

## *College for Teens at City College of San Francisco*

### ***College and Career Education***

Summer 2005

July 11-29

Monday through Friday 10:30 - 12:30

Bungalow 316

Instructor: Tracey Kobayashi  
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***Course Description:*** This course gives students a comprehensive view of college and career opportunities, and provides the necessary steps students should follow for success in high school to prepare for a smooth transition to college and/or the job market.

***Content/Topics:*** personal interest and skill assessment; goal setting; college and job search/application skills and procedures; workplace etiquette; standardized testing (SAT/ACT); study skills; personal finance and budgeting.

***Expectations:*** Students are expected to come to class on time and prepared for each day. You should be in your seat with all your materials at 10:30. The school district takes a zero tolerance stance on absences and tardiness. **No absences are allowed. Three tardies within 15 minutes of start time are considered one absence.** If you are more than 15 minutes late, it counts as an absence. Special arrangements may be made for excused absences with documentation.

Each student is responsible for maintaining a notebook to keep handouts, worksheets, notes, assignments and blank paper. Bring this, along with a writing implement and calculator to class with you each day.

Disrespect (to the teacher, another student or oneself) is not tolerated. All students are expected to adhere to the classroom policies and procedures outlined in the Student Conduct Handbook.

Homework assignments should be submitted on-time and in a neat and readable condition. Late assignments automatically lose 25% of the available points for each day they are late. Homework will not be accepted more than 3 days after the original due date.

Participation is essential. This includes taking all quizzes, participating in discussions, answering questions and in-class exercises.

***Grading:*** The grade you receive is directly related to the effort you put into this class. Work hard, study and keep up with assignments, and you'll do fine.

Class Participation: 25%

Homework Assignments: 25%

In-Class Assignments: 25%

Quizzes and Final Exam: 25%