

## FRANKFORT JR./SR. HIGH SCHOOL

### **Consumers Education**

- This course is required for graduation. You will not graduate without completing this course.

### **Contact Information**

- Anne Gwaltney
- Room 11
- Conference/Planning Time: Sixth hour
- Telephone: 231-352-4781, X244
- Email: [agwaltney@frankfort.tbaisd.k12.mi.us](mailto:agwaltney@frankfort.tbaisd.k12.mi.us)

### **Materials**

- The Job Hunting Handbook: Job Outlook to 2006, Holliston, MA: Dahlstrom & Company, 1997
- Michigan Department of Education, *Portfolio Assessment*
- Additional Materials: handouts, articles, personality/aptitude assessments

**Course Description.** The major focus of the Consumers Education class is to complete the senior portfolio, but also to develop career awareness, to build job attainment skills and to learn more about you, as a person and worker. The portfolio is a reflection of the person you are and have become in your time at Frankfort High School. As you prepare your portfolio, I hope you will recognize what you have accomplished during your high school career and also that you will enjoy putting together a book that truly is about you.

### **Class Structure**

You will have the majority (the great, vast majority) of class time to complete your portfolio. You will have access to computers, scanners and all other materials that you need to complete the portfolio and its related requirements. Use the time you have wisely.

### **Student Responsibilities**

- Preparation—bring materials to class, turn things in on time
- Participation in class discussions and group activities

**Course Content & Outline.** In the Consumer Education class, you will accomplish the following things by the end of the semester:

- complete a variety of personality & skill assessments
- identify the steps in looking for, obtaining and keeping a job
- complete a resume
- improve listening & writing skills
- understand and employ business etiquette
- understand and employ business ethics
- understand and employ good body language
- understand and employ good listening skills
- complete a personal portfolio to be used for education and employment purposes after high school
- complete a job shadow

**Grading Method & Scale:**

- Students will be graded by determining a grade based on the total points received by the student divided by the total points available for the marking period.
- Letter grades will be assigned using the uniform grading scale (see page 12 of your planner).

**Policy Information.**

- Attendance/Tardy policy—as explained on pages 35-38 of the Student Handbook.
- Late work: late work is accepted for 50% credit for being one day late. It is not accepted after two days except toward the total points for completion of the portfolio.
- Extra Credit—extra credit is occasionally available for the entire group
- Please note:
  - If you are in school for any part of the day that an assignment is due but not in class that day, you must turn in the work due that day or there will be no credit given.
  - If you are in school for any part of the day that a test is scheduled you must complete the test before leaving school, or prior to school that day.
- See planner pages 36-37 makeup work guidelines for excused work.

**Student Ethics Policy:** please reference page 19 of the Student Handbook.

**Beyond Grading or *The Warning***

Consumers Education is a required class. You must pass the class to graduate. Students will not complete the class without completion of a portfolio. It is very difficult to fail a quarter and pass the class. You will not have an opportunity to retake this class. You will have the majority of class time to work on your portfolio. Come to class prepared, use your time wisely. The project is a big one, but it is very doable.

Please note: This syllabus is a **guide** for the course and is subject to change *with* advance notice.

---

**Parent & Student Signature:** To acknowledge that you and your parent(s) have read and discussed the information contained in this syllabus, and that you

- 1) accept the curriculum as offered
- 2) understand the policy for late work except as makeup for excused absences as outlined in the school handbook
- 3) understand that if you are at school for any part of a day that an assignment/test is due you must turn it in/complete it before leaving school
- 4) understand the grading for the class

please sign and return this portion of the syllabus only (the rest is for your records) and should be kept with your coursework.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_