



Specialized Career Instruction-Comprehensive

Program Syllabus

Instructor

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Course Number

S990007

Program Hours

900

Mission Statement

We prepare and empower today's student to meet the demands of an evolving and competitive workforce.

Prerequisites

None

Program Description

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Instructional Support Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the related career cluster.

The purpose of this individualized job preparatory program is to provide specialized career education for students with significant cognitive/learning disabilities who, in addition to instructional accommodations, require modifications to the CTE program in order to meet individual interests, abilities, and learning needs. The goal is integrated competitive employment in the student's chosen occupation. The program is individualized for each student and documented in an individualized plan of study (IPS). Instruction is competency-based with integrated academic, technical, and problem-solving skills. The IPS consists of standards and benchmarks selected from one or more CTE programs to create an individualized plan of study for each student. Documentation of standards and benchmarks previously mastered should be reviewed in order to develop an individualized plan of study that further guides the student toward his or her employment goals.

Office Hours

3:00pm-5:00pm Monday-Wednesday; 3:00pm-4:30 pm Thursday

Classroom Location

ECTC Main Campus
761 N. 20th St.
DeFuniak Springs, FL 32433
Portable 1

Meeting Times

8:00am-3:00pm Monday-Thursday

*Please refer to the ECTC calendar for scheduled holidays, teacher professional days, and teacher workdays. In the event of a severe weather event, students will be notified by Walton County School District of closures, late starts, or early dismissals.

Attendance

Students are expected to be on time and attend all regularly scheduled classes. Students must have instructor permission when leaving the classroom/lab area. Students should contact the instructor in the case of an absence from class. Any class time missed must be made up. For an unexpected absence, please call or email the instructor as soon as possible. For upcoming absences, please let the instructor know ahead of time so that plan for making up missed class hours can be put into place to assist the student in not falling behind. It is very important for the student to understand that completion of the

program is dependent upon meeting the seat hour requirement for each course. Absences could jeopardize a student's ability to fulfil that requirement, resulting in disciplinary action and administrative withdrawal from the program as stated in the Emerald Coast Technical College (ECTC) Student Handbook.

OCP	Course Number	Course Title	Teacher Certification	Length
A	SLS0460	Specialized Career Education, Basic 1	ANY CTE FIELD OR COVERAGE	150 hours
	SLS0461	Specialized Career Education, Basic 2		150 hours
	SLS0462	Specialized Career Education, Basic 3		150 hours
B	SLS0463	Specialized Career Education, Advanced 1		150 hours
	SLS0464	Specialized Career Education, Advanced 2		150 hours
	SLS0944	Specialized Career Education Internship		150 hours

Career Ready Practices

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social, and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership, and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Instructional Delivery Methods

- Web-based programs
- Discussions
- Hands-on Learning

Electronic Devices

A laptop will be available to each student to use in the program.

Tools/Supplies/Materials

Students will need the following materials:

Binder
 Dividers
 Paper
 Pens
 Pencils
 Highlighters

*Supplies are to be brought to class daily. Students are responsible for taking care of their supplies to ensure that they last throughout the program. Students may be asked to purchase different supplies as the year progresses and/or may need supplies specific to other CTE programs of study.

Grading Scale

- A 93-100
- B 84-92
- C 70-83
- F 69 or below

How you are Measured

- Assessments 40%
- Assignments 30%
- Applied Skills 30%

Satisfactory Academic Progress (SAP)

Students will be provided with detailed assignment sheets for each major area/topic of study. Mastery of an area must be achieved before proceeding further. Students are responsible for maintaining a sufficient rate of progress throughout each course and must maintain an average of 70% or above.. Please refer to the ECTC Student Handbook for more information on SAP.

Student Responsibilities

Students are expected to understand and follow all school rules and policies. Students are responsible the appropriate care classroom materials, supplies, and furniture, as well as appropriate use of any lab equipment they may be working with. Students are responsible for maintaining proper workforce habits and conduct. Students will be expected to keep their area neat and clean.

Students enrolled in Specialized Career Instruction-Comprehensive (SCI-C) will be learning the employment skills necessary to experience a successful transition into the workforce including knowledge and experience from other career technical education programs at ECTC. During the first semester, students will participate in career exploration, CTE skills lab sessions, and work-experience opportunities, providing students with needed knowledge and skills that will allow them to choose an available CTE concentration to participate in during the second semester. While in any of these locations throughout the ECTC campus, students are responsible for maintaining the positive attitude, strong work ethic, and professional behavior expected of all ECTC students. Students should understand that each instructor has rules, regulations, policies, and procedures in place specific to their classroom and lab environments, and SCI-C students participating in learning activities in those areas are expected to follow any guidelines given to them by those instructors. Students unwilling to adhere to directions given by a program instructor risk disciplinary action as outlined in the ECTC Student Handbook, including the possibility of losing their ability to participate in that program.

Rules and Regulations/Policies and Procedures

Students will follow all rules/regulations outlined in the Emerald Coast Technical College Catalog and Student Handbook.

Safety

- Safety is priority one! Learning should be a positive experience.
- Report any unsafe conditions to the instructor immediately
- If you are not comfortable or confident with any lab activity, stop and notify the instructor.
- Students who do not follow all safety rules while in CTE program labs may not be permitted to participate in skills lab activities and/ or may be subject to disciplinary action including or up to administrative withdraw from a program.

Emergency Procedures

- Emergency exits are clearly marked.
- As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
- A fire extinguisher can be found near the front entrance, and an alarm is located near each doorway.

General Information

Refer to the ECTC Handbook, located at <http://www.ECTC.edu> for additional information:

- Career and counseling services
- Services for students with disabilities
- Student grievance procedures
- Leave of absence
- Withdrawal
- Forms

I have read and understand the information in the syllabus for Specialized Career Instruction-Comprehensive.

Student Name: _____

Student Signature: _____

Date: _____

Legal Guardian's signature: *(only applicable if the student has a legal guardian and the information is on file at ECTC)*

Print Name: _____

Signature: _____

Date: _____