

LANCASTER HIGH SCHOOL
COURSE SYLLABUS

Special Projects - FBLA
Semester credits: 5.0 (#5181)

Teacher: Mr. Robertson
Email: drobertson@avhsd.org

COURSE DESCRIPTION	The course is the capstone of the Media Technology Pathway. It is an ROP project-based class. The prerequisite is membership in Future Business Leaders of America. Students will practice basic accounting, business, marketing, inventory control, leadership, and teamwork skills. Students will be the leadership team of the FBLA club on campus. Students will have the opportunity to study and participate in two competitive events. Students will work independently as they complete assigned projects. Students will participate in community service and volunteer locally.
---------------------------	--

TEXT(S)	<i>FBLA Management Handbook.</i>
----------------	----------------------------------

COURSE OUTLINE	<ol style="list-style-type: none"> 1 FBLA club membership 2 Resume and Cover Letter 3 Achieve Business Award 4 Critical Thinking and Problem Solving 5 Accounting and Financial Planning 6 Business Plan and Job skills 7 Marketing Plan 8 Career Planning 9 Industry Standards, work ethics and culture 10 Teamwork and Interpersonal Skills 11 Job Shadowing 12 Participate in (2) events at the Regional competition 13 Completion of monthly POW 14 Outlook 21 15 Outstanding Chapter Award
-----------------------	--

CLASS POLICY	<p>Expectations and Responsibility: You are expected to:</p> <ul style="list-style-type: none"> • Attend class on time and remain throughout the class period • Demonstrate responsible computer lab behavior • Students are to come to every class prepared to learn • Maintain a positive and open-minded attitude while participating in discussions • Develop and use effective presentation skills • Concentrate on building a cohesive body of work • Demonstrate neat, self-disciplined and timely work habits • 10- hours of volunteer/community service • Where and when possible, assist other students in the spirit of camaraderie • Students are not permitted to download or install any programs on the computers • If absent it is the students responsibility to make-up lab time before or after school • Each student will behave appropriately while job shadowing • Students must be active members in the FBLA club • Achieve Outstanding Chapter Award • Students should use some source of personal storage to backup their student files • Students will abide by the Lancaster High School Computer Use Contract • This is a Project-based class and students are expected to work independently with minimum supervision
---------------------	---

LANCASTER HIGH SCHOOL

COURSE SYLLABUS

MATERIALS	<p>Every student must provide:</p> <ul style="list-style-type: none"> ▪ A resource for tracking completed assignments ▪ Students should use some source of personal storage to backup their student files.
	<p>Missed Classes: You are responsible for obtaining material, which may have been distributed on class days when you were absent. This can be done through contacting a classmate who was present or by requesting missed material from the teacher. Missed or late quizzes, tests, and exams cannot be made up under any circumstances without good cause and adequate notice, an early quiz may be given. Only official excuses will be accepted. Any uncoordinated, unexcused missed exam will result in a score of “0” for that exam.</p> <p>Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a late penalty. No exceptions are made.</p> <p>Academic Dishonesty: Plagiarism, file sharing and cheating are serious offenses and may result in a failing grade on an exam, assignments or projects; failure in the course; and or other disciplinary action as stated by Lancaster High School’s policy.</p> <p>Homework: Because of the specific computer programs used in class, assignments usually cannot be completed outside of the classroom computer lab.</p> <p>Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.</p> <p>Grading: 90-100 A 80-89 B 70-79 C 60-69 D 59 and below Fail</p> <p>Cell phone use in the computer lab is not permitted. LnHS cell phone policy enforced.</p>

VOLUNTEER / COMMUNITY SERVICE

Each student will be required to perform ten hours of volunteer / community service per semester. Written documentation will be required each semester.

WHAT IS A SHOWCASE PORTFOLIO?

A showcase portfolio highlights its owner’s expertise by showing examples of best work. A student showcase would include a selection of finished assignments, designs and projects. It might also provide a reflection in the project or document the process students followed to create it.

HOW SHOULD A PORTFOLIO BE ORGANIZED?

A portfolio should be organized so that its contents can be reviewed quickly and accurately. The student should provide a table of contents and a title page.

My parents and I have read this course syllabus and we understand my expectations and responsibilities. We agree to abide by the Lancaster High School Computer Use Contract and the AVHSUD Web Agreement (signed at registration).

Student’s Name

Student’s Signature and Date

Parent’s Name

Parent’s Signature and Date