

**Contact Information:**

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Office Hours: 7:00 AM – 3:00 PM

MERIDIAN TECHNICAL CHARTER HIGH SCHOOL**SENIOR SEMINAR 2024-2025****GRADE LEVEL: SENIORS**

J. Bradford

Meeting times: 9:33 – 10:18 AM Room 105

- A/B Schedule Format

COURSE DESCRIPTION

This course will include, but not limited to, career and professional development objectives that will prepare students for the professional workplace and explore specific career opportunities. Areas of study include customer service, meetings, teams, employment trends, college search and planning, scholarships & financial aid, work ethics vs. personal ethics & values, community awareness & service, positive self-promotion, balancing work & personal life, transferable skills in a global competition, basic office skills & etiquette, and resume/portfolios update.

GRADING

Course grade will be based upon total points earned. Students will be expected to demonstrate learned business-professional behavior. These points will be included in the overall grade.

A	90%-100%
B	80%-89%
C	70%-79%
NC	0%-69%

The Semester 1 grade will be a midterm grade and will be available on the report card. The one course credit will transcript at the end of Semester 2.

COMPETENCIES

Competencies in each class must be passed. A student who fails a competency must pass the competency within two weeks of the failed attempt. A maximum of two (2) retakes for a total of three attempts will be allowed to pass the competency.

- Senior Project Presentation
- Formal Thank You Letter to Internship Supervisor
- Senior Internship Presentation
- Final Resume & Portfolio

LATE WORK

Students may earn no more than 70% for any late assignment. Any missing or late assignment may be submitted up to two (2) school business days after the assignment is marked missing in PowerSchool. Exceptions to this policy may be requested by the student in writing or email. The instructor will make the final determination on extension requests and will inform the student of the decision in writing or email.

MAKE-UP WORK

Students may be allowed up to two (2) school days per unexpected absence to complete make-up work. Unexpected absences are those due to sudden illness, injuries, or death in a family. Assignments or tests, which were assigned prior to the date of the absence, are due upon return.

REDOING WORK

If a student earns below a 70% on an assignment, a student may redo that assignment for a grade up to 70%. Individual teachers will determine due dates on make-up/redo assignments and which assignments can be made up. Incomplete work may not be redone for credit.

GENERAL TIMELINE

Assignments with due dates are posted in PowerSchool and on Moodle in the Senior Seminar Class.

IDAHO WORKPLACE READINESS COMPETENCIES/STANDARDS/OBJECTIVES

Solve problems and make informed decisions in work-related situations
Use observation skills to analyze work-related situations
Apply basic communication skills: Oral, written, listening skills
Apply demonstration/ presentation skills & convey information through multimedia presentations
Choose ethical courses of action in all work assignments and personal interactions
Demonstrate skills needed to enter or reenter the workforce
Explore opportunities to create a business
Assess differences in the wages, benefits, annual incomes, cost of living, and job opportunities associated with selected career options
Investigate career options, education needed, and financial funding
Chart career using career-planning skills
Manage work and family responsibilities for the well-being of self and others
Employ group process techniques to solve problems, make decisions, build consensus, resolve or manage conflicts, construct compromises, support self-expression, and bring forth new ideas and opinions
Apply self-management processes in the workplace
Create a personal budget for a future family.
Small business staffing and management/human resources: job descriptions, organization flow charts, hiring staff

WEBSITE RESOURCES

TURNING 18 IN IDAHO

<https://18inidaho.org/>

CAREER EXPLORATION/EDUCATION & TRAINING/GETTING A JOB

Getting Ready for life beyond high school

Next Steps: College Sort, Financial Aid Sort, National College Sort, Work Values Indicator, Stored Resume Information, Cover Letters, Occupation Search and Information

<https://nextsteps.idaho.gov/>

Occupational Outlook Quarterly: More education means higher earnings – for life

<http://stats.bls.gov>

Occupational Outlook Handbook: <http://www.bls.gov/oco/home.htm>

TransUnion Credit Agency – *True Credit*: Top 10 Credit Misconceptions

<https://www.truecredit.com/help/learnCenter/creditBasics/misconceptions.jsp?mn=50275>

Annual Credit Report.Com: Free annual credit report from Experian, TransUnion, Equifax
<http://www.annualcreditreport.com>

Northwest Federation of Community Organizations -- Job Gap Studies/2006 Living Wage
http://www.nwfco.org/job_gap.htm

Federal Trade Commission: Consumer Credit Information
<http://www.ftc.gov/ftc/consumer.htm>

Do Something: Financial Literacy Curriculum/Online Game
<http://www.dosomething.org>

United States Department of Health & Human Services
2006 HHS Poverty Guidelines

<http://aspe.hhs.gov/poverty/06poverty.shtml>

Better Business Bureau is a sponsor of Lifesmarts -- The Ultimate Consumer Challenge for Teenagers:

<http://www.lifesmarts.org>

Teen consumer and financial tips: <http://www.zillions.org>

JumpStart Coalition for Personal Financial Literacy seeks to improve the personal financial literacy of young adults
<http://www.jumpstartcoalition.org/>

NEFE Resource Bureau: To help teens understand the complexities of money, NTRB uses the [NEFE High School Financial Planning Program® \(HSFPP\)](http://www.ntrbonline.org/english/index.html), <http://www.ntrbonline.org/english/index.html> a *free* comprehensive personal finance curriculum that focuses on money issues pertinent to young people.

National Endowment for Financial Education
www.nefe.org/pages/educational.html

Free Application for Federal Student Aid: All students apply for Federal Financial Aid January 3, 2007
<http://www.fafsa.ed.gov/>