**Career and College Readiness/\*PROD 301: Comprehensive Course Content**

All assignments, calendars, class lectures, handouts and project instructions can be found at www.chscareer.weebly.com.

The following assignments and projects will be completed for a grade:

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| **Date** | **Class** | **Homework** |
| Week 18/15Chapter 1Hancock Forms | Introductions, Review Syllabus, Complete registration process. Introduction to Career Choices Workbook, Pre-Class Survey. Activities: 13,14,17,18,19,21 | \*Get Syllabus signed by parents. (5 points)\*Complete all Workbook assignments. |
| Week 28/21Chapter 2a-g Counselor Talk | Success poster (5 points)Activities: 20, Bullseye chart, 29,31,32,33,34 | \*Complete all Workbook assignments. |
| Week 38/28 | Value Poster (5 points)Activities: 39,41,42,44,45,47,48 | \*Complete all Workbook assignments. |
| Week 49/4 No School9/6 Chapter 3 | Personal Profile Poster (5 points)Activities: 52,53,59, | \*Complete all Workbook assignments. |
| Week 59/11Week 69/18 | Memory Bottle (5 points)Activities: 61, 63, 69,70,71My10yearPlan: Chapters 1-3Vacation Project (10 points) | **\*Graded: My10yearPlan: Chapters 1-3**(15 points) |
| Week 69/18Chapter 4 | Vacation Project (10 points)Dream Home Assignment: Activity 78 (5 points)Activity 77 | \*Complete Vacation Project  |
| Week 79/25Chapter 4 | Dream Car Assignment: Activity 80 (5 points)Activities: 82, 83, 84, 86, 87, 89My10yearPlan: Chapter 4Quiz: Housing/Transportation (5 points) | \*Complete all Workbook assignments.\*My10yearPlan: Chapter 4 (heads up – it takes some time so double check your answers) |
| Week 810/2Chapter 5 | My10yearPlan: Chapter 4Activities: 88,9 0, 92, 93, 94, 96, 103, 107, 111, 113, 117, 118, 119 | \*Ask an adult Activity 120**\*Graded: My10yearPlan: Chapter 4**(5 points)\*Complete all Workbook assignments. |
| Week 910/9Chapter 5-6 | Activities: 126-134; My10yearPlan: Chapter 5Chapter 6; Activities: 145-147Career Search Handout (5 points) Activities: 150-155  | **\*Graded: My10yearPlan: Chapter 5-6**(10 points)\*Complete all Workbook assignments. |
| Week 1010/16Chapter 7 | Activities: 137, 138-141Chapter 7; Activities: 170, 171, 172, 173, 174Graded: Activity 177 | \*Complete Activity 177 for a grade**\*Graded: My10yearPlan: Chapter 7**(5 points) |
| Week 1110/23Chapter 810/27 No School | Career Interest Poster (5 points)Activities: 189, 190Graded: Goals Essay (10 points) | \*Complete Goals Essay**\*Graded: My10yearPlan: Chapter 8**(5 points) |
| Week 1210/30 11/1Chapter 9 | Goals Essay DueActivities: 204-207, 211, 212, 215, 217, 227Job Application: Activity 257 Activities: 200-201 | \*Parent involvement: Activity 257 |
| Week 1311/711/10 No SchoolChapter 10 | Job Application (5 points)Activity 246O\*Net skills (online resource)Resume (10 points) | \*Complete Resume for a grade.**\*Graded: My10yearPlan: Chapter 9**(5 points)**\*Graded: My10yearPlan: Chapter 10**(5 points) |
| Week 1411/13Chapter 11 | Cover Letter/Letter of Introduction (10 points) for ResumeActivities: 231. 236, 238, 239, 240, 241, 243, 245Interview Process; Activity 259 | \*Parent signature for Portfolio Assignment**\*Graded: My10yearPlan: Chapter 11**(5 points) |
| Week 15 | Thanksgiving Break | \*Edit and complete My10yearPlan chapters 1-11. |
| Week 1611/27Chapter 12 | Mission statementActivities: 263, 257, 259Group activity: practice mock interviewsAnswers for Interview Questions for PortfolioActivities: 270 - 273 (use CHS course handbook)Activities: 278– 280 (don’t get behind, will take some time) | **\*Graded: My10yearPlan: Chapter 12**(5 points) |
| Week 1712/4 | Post Class SurveyAssemble portfolio papers for final grade | \***PREPARE FOR FINAL:** Edit My10yearPlan.*Plan to dress for success for Final next week.* |
| Week 1812/11 | **In Class Final**: Portfolio in a **Tabbed Binder** with divider handouts.**Mock Interview** (25 points) | **\*Final Due**: Complete My10yearPlan and Professional Portfolio; be prepared for mock interview and dress for success. |

PARENT AND STUDENT RESPONSIBILITY

I acknowledge receipt of classroom academic calendar and verify my child and I have reviewed and understand student’s responsibilities for completion of CCR/\*PROD 301 course work.

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Signature (student) Signature (parent or guardian)

\* **Allan Hancock credit grade C or better will be a Pass (3 Units) or Non-Pass grade F.**