

ACA 120 Career Assessment--Course Overview, Objectives, Grading and Make Up Policies

The Mayor's Youth Employment Program (MYEP) and Central Piedmont Community College will partner to provide high school students with exposure to higher education and career opportunities within the Charlotte-Mecklenburg Area.

The initial focus will be partnering to provide Job Readiness Training (JRT) for MYEP Summer Internship program. MYEP has had their Summer Internship Program for 30+ years. Central Piedmont's ACA 120 class will be used as the new JRT for students involved in this MYEP program. In addition to ACA 120 students will be given options to continue on 3 CCP pathways (Business, IT, and Healthcare). Students are not limited to these pathways but this will be a starting point for the partnership and the programs that ACA 120 will be placed in initially.

ACA 120 Career Assessment Course Objectives

- Students will participate in career assessment strategies to help **define their career options**.
- Students will increase their **knowledge of possible careers through research**.
- Students will demonstrate how to **set short and long term academic and career goals**.
- Students will learn steps in the **job/internship search** process including **networking strategies, preparing for interviews and creating a resume**. This will include **communication skills and professionalism** related to job search, etc.
- Students will be able to identify essential **resources and support services at Central Piedmont and how these areas can assist them in achieving their academic and career goals**.

Outline of Modules (7 weeks)

1. Intro/Getting to know you/Intro to Brightspace and Skills to Succeed
2. Know Yourself: Values, Interests, Skills; Career Clusters Assessment
3. Know the Job and Know What It Takes-- Career Research and SMART goals
4. Preparing for the Job Search--Elevator Speech and Resume
5. Preparing for Interviews
6. Landing the Job: Networking, Searching for Jobs, Testing out your Jobs
7. Wrap Up Exam/Resume Assignment Due

Virtual Session - October 25th

- **Half day virtual meetings once during the 7 weeks. Students meet with their school on assigned date or on Saturday community dates as make up dates.**
- **8:30-9:30--includes Virtual Training Debrief/CPCC--Benefits of Central Piedmont, programs we offer and how we assist with their academic and career goals as well as an overview of the support services we offer. Instructor/CPCC**
- **9:30-10:30---1 hour on Resumes--Basics and How to Build and get feedback--Brad/MYEP**
- **10:30-11:30---1 hour---Interviewing review and Mock interviewing in breakout groups--MYEP--Omar**
- **11:30-12:00----30 minutes on Soft Skills--CPCC Instructor**
 - Professional Attire
 - Phone and Email etiquette
 - Online Presence/Social Media
 - In demand Skills
- **Lunch 12:00-12:30**
- **12:30-1:00---30 minutes-Selection Process/Wrap up--Omar**

Grading and Make Up Work Policies

- All assignments are given a points value. Students can check the **Grades section in Brightspace regularly to see your graded assignments.** If you have any questions at any time about your grade or assignments being submitted, please contact your instructor immediately.
- Students will have weekly WebEx check in options with their instructor and weekly optional check in meetings with Omar/MYEP team.
- Students will be able to earn Pass (P) and Fail (F) for the class by the points scale. However, when a student is in jeopardy of earning an F, they will speak with the instructor to see if it is possible to make up assignments per the make up policy. If it is not possible, the student will be given a W for the course. **This means that students actually earn a P or W for the class and these are the only grades that will be shown on their final transcript.**

Make-Up Work/Extra Credit

- Students should complete and submit all assignments by the due dates given. If a student sees that they cannot complete an assignment by the due date, they need to email the instructor to ask for an extension.
- Make-up work is only allowed when a conversation has taken place with the student about their progress and a plan created to complete the assignments. Make up work must be submitted within one week of the original due date, unless there are extenuating circumstances.

- Students do have the option to earn up to 25 Extra credit points in this class. Any Extra Credit assignments must be completed fully and submitted to the instructor by the prescribed due dates.

Attendance During The 10% Census Period

As a federal and state requirement, students must attend during the first 10% census period of the class. Students enrolled in an online course must submit the EVA (Enrollment Verification Activity) on or before the 10% census date. **Important: Failure to attend (or submit the EVA) on or before the 10% date of the course will result in automatic withdrawal without refund, and you will not be permitted to continue in the course.** Your grade will show as a WN on your transcript. Policy 3.09 Attendance prohibits a registered student from entering (attending for the first time) after the 10% date. An academic program dean may make an exception only in the case of a college error.

Attendance After The 10% Census Date and Throughout the Semester

Attendance is mandatory. Students enrolled in an online course must actively submit assignments via the Brightspace Learning Management System at least once a week.

Stopped Attending Status

Important: Students will be marked **stopped attending in an online course** if they consecutively miss all Brightspace assignments in one week for a 7 week class **and have not communicated with their instructor during that time period.** If you have difficulties submitting assignments, please contact your instructor immediately.

When a student misses class for one week (does not submit assignments), they will be contacted by their instructor to check in on their progress before being marked as Stopped Attending.

Important: A student marked Stopped Attending cannot continue attending or working on the course. Any possible assignment submissions after being marked Stopped Attending will NOT be graded and will not count towards your final grade. Stop Attending students may earn a failing grade for the class.

Important: Stopped Attending is final unless the student can provide documentation of extenuating circumstances.

