**Mr. Gordon**

**Career Financial Management**

**Class Needs:**

1. Pen or Pencil (Every day)
2. Notebook (3 ring binder or traditional)
3. Portfolio Binder and Materials
4. Any items assigned in class

**Resources:**

1. South Western Personal Financial Literacy Textbook
2. South Western Personal Financial Literacy Work Book and MindTap
3. Computer and Website Materials from Teacher Website
4. Microsoft Word (Current Version)
5. Class resources as needed in class

**Grading: (Updated weekly online)**

1. 20% of each quarter is based on Lessons and Notebooks
2. 30% of each quarter is based on Mini-Projects and Workbook Assignments
3. 50% of each quarter is based on Main Projects (See checklist)

**Purpose of Career Financial Management/Portfolio**

*You will learn:*

 Students will learn basic life skills all the while doing career research and completing a life skills binder. During the course of the year, students will have the opportunity to develop a strong resume, cover letter and career goal path, as well as learning banking skills, basic tax skills and more. Students will have the opportunity to hear guest speakers, go on career based field trips, work on financial workshops and develop their interview skills. At the completion of this course, the student’s final binder must be 75% satisfactory or better, in addition to completing an exit final exam based on overall knowledge of the materials covered in the units.

**Class Projects**

 Class projects make up the biggest emphasis of this class. Students will need to complete 16 separate projects ranging from their resumes, job interviews, career research, tax forms, banking forms and even looking at company benefits. Each of these assigned items are base skills needed in the real world and are given to allow the students to have real world experience using them.

**Classroom Procedures**

1. Prepared- Pen/Pencil, notebook, textbook and any assignments
2. Workstation- Assigned, students responsibility
3. Food and Drink- Never in class without permission
4. Electronic Devices- Put away unless given permission to use
5. Passes- Only with permission, sign in and out, never at begging or end
6. Come to class to have fun, learn exciting new things and ask questions at any time!

**Final Exam**

 The final assessment in this class will be based the students completed life skills binder, along with a final exam. The grade will be based on the average of the scores the students receive on each portion of the assessment. In order for a student to get a grade on the binder, they must complete 75% of it or more in a satisfactory manner. (Please see the checklist for the grade scales). If a student does not complete the binder in a satisfactory manner, they get a zero for that part and its averaged with the exam grade.

**Contact Information**

 Parents will be notified if you fail to complete assigned work, are late to class, have poor attendance or lack respect towards your classmates or teacher. Any student who maliciously destroys school property will be reported to the principal and parents will be notified as well. My contact information is as follows:

716-926-1720 extension 2230 and email: Jgordon@frontiercsd.org

**Career Financial Management Mr. Gordon**

**Student Last Name: First Name Period**

*I have read the CFM course guidelines and believe that I understand them.*

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 **Date Students Signature**

*I have read the CFM course guidelines. I understand that my signature indicates neither approval nor disapproval, but simply that I have seen them. However, comments can be attached below:*

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 **Date Parents Signature**