



College and Career Readiness

Texas Academy of Biomedical Sciences

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Dear Parents and Students: Welcome to College and Career Readiness. I am excited to have your child in this new school year at T.A.B.S. The way to be most successful in this class is to fully embrace the Tornado Way encouraging students to be: **ready, respectful, and responsible!**

Nature of this course:

Students will further their ability in college and career planning.

Course Objectives:

Week 1- career explorations

Week 2- college investigations

Week 3- students assemble their findings into a binder and present findings to one another.

Weeks 4-6- Taking a deeper look at college admissions processes.

Week 7- Explore FASFA/TASFA and understand various federal and state aid programs.

Week 8- Explore college costs including tuition, fees, living expenses, transportation, and other expenses.

Weeks 9 and 10- Explore various scholarships, including national programs, university specific programs, and local scholarship opportunities.

Week 11- Explore options for saving for college, including costs and benefits of working during high school, working during the summers.

Week 12- Explore TCC associates degree programs and benefits associated with earning a degree while in high school.

Week 13- Review individual 4 year plans and set some goals for graduation

Week 14- Prepare a presentation to their parents that includes their goals, potential college majors and career pathways, colleges of choice, and proposed methods to pay for those colleges

Week 15- practice presenting these college/career plans to classmates with the idea that students would present to parents over the break.

Weeks 16 and 17- study for final exams.

The Tornado Way...

Ready

Materiales Necesarios:

- 1-inch 3 ring binder with loose leaf paper
- Pencil or pen (black or blue ink only)
- USB Flash Drive (Windows Compatible)
- Highlighters (blue, green, pink & yellow)
- Loose-leaf paper
- Tissues and/or Hand Sanitizer (one)

It's important you come to class prepared and ready to work!

Respectful

Procedures:

- *Begin warm-up when the bell rings*
- *Remember that the teacher dismisses you, not the bell*
- *Please keep all non-instructional belongings on back of chair or on floor*
- *Follow makeup work policy*
- *Use restroom during designated 4 minute passing period*
- *To be on time please make sure you are in the room before the bell begins to ring*
- *No passes will be written the first 10 minutes and last 10 minutes of class period*
- *All passes will be written per teacher discretion*

Class Rules:

- *Arrive to class on time (be in your seat and ready to work before the bell rings).*
- *Come prepared to class (Laptop, binder, pencil/pen, etc.)*
- *Have a positive attitude and participate in class activities and discussions daily*
- *Respect yourself and others (Show respect)*
- *Use the restroom between classes.*
- *Meet deadlines.*
- *Complete missing assignments within a 5 day period if and when it is excused.*

Consequences:

- *Verbal Warning*
- *Parent/Guardian Contact*
- *After - School Detention*
- *Office Referral*
- *Appointment with Guidance*

Restroom

- *Use bathroom passes for **true** emergencies.*

Electronic Devices

- *Fort Worth ISD has a **STRICT** electronic policy. Any cellular phone seen or heard **WILL** be confiscated, no exceptions. Any failure to comply will result in further disciplinary action. See FWISD Student Code of Conduct.*

Honor Code

- *Academic dishonesty in any form is unacceptable. Any form of cheating on assignments or exams is in violation of the honor code. It is in violation of the honor code for your assignments or any portion of them to be written by another person. It is also in violation of the honor code to copy, translate, paraphrase or transcribe your assignments or any portion of your assignments from any source.*
- *Depending upon the nature and extent of the offense, potential sanctions are as follows:*
 - *a written warning*
 - *grade reduction or failing grade on the assignment involved*
 - *grade reduction or failing grade in the course*

Responsible - (Responsible)

As a student it is **your** responsibility to keep track of your grade, turn in make-up work, and ask for help when you need it!

Calificaciones (Grading)

All grades will fall into the following categories: **Presentations(Projects)** (50%), **Daily(Participation)** (50%).

Grades: 100% - 91%	A
90% - 81%	B
80% - 70%	C
Below 70%	F

Classwork and Homework

- ***All work is to be turned in on the day it is due. Late work will receive a ten (10) point deduction per day late. THIS INCLUDES DAYS THE STUDENT DOES NOT HAVE CCR. WORK MAY BE TURNED INTO TEACHER'S BOX IN MAIN OFFICE.***
- It is the students' responsibility to collect all make up work and notes necessary if absent.
- All writing assignments (unless instructed otherwise) must be typed. See addendum.
- If you fail an assignment or assessment:
 - You have ONE WEEK from the date the grade is entered in Focus to ask for an opportunity to make up the grade. The highest grade possible for a make up will be a 70. It is the student's responsibility to schedule a day and time after school during tutorials w/teacher.

Extra help:

- If a student has a concern about this course, his or her grade, make up work etc. I am available for consultation before and/or after school. Students and parents may contact me via email, **eva.correa@fwisd.org** or by calling the school at **(817) 815-2300**.

INSTRUCTIONS FOR WRITTEN ASSIGNMENTS

The purpose of written assignments in this course is to provide you with an opportunity to present your ideas and analyses in written form. One of the most important skills that employers and college/university programs look for is the ability of that individual to write effectively. Demonstrated competence in written form enables you to convey positive impressions of your abilities and a strong sense of professionalism. It is, therefore, important that you write your papers, reports, etc. well.

The following is a list of guidelines for you to use in writing your papers:

1. All written work must be typed and double-spaced. The margins of the papers should be set at 1” on right and left, 1” from the top and bottom of the page.
2. Paragraphs are to be indented 5 spaces; no extra lines between paragraphs. The font **MUST** be either “Arial” or “Times New Roman” and the size **MUST** be 12 pt.
3. Your papers should have the 3 main parts—introduction, body, and the summary (conclusion).
4. Proper spelling, grammar and punctuation are essential. Do not use slang words or phrases. The APA Guidelines or MLA Guidelines can assist you in proper usage (you can find these resources in the library and/or online). Make sure you use grammar and spell check to verify your work before submitting it to me. This is a very good tool to use, and it will be your friend. Since Spell and Grammar check does not always catch all errors, it is advisable to proofread your work or have someone else proofread the paper before submission.
5. Any direct quotations require quotation marks with the proper citation. If you quote someone else’s work and do not cite it properly, it is PLAGARISM! If you take someone else’s ideas and use them as your own, give them the proper credit (i.e., cite it).
6. All written assignments are to be submitted either via hardcopy or online according to the instructions provided on the rubric.

Contact Information:

Student Name: _____

class: _____

e-mail: _____

Parent/Guardian Name: _____

Phone number: _____

e-mail: _____

Best way to contact you? _____

Best time to contact you? _____

This syllabus is to be read over by parents and students and **this page** signed and returned by Friday, **August 28, 2015.**

I have read the above rules and regulations and understand them.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Computer Access and Publication Release

Please check the following boxes if applicable:

- My child has access to a computer
- My child has access to Internet access
- My child's picture may be taken