

Career Practicum Course Syllabus

Coordinator: Mrs. Kim J.

Phone # on base: 632-5919 (Please leave a message)

From off-base: 0434-30-5919

DETMO Bus: 632-5152 (on base); 0434-30-5152 (off base or from cell)

You will need:

- Your planner
- A writing utensil
- Paper
- Use of computer

You are expected to:

- Be dependable – attend work regularly and on time
- Be reliable – do what you say you are going to do
- Be responsible – communicate needs and requests to both your CP Coordinator and your Training Site Supervisor. Complete leave requests in advance and call in when sick. **(School attendance= Work attendance)**
- Be organized – complete and turn in paperwork and assignments in a timely manner

Career Practicum Determination of Grades

A = Excellent Work

B = Good Work

C = Minimally Adequate Work

D = Poor Work

F = Unsatisfactory/Didn't Do It

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<u>Projects (1/3):</u> *Self/Career assessment *Resume *Interview *Additional projects	<u>Work (1/2):</u> *Time management/time keeping *Dress code *Attendance	<i>Returning career practicum students: Same as Q 2</i>	<u>Work:</u> *Time management/time keeping *Dress code *Attendance
<u>Work (1/3):</u> *Time management/time keeping *Dress code *Attendance	<u>Final (1/2):</u> *Site evaluation *Coordinator evaluation *Reflection	<i>New to career practicum students: Refer to Q 1</i>	<u>Final:</u> *Site evaluation *Coordinator evaluation
<u>Final (1/3):</u> *Site evaluation *Coordinator evaluation *Reflection	Semester 1: Q1 and Q2 and presentation (40%-40%-20%)		Semester 2: Q3 and Q4 and project (40%-40%-20%)

Career Practicum Standards and Objectives

- You will identify a career field to explore and in cooperation with the Career Practicum Coordinator (CPC) will identify a job site where you may want to find a job placement
- You will formulate a realistic career plan by analyzing personal interest aptitudes, values, and abilities
- You will learn the steps necessary to acquire a job to include resume writing, cover letter writing, job application and setting up an interview by phone
- You will learn job interviewing skills and will participate in at least one job interview
- You will learn to document your work by keeping time cards
- You will learn critical components of time management by planning ahead, keeping records of activity, due dates, assignments in your planner, and requesting permission in advance for time off when needed
- You will demonstrate responsibility by notifying your supervisor and the CPC when you are going to be absent in case of an illness, etc.
- You will become oriented with your job site and the day-to-day routine of its employees
- You will increase knowledge of the duties involved in your career field
- You will demonstrate cooperation and teamwork at your worksite
- You will become familiar with the performance evaluation process
- You will be aware of knowledge, skills, and abilities (KSAs) and strive to increase/improve in all areas
- You will learn to describe your responsibilities and skills
- You will learn how to market your newly acquired skills
- You will update your you resume