Course Syllabus
Career Information and Exploration

Instructor
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Textbook: None

Course Overview:

This is a general class that allows students to work with a school staff mentor to further develop necessary employability skill and skills needed to become responsible citizens. Intern tasks will be varied, but will be correlated with the SCANS Foundation Skills and Competencies.

Summary of SCANS Foundation Skills and Competencies:

- Basic Skills (reading, writing, arithmetic)
- Thinking Skills (thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons)
- Personal Qualities (displays responsibility, self-esteem, sociability, self-management, and integrity and honesty)
- Resources (identifies, organizes, plans, and allocates resources, etc.)
- Interpersonal (works well with others—as a team, teaching others, serving clients, exercising leadership, negotiating, working with people from diverse backgrounds, etc.)
- Acquire and Use Information (interprets information, uses the computer to seek out or process information, organizes information, etc.)
- Systems (understands complex inter-relationships, knows how social, organizational, and technological systems work and operated effectively with them, etc.)
- Technology (works a variety of technologies, chooses the correct equipment, solves problems using equipment, etc.)

For more information on SCANS, visit the website:

**Reporting Location:** Students will normally report to their internship site during their scheduled class period, but will report to Mrs. Merrick on scheduled seminar dates. Students will be responsible for keeping track of where they need to be on a given day and will be marked tardy accordingly.

**Grade Determination:**

The student grade can be determined by adding the students points and dividing it by the total points possible.

**Required Documentation:** Weekly reports are required by the state. No credit will be awarded for the class until the students file contains ALL completed and signed weekly internship reports and/or other state-required documentation—even if these items were late and did not receive “point credit.”

**Evaluations:** Despite our best efforts to make mentor evaluations “fair and consistent”, we still find that some mentors are “easy” graders, while others are “tough.” The course instructor reserves the right to determine the final grade for this category, based on conversations with the site mentor and/or other staff members who witness the intern’s performance, personal observations from site visits, information documented on weekly reports and any other information deemed to be directly and objectively related to the performance evaluation.

**Note:** Students must achieve a passing grade for both 6-week work and a passing grade for final. A failing grade for any two of these portions will result in an overall failing grade!

**Late work policy:** The instructor reserves the right to apply up to a 20% point penalty for each assignment that is late.

**Other basic information regarding career information and exploration:**

1. Interns are to remember at all times that their behavior should reflect that of a paid employee. At no time should the work they perform at their internship site be viewed or treated as a “favor” to the mentor. Interns should NEVER ask permission to complete their own homework before completing a task assigned by the mentor.

2. Interns may not leave the internship site without permission from the mentor and must take the shortest route to their in-school destination.

3. Interns must use a regular hall pass if they are leaving the internship specifically to use the bathroom.

4. Weekly internship reports will be due no later than the Tuesday following the last day covered on the report. All internship reports are to be turned in using the assigned tray in Mrs. Merrick’s room. Late reports will have points deducted.

5. Interns may work on homework from other classes at their internship site ONLY after actively seeking out other tasks that can be completed for the mentor. (Cleaning, stocking, helping students, asking for projects, etc.) If a mentor does not have enough to keep an intern busy at least ¾ of the intern’s regularly scheduled time, the intern is to promptly notify Mrs. Merrick. If an intern is found “inactive” on a regular basis (and Mrs. Merrick has not been notified), the intern’s grade will be affected and he/she may be re-assigned to a new internship location.

6. Interns who repeatedly have problems following the rules and/or expectations of their training site OR who are “fired” from their training site for problems may be assigned to the in-school suspension room (with a failing grade for this course) for the remaining part of the trimester. In addition, those students may be denied future opportunities with the out-of-school internship program.