

### **Expectations**

RESPECT the viewpoints, feelings, and belongings of others as well as the classroom/school facilities and equipment. Be on time, be prepared, and be polite. Use appropriate language.

HONESTY – Always tell the truth.

PERSISTENCE – Don't ever give up. Participate with a positive attitude. Work hard and be productive.

CLASS ATTENDANCE – Very little homework is assigned so excellent attendance is critical.

### **Materials Required**

3-ring binder (1 inch)

loose leaf notebook paper

pencil or pen

### **Grading Policy**

We'll follow the grading scale in the student handbook. Most assignments will be worth 10 pts each. A few larger classroom projects and periodic quizzes will be worth between 20 and 50 pts. A weekly "Successful Workplace Habits" grade (10 pts) is provided to give students and parents feedback regarding workplace readiness. Because workplace attendance is so critical, deductions are made from that grade for any absence; students can avoid these deductions by calling me, emailing me, or seeing me in person before the absence occurs. For unexpected absences, students must call or email me prior to class time. Final exam activities will be worth approximately 100 points. Final grades will be computed by dividing the total points earned by the total possible points.

### **Food and Drink**

Water bottles can be used in class but must be kept away from computers. Please ask if you would like to eat something during class time.

### **Electronics**

Cell phones must be placed inside backpacks during class. A mid-period break will be provided during which students can check their phones. Students may be permitted to listen to music during individual work time but must use headphones and must be productive. Electronic devices used in class without permission may be confiscated. For the first occurrence, the student must pick up the device from me at the end of the class period. For additional occurrences, it will be the student's responsibility to pick up the device at the end of the day from either the Discipline Office or me. Consequences of repeat offenses will include parent contact, detention, and/or a Discipline Office referral.

### **Tardies**

1<sup>st</sup> = warning

2<sup>nd</sup> = parent contact

3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> = lunch detention and parent contact

6<sup>th</sup> and on = each requires a Discipline Office referral

### **Academic Honesty**

Students will be expected to adhere to the Pine Creek Academic Honesty Code of Conduct on all assignments and class work. Violations of the Code of Conduct, such as plagiarism or cheating, will be handled according to the guidelines in the *Student Handbook*.

### **Contact Info**

Students and parents can call me at (719) 234-2733 with any questions or concerns. You can also email me at [stuart.deitrick@asd20.org](mailto:stuart.deitrick@asd20.org) or come by Room 222 on a Blue day to see me in person. I will do my best to return your call or email within 24 hours.

I encourage open and honest communication between students, parents/guardians, and me in order to promote a successful learning environment. Thank you in advance for your support. I'm looking forward to an enjoyable and successful semester.

Stuart Deitrick

Student Name/Signature \_\_\_\_\_

Parent Name/Signature \_\_\_\_\_

Date \_\_\_\_\_