

Launch School-to-Career

Course Information:

0.5 Credit

Asynchronous Canvas Course

Course Site: <https://akgrad.instructure.com/>

Description:

This course is designed for students at a lower reading level or students who are At-Risk, or in danger of not graduating high school. Launch School-to-Career is designed to meet the needs of online students who have had difficulties with traditional classroom or other correspondence classes that do not meet a student's needs and need to earn an English credit.

School-to-Career teaches students about the transition from school to career by providing helpful information to assist students in getting a job, covering the skills needed for success on the job, and addressing workplace communication, evaluations, and challenges.

Course Organization: The course is divided into seven units. Within each unit are lessons which are broken down into smaller lessons based on learning outcomes. For each lesson, you are required to read a section of the textbook, complete practice problems from the textbook, and then take an online quiz.

Materials Required:

- Computer or tablet with Internet access
- Power Basics School-to-Career Book

Academic Dishonesty: With most correspondence courses as well as AKGrad & YKSD, honesty of parents and students is essential. If an AK Grad teacher confirms that a student has plagiarized work or used AI, the student will receive a 0 and be subject to consequences determined by their school of record.

Grading: Activities and quizzes are designed to be completed as many times as necessary to earn the grade that you would like to earn. If you are struggling on activities or quizzes, you should contact your online teacher for additional support.

- **Assignment Quizzes:** Quizzes are mostly computer scored and you can see your incorrect answers immediately so you can retake if necessary. Quizzes consist of approximately 10 questions. The question format is largely multiple

choice but can also include fill-in-the-blank, matching, or short answer. It is also permissible to use notes, study materials, and books on the quizzes. You have 2 tries to take each quiz and additional attempts can be given upon request.

- **Tests:** You are not allowed to use notes, study materials, or books on the tests. The tests are meant to reflect how much you have learned while completing the lessons and activities. Tests consist of 20 multiple choice questions.
- **Application Activities:** Each unit includes two or three Application Activities. These activities will let you extend and apply what you have learned in the unit. The Application Activities are teacher graded. Please read the online directions before completing the Application Activities in the textbook. You will be required to write up to three paragraphs.

The following grading scale will be used for determining your final grade. After completing the course with a "D-" or better you will receive .5 Carnegie credit from the Yukon Koyukuk School District.

Percent	Grade
97% - 100%	A+
93% - 96%	A
90% - 92%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
73% - 76%	C
70% - 72%	C-
67% - 69%	D+
63% - 66%	D
60% - 62%	D-
< 60%	F

Course Schedule: Though you are in charge of your own schedule, we will encourage you to create a schedule for completing the course. As your teacher we will support you in meeting your goals. A pacing guide is provided in the course. The following is a list of lessons that need to be completed.

<p style="text-align: center;"><u>1st Quarter:</u> Unit 1: Looking to the Future Unit 2: Getting a Job Unit 3: Doing Your Best Work</p>	<p style="text-align: center;"><u>2nd Quarter:</u> Unit 4: Communicating at Work Unit 5: Getting Along with Your Boss and Coworkers Unit 6: Meeting Challenges at Work Unit 7: Getting Ahead at Work</p>
<ul style="list-style-type: none"> ● Understanding Yourself ● Identifying Your Abilities ● Identifying Your Interests ● Understanding Your Personality ● Understanding Your Values ● Exploring Your Career Goals ● Using Resources to Find Job Openings ● Applying for a Job ● Interviewing for a Job ● Starting a New Job ● Looking Right for the Job ● Learning Your Job ● Using Good Work Habits 	<ul style="list-style-type: none"> ● Speaking Effectively at Work ● Listening for Success at Work ● Communicating with Body Language ● Using the Telephone ● Dealing with Customers ● Getting Along with Your Boss ● Getting Along with Your Coworkers ● Being a Safe Worker ● Handling Problems on the Job ● Getting Raises and Promotions ● Moving Ahead to Reach Your Career Goal

Subject to Change

This syllabus and schedule are subject to change in the event of extenuating circumstances. Your instructor will notify you of changes via Canvas announcements.