

ROP CAREER TRAINING FOR TRANSITIONS

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Daily Materials

You need the following items every day:

- iPad
- Headphones
- Paper & Pencil
- A folder or binder to keep all work organized

Class Rules

- Do not interrupt instruction or learning in any way.
- Follow all directions the first time they are given.
- Be respectful of other students, their work and property, the teacher, and school property.
- Keep hands, feet, objects, and negative comments to yourself.
- Raise your hand before speaking or getting up from your seat.

Consequences

- Warning
- Detention (s)
- Referral to the administrators

* **Severe disruption or offenses will result in immediate referral to the office.**



Course Description

This course provides training in career planning and preparation and is designed to assist students' transition from middle school to high school. Middle school students taking this course will find it very helpful to match academic abilities, interests, and aptitudes with various occupations. Included throughout the course are career preparation standards, which include communications, interpersonal skills, problem solving, safety, technology, and other employment skills.

Course Outline

- Unit 1: Orientation
- Unit 2: Communication Skills
- Unit 3: Personal and Occupational Safety
- Unit 4: Interpersonal Skills
- Unit 5: Career Planning
- Unit 6: Career Success Strategies
- Unit 7: Occupational Knowledge and Skills



Grading Policy

Participation - 30%

- This includes arriving on time, bringing your daily materials, following directions, class rules, and expectations.
- Your grade will be negatively affected if you don't meet classroom expectations.

Daily Work - 30%

- You will be required to work independently and in groups throughout the period
- You are expected to stay on task at all times.
- If you finish early, you are expected to help your classmates and/or do an appropriate activity quietly.

Projects - 40%

- You will need to work on long-term projects throughout the school year.
- It will be important to keep up and stay organized in order to complete these projects.
- Projects will make up a large part of your total grade so it is important to get them done on time.

Computer Lab Contract

My signature below verifies my agreement and acceptance of each of the following statements:

- I am subject to the school rules as indicated in the student handbook, including the district Internet Acceptable Use Policy.
- I will not change any computer settings or add/delete any programs without teacher permission.
- I will not download or save any files from the Internet without teacher permission.
- I have read and will observe the classroom rules posted in the classroom.
- I understand that I must stay at my assigned workstation (no wandering).
- I will show respect for the room, furnishings, and equipment.
- I will not touch any equipment or supplies that are designated for Gateway to Technology classes.
- I understand that food or drink are not allowed anywhere in the classroom.
- I will work quietly and cooperatively with my partners.
- I will report knowledge of any theft or damage to lab equipment immediately to the teacher.
- I will keep work area neat and clean.
- I will use my computer, iPad, headphones, and other equipment for assigned tasks only.
- I will not take pictures, listen to music, watch videos, or play games not directly related to the assigned task.

Student Signature

Parent/Caretaker Signature