

Syllabus

Career Explorations

Heritage Academy
A University-Model School®

I. Course Purpose and Content

This elective is designed to enthuse students with the joy of pursuing God's plans for their futures. In addition to other topics, it will guide students through a four-step career-exploration process:

- Investigation (discovering one's personality, abilities, skills, and priorities),
- Matching possible careers to the perceptions gained in the Investigation process,
- Researching potential careers to see if there is a fit, and
- Preparing a flexible plan for pursuing one's potential career choice.

II. Worldview Integration

Heritage Academy is committed to teaching subjects in such a way that students develop a biblical worldview out of which to think and act. The following are key essential truths that relate to exploration of career options:

- Human Beings are uniquely made in God's image and therefore can be considered little replicas of what God is like.
- After making people in His own image, God also blessed them with instructions related to their design and purpose by giving the dominion mandate, so that men and women might serve as viceroys for God on the earth.
- Whenever a person embraces a job or career of any sort, they have added an additional domain category to their lives over which they have responsibility to exercise dominion.
- God created each person uniquely, so that each person is uniquely qualified to embrace the specific opportunities and responsibilities that are part of their God-given domain.
- In light of the fact that the world as it now is (under the curse) is a shadow of what it what it was made to be and what it one day will be (restored to glory in the New Heaven and New Earth), all work that we engage in now can have holy and eternal value and impact, and should not be marginalized as "earthly" or "secular".
- All work can be done to the glory of God and in anticipation of rewards that will be given at the judgment seat of Christ.

"God blessed them; and God said to them, 'Be fruitful and multiply, and fill the earth, and subdue it; and rule over the fish of the sea and over the birds of the sky and over every living thing that moves on the earth'" (Genesis 1:28).

III. Required Texts & Materials

Please reference *Required Text Book List* and *Course Supplies List* for the appropriate academic year to identify the textbooks and supplies students will need for this course. Both the Required Text Book List and Course Supplies List are accessible online.

IV. Course Guidelines/Student Requirements

A. Attendance

Attendance is imperative as concepts will be more difficult for the student to learn if he/she is absent. Students are expected to attend class and contribute positively to the classroom environment.

Tardiness is disruptive to other class members. Please arrive on time and prepared. All absences and tardies are considered unexcused unless accompanied by a note from a parent or guardian. Please remember that three tardies generate one absence.

As communicated in Heritage Academy's Family Manual, a passing grade awarded at the end of the semester generally requires that a secondary student has attended at least forty-two class periods during the semester. Failure to meet this minimum attendance requirement may result in an F being awarded and recorded on the student's transcript.

B. Absences and Late Work

In the case of planned absence(s), homework that is due during the student's absence must be completed and submitted to the instructor in advance.

When a student is unexpectedly and unavoidably absent due to ill health, past-due assignments must be submitted within two course periods after the student's return to school. **When an unexpected absence must occur, please be sure to notify the school office and the instructor of the students' absence as quickly as possible, preferably before the involved class occurs. This contact may occur by phone or by email.**

Late work that is submitted simply "late" will be graded and penalized with a **ten percent grade reduction for each course period that it is late**; homework will not be accepted more than three course periods (1 week) past its due date, unless previous arrangements between the teacher and the student's parent have been agreed to in light of peculiar circumstances that are occurring beyond the family's control.

C. Student Conduct and Preparation for Learning

For the sake of promoting a safe and focused learning environment, the student is expected to do the following throughout the course of the semester:

- 1) Arrive on time to each class period with the appropriate class materials available for access (e.g., organized notebook with dividers and filed materials, paper, writing tools, texts, and other tools as directed)
- 2) Arrive prepared to submit completed at-home assignments at start of each class period.
- 3) Arrive ready to listen, learn, take notes, and participate in teacher-directed classroom discussions and activities.
- 4) Ask for clarification or further explanation when a concept or direction remains unclear.
- 5) Demonstrate a spirit of cooperation, kindness, and respect toward the teacher and fellow classmates, in keeping with Heritage Academy's Code of Conduct.
- 6) Help keep the classroom area clean and orderly.
- 7) Cooperate with the parent-educator and the Heritage Academy teacher to complete homework in a timely fashion
- 8) Communicate concerns regarding schoolwork to both the Heritage Academy teacher and the parent-educator, so that these concerns can be addressed quickly.

- 9) On the whole, conduct himself or herself in a manner that is worthy of Christ and reflects the life of the Holy Spirit in him/her: “. . . that you may live a life worthy of the Lord and may please Him in every way: bearing fruit in every good work, growing in the knowledge of God, being strengthened with all power according to His glorious might so that you may have great endurance and patience, and joyfully giving thanks to the Father, who has qualified you to share in the inheritance of the saints in the kingdom of light” (Colossians 1:12).

D. At-Home (Satellite Classroom) Investment

Home-assignments will be outlined on the weekly Home-Communication Sheet the student will receive each Monday. The student can expect to invest approximately 2.5 to 4 hours each week completing coursework at home in preparation for class periods. Course assignments may include any of the following:

- **Reading and responsive analysis or reflection**
- **Writing**
Formal reports or short essays should be typed, double-spaced, in 12-point font, and include a full heading and title. Margins should be 1 inch. The Modern Language Association style format should be used on all papers. Assignments should be saved on a computer or file drive for easy corrections.
- **Completing Research / Special Projects:** Students will be directed to research various topics to aid them in the production of rich and meaningful writing. This may include web work. Plagiarism is never acceptable.
- **Memorization Work:** scripture verses, course information, etc.
- **Dialogue:** Student may be instructed to discuss and/or explore certain topics or concepts with a parent. These assignments will be given for the purpose of enhancing the learning experience through parent-child interaction.
- **Preparation for Tests:** Students may be instructed to review notes, various texts, previously completed tests, scripture verses and/or to complete review questions or study guides etc., in preparation for tests.
- **Other Assignments:** Additional types of assignments may be given throughout the semester at the discretion of the instructor.

D. Assessments

Tests, papers, and projects will be given after each unit of study. Throughout the course of the semester announced and unannounced quizzes may be given to probe students’ level of learning and retention. A cumulative semester exam, fifty minutes in length, will also occur within the last week of the regular semester.

E. Grades

Grade Apportionment

Completion of at-home readings, reflections, and smaller daily assignments	25%
Career Exploration Projects	45%
Quizzes and Tests	20%
Semester Exam	10%

Grading Scale

100-95... A	89-87...B+	79-77...C+	69-60...D
94-90...A-	86-83...B	76-73...C	59 or below... F
	82-80...B-	72-70...C-	

The course grade the student is awarded at the end of the semester will indicate the grade that will also appear on the student's transcript. To receive high school credit for this course, the student must achieve a percentage grade of 70% or above, translating to a letter grade of C- or above, and fulfill attendance requirements.

V. Parent Responsibilities

A. Embrace the University Model

University-Model Schooling at Heritage Academy is driven by two guiding principles:

- ◆ to preserve and strengthen God-ordained family relationships
- ◆ to offer students the opportunity to achieve a high degree of academic excellence.

Heritage Academy operates as a University-Model School[®], designed for families who want their students to flourish from a life anchored in the home yet still gain from the best aspects of traditional, classroom education. Courses offered at Heritage Academy occur every-other-day so that students may realize the benefits of qualified teachers and a focused learning community, yet continue to experience home as the primary, consistent base where parents remain their foremost guides for spiritual, social, academic, and character formation.

Parents, please consider ways you may maximize the benefits University-Model Schooling offers to your family. How can you as parents utilize the at-home study time this model provides to nurture deeper relationship and model and impart the faith, values, and life-patterns you desire your student to embrace?

B. Fulfill Parent Role: *Guide for Dependent Study*

Within a University-Model School[®], parents commit to fulfill a specified role related to each course in which their student is enrolled, as prescribed by the course's description. Each role identifies specific responsibilities that the teacher relies on the parent to perform, thus facilitating effective home/school partnership whereby students are assured of receiving needed support. The parent role designated for this course is that of "***Guide for Independent Study.***"

This role recognizes that many courses at this level will begin to cover subject matter that may be unfamiliar to many parents. At the same time, the student is at a dependent age where disciplined study habits and strategies for managing time must be developed, not by parental force, but through positive encouragement and through the student's growing awareness of personal consequences. In order for this class to be successful, I as a teacher am depending upon you as parents to ensure that your son or daughter keeps up with the course material and to communicate with me should any difficulties or concerns arise.

C. Monitor Engrade

As your student earns grades for completed tests, quizzes, and various projects and homework assignments, these will be recorded in **Engrade.com** for you to view at your convenience. My general goal will be to post grades online within a week of their being awarded.

In Engrade, missing assignments will also be noted by an "M." Please take time to follow your student's progress on Engrade so that you can quickly recognize and explore/address areas of patterns of difficulty or concern that may appear and affirm positive accomplishments.

Directions to register for Engrade are accessible on Heritage Academy's website under "Resources" and "Engrade", or may also be received from the office. If you need aide setting up Engrade (it should only take about two minutes), please contact Heritage Academy's office.

D. Attend Parent/Teacher Fellowship

I hope you will take time to come to Parent/Teacher Fellowship scheduled during the 7th week of each semester. This will give you and I brief opportunity to connect face-to-face and discuss your student's progress, making the most of the partnership that is so vital to students' success within the University Model[®].

VI. Contacting the Instructor:

Teacher contact information will be provided on the weekly communication sheets that will be distributed in class; it may also be found in the school directory.