

# **Career Preparation Syllabus**

Course Title: Career Preparation

Course Number: 8110.HA00.Y

School Year: 2025-2026

Instructor: Lauren Stonecipher

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Teacher Support Hours: 8:00 am to 9:00 am and 4:00 pm to 4:30 pm M-F

## **Course Description**

Welcome to Career Prep! This course is designed to provide you with the foundational knowledge and practical skills necessary for a successful career. Throughout the semester, we will explore theoretical concepts and apply them through hands-on projects, simulations, and real-world scenarios. The goal is to build a strong understanding of industry standards, safety protocols, and professional work habits.

## **Course Objectives & Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Demonstrate mastery of core technical skills as outlined by [TEKS].
- Apply problem-solving and critical thinking skills to diagnose and resolve industry-related issues.
- Utilize professional-grade tools, and equipment safely and effectively.
- Collaborate with peers in a professional, team-oriented environment.
- Articulate the ethical and professional responsibilities expected within a given workplace.

## **Course Contents & Schedule**

This course will cover the following units from the Year at a Glance (YAG):

- **Unit 1:** Identifying Careers of Interest/Job Applications
- **Unit 2:** Resumes
- **Unit 3:** Employer Expectations
- **Unit 4:** Interview
- **Unit 5:** Self-Advocacy
- **Unit 6:** Finance

## **What to Expect**

In this course, you will engage in a combination of classroom instruction, hands-on internships,

and collaborative projects. Expect to be challenged with real-world problems and to develop critical skills that are directly transferable to the workplace. A major focus of this course is the application of knowledge, so active participation and a willingness to learn by doing are essential.

### **Rules for the Course**

1. Respect your classmates, instructor, and all school property.
2. Follow all classroom and internship safety rules at all times.
3. Maintain a clean and organized workspace.

### **Grading Structure & Policies**

Your final grade will be based on the following weighted categories:

- **Internship:** 50% - Hands-on internships will be a major component.
- **Daily Assignments/Quizzes:** 25% - Regular assignments and short quizzes will check for understanding.
- **Exams:** 20% - Midterm and final exams will assess knowledge of key concepts.

### **Grading Scale:**

- A: 90-100%
- B: 80-89%
- C: 70-79%
- F: Below 70%

**Late Work Policy:** For excused absences, the student has the opportunity to make up the grade for credit or may be excused from certain daily grades based on teacher discretion. This may include work-based learning/internship grades, or prioritizing some assignments over others in the event of a prolonged absence. For unexcused absences, the student may make up the assignment(s) to a maximum score of 70%.

### **Internship Requirements (for Practicum Courses):**

Students must complete [Number] hours of internship experience with an approved industry partner. Details on securing and completing the internship will be provided separately.

### **Required Permission Slips**

Internship training plan and Clifton off base experiences form.

### **Non-Discrimination Statement**

AISD does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth

groups.

**Student & Guardian Acknowledgement**

I have read and understand the syllabus for Career Prep and agree to abide by the policies and procedures outlined.