

Career Exploration  
Course Outline  
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**Description:** Career Exploration is a trimester course (12 weeks). Students will have the opportunity to examine the career decision making process through reading, writing, class discussion, expert speakers, oral presentations and a job-shadow experience.

**Grade Level:** 8

**Objectives:**

- Awareness of the variety of career strands
- Preparing for a job interview
- Writing skills: cover letter, job application, friendly letter format, business letter format
- Awareness of personal aptitudes and interests

**Course Work:** Class work and (minimal) homework are to be turned in on time. Class time is provided for the vast majority of course work. **If your child has careers related homework it is probably because your child was absent from class or did not make good use of class work time.** Please check Infinite Campus regularly for up dates on student progress. Infinite Campus is now available for accessing your child's academic progress. See the district website for more information Infinite Campus information: <http://www.mukwonago.k12.wi.us/index.html>

Students are expected to make use of assignment notebooks. They are to be checked by a parent at least once a week and to include a parent signature. I am a teacher that encourages teacher, parent, and student communication. Expect to hear from me this trimester. I enjoy sharing good news too as well as issues of academic concern.

**Major project grades for the class include the following- *Me, Myself and I*** Bibliography, Coordination of guest speaker and following up Thank you Letter, Job-Shadow experience (field trip) with follow up business letter.

**Required Daily:**

- Assignment notebook.
- Learning Log (will be given to students first day of class)
- Pencil / pen
- Paper
- Positive Attitude / Working Attitude