

## COLLEGE and CAREERS

Mrs. Wagner

Office hours are before school or with a pass. 507-477-3235 ext 242

*YOU WILL do everything possible to allow  
yourself to learn,  
your classmates to learn  
your teacher to teach.*

### COURSE DESCRIPTION and OUTCOMES

This course is all about YOU and your future as an adult. During the semester we will explore your post-secondary and career options by using multiple computer programs and websites. Compare colleges and schedule visits to those that may offer what you are looking for. Fill out applications, explore financial aid possibilities, write scholarships and college essays and review study habits. Listen to college students as they share their experiences and advice on roommates, extra-curricular fun, and what to save from high school.

### GRADING

1. Grading is done on a point basis. The lowest percentage to receive the given grade is listed below.

A 94%	C 74%
A- 90%	C- 70%
B+ 87%	D+ 67%
B 84%	D 64%
B- 80%	D- 60%
C+ 77%	F 59% and below
  
2. Summative Assessment (test scores, chosen projects, research, etc) will be 90% of your grade.
  - A. Students will have one opportunity to re-take summative assessments and will have five school days to do so. Re-takes will cover the same content but may be in a different format. Students will be expected to initiate a re-take according to the teacher's schedule and must have all formative assessments completed prior to a re-take. A student's re-take score will be add to the score of the first assessment and these two scores will be averaged to serve as their final score for the assessment in question.
  - B. Students in violation of the district's academic dishonesty policy will have 5 school days to complete an alternative assessment. Time and location of the alternative assessment will be set by me. Choosing to not do the alternative assessment will result in a zero.
  - C. I suggest keeping your research and assignments throughout the semester. It will more than likely come in handy when doing your final – a portfolio and easy essay.
  
3. Formative Assessments influence 10% of your grade. BUT in an online class are pretty imperative for the formative knowledge.....this isn't so bad because it's all stuff you'll use/need anyway!
  - A. It certainly doesn't mean you can't come and see me because this is an online class. But anything you need should be on this site. You can even post questions to me that way. The easiest way to contact me is through email if you are not able to see me in school. I will answer you as soon as I can.
  - B. It is your responsibility to turn in your work on time. Most assignments and tests can be uploaded on the Moodle site. If you have trouble uploading, let me know (so I can fix) and email your assignment to me.

- C. Assignments turned in by the
  - Due Date** = full credit
  - Deadline** (5 school days after the due date) = 90% credit
  - 8<sup>th</sup> Week Credit** (before the 8<sup>th</sup> week of the quarter) = 50% credit
- E. Two days will be given for make-up work if absent from class. You will *need* a make-up slip to be given any work missed.
- F. Missing assignments will be reflected on JMC as LX which means it is late but does not affect your grade percentage. Your quarter grade will show as an I or incomplete on JMC.
- G. Extra credit will not be given. You may see some bonus points on tests.

Follow these steps to enter the Moodle site. If you've already been in Moodle you will only have to do the regular log in – just find the correct class.

[www.hayfieldmoodle.com](http://www.hayfieldmoodle.com)

Find your class – College and Careers 101

Login – username – kuehnmi

Password – Password0! – you will have to change your password

You will then have to enroll in the class using the enrollment key which is: c101vikings

Read the introduction and then do your assignments that are labeled by day.

Save your file into your H drive. In Moodle, browse for your file. Select it. Upload your file to Moodle.

When in the Moodle site do not use the back arrow. Use the “bread crumb” tabs across the top of the page.

### ATTENDANCE

Set a time and place with a computer where you can do your work and let me know where you are. I will arrange so you do not have to come to class daily.

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I understand the grading policy used in Mrs. Wagner's class and will do my best to see they are followed.

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student signature

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parent signature