

**Institutional**  
**Articulation Agreement**

**Articulation Articles of Agreement  
Between**

**Kee High School  
and  
Northeast Iowa Community College**

**I. Statement of Purpose**

The purpose of this articulation agreement is to provide a mechanism that will enable students enrolled in career and technical and/or applied academic high school courses to transfer to Northeast Iowa Community College and receive college credit for competencies achieved.

**II. Criteria for Receiving Articulated Credit at Northeast Iowa Community College:**

1. School district has a signed course articulation agreement with Northeast Iowa Community College.
2. For high school students to receive articulated credit:
  1. An official high school transcript and a *Request for Articulated Credit Form* must be provided to the NICC Registrar.
  2. Students must attend NICC within 12 months of high school graduation to be eligible for articulated credit.
  3. Credit will be entered on a NICC transcript after the student has accumulated 12 NICC credits post high school or GED.
  4. Articulated credit is given for NICC career and technical program classes, not 4-year college transfer courses.
  5. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements.

**III. Recording of Credit**

Credit(s) for articulated high school courses will be recorded on the college transcript as transfer coursework with the total hours earned. The grade is not recorded and will not be used in computing the student's cumulative college or program GPA.

**IV. Cost**

There will not be a charge for college credit awarded through this agreement.

**V. Admission to the Program**

Students completing the requirements outlined in this agreement will be considered for program entrance on the same basis as any other applicant.

**VII. Termination of Agreement**

This agreement will be renewed annually and is valid July 1, 2010- June 30, 2015. This agreement becomes null and void upon termination of the secondary/postsecondary program.

**High School Course:** Pre-Employment Strategies

**NICC Course:** Job Seeking Skills SDV:135

**High School Instructor:** Hannah Steiber

**NICC Requirements:** Grade of C- or better

**High School Course:** Pre-Employment Strategies

**NICC Course:** Pre-Employment Strategies DV:153

**High School Instructor:** Hannah Steiber

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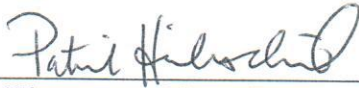
**High School Course:** Personal Finance & Econ

**NICC Course:** Hannah Steiber & Nick Mooney


**High School Instructor:** Personal Finance FIN:122

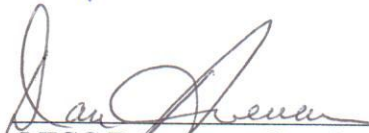
**NICC Requirements:** Grade of C- or better

**Approval Signatures**

  
\_\_\_\_\_  
(Signature of Superintendent or Designee)      5/24/11  
Date

  
\_\_\_\_\_  
(Signature of High School Instructor)      5-24-11  
Date

  
\_\_\_\_\_  
(NICC Faculty)      6-10-11  
Date

  
\_\_\_\_\_  
(NICC Department Dean)      6-13-11  
Date

  
\_\_\_\_\_  
(NICC HS Relations Coordinator)      6-13-11  
Date



# Pre-Employment Strategies

**Instructor:** Mrs. Steiber  
Classroom: S201  
563.538.4201 x201  
[hsteiber@e-allamakee.k12.ia.us](mailto:hsteiber@e-allamakee.k12.ia.us)  
Website: <https://sites.google.com/site/eacsfcs/>

**MATERIALS NEEDED:** A writing utensil (pen/pencil) will be needed daily. Each student will need a notebook. A three ring binder is also helpful as activities, assignments, lab recipes & evaluations can be three-hole punched for organization. Some lessons may require a calculator

**TEXTBOOK:** Materials will be provided

**COURSE DESCRIPTION:** This course provides a basic introduction to skills necessary for an entry level employment position. Network with local employers will be a key component. A work performance rating and a National Career Readiness Certificate will be awarded based on WorkKeys testing. These certifications will be recognized in interviewing and compensation practices of some local employers. Options for continuing education through NICC programs will be stressed. Students may also choose to enter directly into the workforce after successfully completing the course.

**INSTRUCTION:** Instruction will focus on readings, lectures, discussions, small group activities and audiovisual materials will be used to present subject matter. Input from industry experts will be utilized in-class and on-site. Tests, WorkKeys assessments, and other evaluation methods will be used to monitor student progress.

## **COURSE OUTLINE:**

### Unit One Objectives

At the end of this unit, the student will be able to:

- 1 Demonstrate competence in the following soft skills: communication, work ethic, dependability/loyalty, team work and cooperation, responsibility, flexibility, problem solving and decision-making, timeliness and tardiness, willingness to learn, working independently, budgeting, time management, goals and career paths
- 2 Begin networking with potential future employers
- 3 Assess understanding of workplace soft skills through the results of the WorkKeys®

### Unit Two Objectives

At the end of this unit, the student will be able to:

- 1 Exhibit awareness of career opportunities through information acquired from industry experts
- 2 Comprehend and access labor market information
- 3 Grasp concepts involved with pay, unemployment, and benefits
- 4 Show understanding of potential opportunities for continued education
- 5 Continue networking opportunities with future employers
- 6 Describe learning benefits gained by touring potential employer business locations
- 7 Report about desirable career opportunities through career interviewing

### Unit Three Objectives

At the end of this unit, the student will be able to:

- 1 Define important workplace terminology
- 2 Demonstrate knowledge of basic mathematical concepts required in the workplace
- 3 Develop and use skill of locating information in workplace examples
- 4 Apply ability to read for information to workplace scenarios
- 5 Show understanding of safety practices in the workplace
- 6 Use basic technology as required in the workplace
- 7 Establish proven level of understanding of applied mathematics, locating information, and reading for information concepts through rating on the WorkKeys® National Career Readiness Certificate™

#### Unit Four Objective

At the end of this unit, the student will be able to:

- 1 Develop a resume
- 2 Write a cover letter
- 3 Select appropriate references
- 4 Properly complete an application for employment
- 5 Create a follow-up interview letter

#### Unit Five Objectives

At the end of this unit, the student will be able to:

- 1 Prepare for a job interview
- 2 Understand appropriate interview attire and personal image
- 3 Answer commonly asked interview questions
- 4 Make a positive first impression on potential employers
- 5 Sell their skills, abilities, and experience during an interview
- 6 Prepare appropriate questions to ask during an interview
- 7 Experience a job interview through a mock interview exercise

#### **EXPECTATIONS:**

In my classroom, there are three expectations: Respect, Responsibility and Readiness. Each expectation is defined further:

*Respect:* Respect yourself. Respect your peers. Respect your teachers. Treat others as you would like to be treated. The more you respect others, the more they will respect you. Respect the school and school property. A good rule to remember for respect in the FACS room is: "If you didn't make it and you didn't bake it, please don't take it!"

- Behavior Policy
  - 1 classroom warning will result in the automatic inability to waive the final exam
  - Removal from class to the main office will result in a 30 minute detention and the automatic inability to waive the final exam
  - Subsequent removals from class will result in a 1 hour detention with Mr. Heiderscheit and possible removal from class

*Responsibility:* Be on time and be prepared. You must bring your materials—notebook/folder, pen/pencil and text (if you have one) to class with you every day. You are also expected to be responsible for any assignments we are working on or that are due that day. You are in control of your own behavior and I expect you to take responsibility for your actions.

- Cell Phone Policy



- 1<sup>st</sup> offense will result in the inability to waive the class final exam
- 2<sup>nd</sup> offense will result in a 30 minute detention to be served after school within 2 days
- 3<sup>rd</sup> offense will result in immediate removal from class and a 1 hour detention with Mr. Heiderscheit
- Cell phone possession during a test is considered academic dishonesty and will be handled as such

*Ready:* When class starts, I expect you to be seated with all of your supplies on your desk and any assignment(s) that are due that day on your desk. I expect you to be ready to give 100% effort everyday in class.

**GRADES:** Grades are based on the following:

Daily	30%	(daily assignments and assessments & homework)
Performance	50%	(tests, quizzes and projects)
Final	20%	(comprehensive final exam)
<hr/>		
<b>Total</b>	<b>100%</b>	

Grades will be calculated on a percent basis. This means that regardless of the assignment point total, all grades are recorded in the grade book as being worth 100. The percentage earned on an assignment will determine the number out of 100. For example, a student who earns 9 out of 10 on an assignment would have earned a 90% and thus would be given a 90% in the grade book or 90 out of 100.

The classroom grading scale will follow the grading scale set forth by the Eastern Allamakee School District. The grading scale for all class work, laboratory assignments & tests is as follows:

94-100%	A	74-77%	C
91-93%	A-	71-73%	C-
88-90%	B+	68-70%	D+
84-87%	B	63-67%	D
81-83%	B-	60-62%	D-
78-80%	C+	59% & below	F

**GRADING PROCEDURES:** Homework assignments will be due at the beginning of each class. Homework assignments completed during class on the due date will be considered late. DO NOT work on *any* homework during class activities or discussions. Come prepared with your assignment completed. Late assignments are discussed in the following section. Extra credit will ONLY be accepted AFTER all assignments are turned in. Extra credit opportunities will be given during the course and will be available to ALL students. Individual extra credit will not be give.

**LATE WORK:** In this course, assignments are very important to understanding the concepts that will be practiced in lab. Without a solid understanding of the concept to be practiced, lab becomes a meaningless, expensive waste of class time. The time allotted for late work is equivalent to the number of *excused* days missed. Late work does not have to be accepted for unexcused absences (see handbook for more information). Therefore, work that is turned in late will be scored as follows:

- 1<sup>st</sup> late assignment—free; no deduction in point value
- 2<sup>nd</sup> & 3<sup>rd</sup> late assignment—25% deduction

At this point, the student will not be allowed to waive the final exam

4<sup>th</sup> & all after—50% deduction (half credit)

**\*\*No late work will be accepted after the chapter/unit test\*\***

**ACADEMIC DISHONESTY:** All assignments, quizzes, and exams must be done on your own. Note that academic dishonesty includes not only cheating, fabrication, and plagiarism, but also includes helping other students commit acts of academic dishonesty by allowing them to obtain copies of your work. You are allowed to use the Web for reference purposes, but you may not copy code from any website or any other source. In short, all submitted work must be your own.

Cases of academic dishonesty will be dealt with harshly. Students who violate rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the class. Since such dishonesty harms the individual, all students, and the integrity of the school, policies on academic dishonesty will be strictly enforced.

- 1<sup>st</sup> offense will result in a zero on the assignment, quiz, test, etc. This applies to all parties involved in the academic dishonesty. Parent contact will be made
- 2<sup>nd</sup> offense will result in a final course grade drop. *For example: If a student, who committed academic dishonesty earned a final course grade of a B+ the resulting grade would be reduced to a B.*
- 3<sup>rd</sup> offense will result in the removal from class
- Any act of academic dishonesty will result in the inability to waive the final exam

**ATTENDANCE POLICY:** The Kee High philosophy on regular school attendance is based on the premise that something important happens in every class every day and the interaction of teacher and students can never be exactly duplicated. Thus, absences can truly impact student progress.

I will follow the same regulations as Eastern Allamakee School District as stated in the student handbook. Special circumstances will be dealt with on an individual bases.

Assignments that are due the day of an absence will be due the day the student returns. It will be the responsibility of the student to obtain missing assignments, quizzes, or test if they are absent. The student should use the resources provided in class to get the make-up work