

2020 & 2021

Welcome to Spirit Creek Middle

School

Kimberly Holloway

Room # 44

Career Planning, Timelines for College. How to Set Realistic Career Goals. Career, Life and Skilled Lessons. Get ready to explore Career Options. All aboard the Career Train.

What will we study?

Define Career Awareness  
Use research tools to search Career paths  
Outline Career Paths  
Career Day  
Job Interview Activities  
Customer Service Lessons  
Goal Setting Activities  
Leadership Lessons  
Dress for Success Days  
Interview Skills Lessons  
Health Insurance Lesson  
Life Insurance Choices  
College Awareness Activities  
Management vs Leadership Lessons

Bring everyday:

- ✓ All necessary materials needed for each class session (try to avoid leaving workspace to gather needed items during sessions)

**Student Work:** Students will be expected to complete asynchronous assignments outside of class time on a regular basis. All students are expected to read class material, think critically and write effectively. Students are expected to use

Every Grade Counts!

**Summative** – Tests, Projects, Essays, Extended Discussions, Tests 50%  
**Formative**- Quizzes, Assignments/Classwork, Short Discussions, entrance/exit tickets, Warm-ups, Homework 50%

Methodology

A combination of Synchronous Instruction, Asynchronous learning, discussion boards, presentations (i.e virtual field trips, labs), videos, cooperative learning, and problem-based learning will be used in this course.

Grades will be determined by the satisfactory and timely completion of assignments. The grade of each assignment is based on the prerequisite given for each assignment. Please email the teacher if you have any questions.

complete sentences, proper grammar and correct spelling in every written performance.

**Materials:** Students will be required to have all required materials when logged into class for each session.

**Group Activities:** Students will be working in groups on a regular basis in Canvas. Groups will be given cooperative learning activities to complete. Each student will be expected to be an active member of their group and participation points will be assessed accordingly. Students will always be graded as an individual; however, groups may earn points together that will lead to a reward.

**Absences:** If a student is absent, it is HIS/HER responsibility to get all late work from the teacher and return by the deadline agreed upon by teacher, parent, and student.

### Grading information

A- 100-90    B- 80-89

C- 75-79    D- 70-74

F-69 or below

**A grade lower than 60% will receive a phone call, email, letter home, or a remind notification (as time allows/at teacher's discretion). A low grade will need grade recovery/retest at the teacher's discretion.**

### **Plagiarism, Cheating, and Academic Integrity**

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade. Please refer to the Student Code of Conduct booklet for additional information.

### **Absent?**

1<sup>st</sup> – Inform Teacher

2<sup>nd</sup> – Check the course homepage in Canvas

3<sup>rd</sup> – Check Microsoft Teams

4<sup>th</sup> – Text a friend for the notes/class info

5<sup>th</sup> – Turn in missing work within 2 days for every day absent.

### **Need Help?**

- ✓ Ask for teacher help
- ✓ Check teacher website for apps or websites to practice at home
- ✓ Ask for recovery work if needed

### **Teacher Information:**

**Kimberly Holloway**

**Email:** [holloki@richmond.k12.ga.us](mailto:holloki@richmond.k12.ga.us)

**Remind:** text @

**Phone:** 706-830-8838

### **School Information**

115 Dolphin Way

Hephzibah, GA 30815

Phone: 706-592-3987

### **Class Rules:**

1. **Be Respectful of Others.** This means to respect the teacher, respect your classmates, respect the school's property, respect all the staff, respect yourself.
2. **Be Prepared. Bring Materials, Stay Focused, and Participate!**
3. **Do Not use Inappropriate Language.** Use words that are positive and friendly.

### **Class Procedures:**

1. Enter the synchronous sessions in an orderly fashion.
2. Have all necessary materials ready for class
3. Prepare a quiet place with no distractions for class.
4. Pay attention to the directions and follow directions that are given. Ask for help if needed.
5. Complete the assigned task for the day.
6. Do not leave synchronous sessions until teacher dismisses.



**I have read and understand the rules for Mrs. Holloway – Career Awareness Room #44**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent/Guardian's Email Address: \_\_\_\_\_ and/or \_\_\_\_\_

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

Parents, please read the syllabus with your child. Make sure that your child understands the contents of the syllabus. Please contact teacher if you have any questions. Please sign and return to your child's teacher by the end of the first week.