

THE TRANSITIONS CURRICULUM

SYLLABUS

Personal Management

Building your personal power skills for success!

Objectives

UNIT 1: Winning with Personal Power Skills

You will learn, apply and practice skills to improve your personal power.

UNIT 2: Choosing the Best Career for You

You will learn about your interests and skills to better choose the right career for you.

UNIT 3: Maximizing Your Options & Opportunities

You will explore the employment, training and education options available to you after completing high school.

UNIT 4: Advocating for Your Future

You will learn a process to develop your goals and a plan to meet these goals.

Course Requirements

- **Attendance:** Attendance of all classes is required. Absences must be excused and all work made up within one week.
- **Classroom Participation:** You are required to participate in all classroom activities including individual or group work.
- **In and Out-of-Class Assignments:** You are required to complete all in-class and out-of-class homework assignments.
- **Personal Goals:** You will be required to develop and monitor your progress daily toward reaching person goals in each of the four unit topic areas.
- **Journal Writing:** You are required to write an entry in your journal at the beginning of each class. Journals will be checked once a week.
- **Community Service Project:** You are required to complete a community service project that includes 20 hours of service work. Keep a log of your work and prepare a written or oral report describing your community service work.
- **Transition Portfolio:** You are required to complete a portfolio which includes an evaluation of your work, samples of your completed class work, completed goal charts, your journal, your completed transition plan and your community service project.

Grading

All requirements must be met to receive a passing grade in this class. Your grade will be determined using the following chart:

10%	=	Attendance
15%	=	Classroom Participation
15%	=	In & Out-of-Class Assignments
10%	=	Personal Goals
10%	=	Journal
20%	=	Community Service Project
20%	=	Transition Portfolio
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100%		