

# Middle School Career Exploration Syllabus

Instructor: Ms. Brittany Martin

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Conference: 5th Period 11:42 am-1:01 pm

## About the Course

Career Exploration is designed to help students discover their interests, strengths, and future career possibilities. Through hands-on projects, research, guest speakers, and interactive activities, students will explore a variety of career clusters, workplace skills, and post-secondary pathways.

This course will focus on:

- Identifying personal strengths, interests, and values
- Exploring career fields and real-world job examples
- Learning essential workplace skills (communication, teamwork, problem-solving)
- Understanding education and training options
- Practicing goal-setting and decision-making
- Developing basic technical and digital literacy skills

Students will be assessed through projects, presentations, participation, quizzes, and written reflections.

## Attendance and Participation

Active participation is essential for success in this class. Students are expected to:

- Arrive prepared with required materials each day
- Participate in discussions, group work, and activities
- Respect classmates, guest speakers, and classroom rules

## Grading

Your grade will be based on the following:

**Major Grades** (Tests/Projects, Participation, etc.)  
**40%**

**Minor Grades** (Classwork, Notes, Journal, etc.)  
**60%**

## Required Materials

- Notebook Paper
- 1 inch 3-ring binder
- Pencils, Pens, Highlighters
- Binder Dividers (5 Tabs)

## Discipline Policy

We do not expect to have disciplinary issues in this class. If, however, I become concerned about your participation or your behavior, the following steps will be taken:

1. Verbal warning in the classroom
2. Seat Change/Isolation

3. Phone calls to parents

4. Teacher Detention

5. Discipline Referral

#### Missing/Late Work:

- If you have work that is not turned in by the end of class on the day that it is due, it is considered LATE.
- You have 3 days for a maximum grade of a 70 to turn in any missing work.
- If the work is not received by the end of the third day, a failing grade of 0 will be put in the gradebook.

#### Make-up Work

- Students who are absent will have the amount of time missed to make up any work up to 1 week. (1 absent = 1 day)
- If you know you are going to be absent, you must let me know as soon as possible and NOT at the last possible moment.
- You are responsible for getting your classwork prior to your absence. It is not my responsibility to get it for you.

#### Technology & Food

- Cell phone use is not allowed in class in accordance with Texas law and Jim Ned ISD policy.
- Snacks in the classroom are okay until it becomes a problem. Please be mindful of the classroom and keep it clean. Failure to do so will result in loss of food privileges in the classroom.

#### Dress Code

- Please be sure to follow all the school dress codes. This includes but is not limited to facial hair, inappropriate t-shirts, hair length, dress or skirt length.
- Students will be referred to the office for failure to follow dress code.

# Middle School Career Exploration Contract

Dear Parent/Guardian,

I am excited to have your student in Middle School Career Exploration this year! This course is designed to help students discover their interests, strengths, and potential future career paths. Through projects, research, guest speakers, and interactive activities, students will explore a variety of career fields while building valuable workplace and life skills.

## **Student Expectations**

Students are expected to:

- Arrive prepared with required materials each day.
- Participate fully in discussions, activities, and group work.
- Show respect to classmates, guest speakers, and classroom rules.
- Follow Jim Ned ISD policies, including dress code and technology rules.
- Complete assignments on time and make up work promptly after absences.

## **What Students Will Gain**

This class will help students:

- Identify personal strengths and interests.
- Explore a wide range of career options.
- Develop communication, teamwork, and problem-solving skills.
- Learn about education and training opportunities for various career paths.

Thank you for supporting your student in this journey of exploration and preparation for the future!

## **Acknowledgment**

Please return this page by the first Monday of classes, signed by the student and the parent/guardian.

I have read the Middle School Career Exploration syllabus for 2025–2026 and understand the expectations for this course.

Student (print) \_\_\_\_\_

Student (signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent (print) \_\_\_\_\_

Parent (signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent Contact Phone #: \_\_\_\_\_

Parent Contact Email: \_\_\_\_\_