Investigating Careers (MSIC) 1B
Syllabus

Course Name
MSIC 1B
Investigating Careers – Semester B

Course Information
MSIC 1B is the second semester of this two-semester course.

Students will get the opportunity to explore careers in a variety of fields and disciplines and understand the necessary skills and education needed to choose a future path. Students will discover careers including business and finance, manufacturing, engineering, and many more! Detailed information on the required education and training options for each are included. Students may begin gathering information for their journey down a career path today!

Course Delivery Method
Online

Contacting Your Instructor
You may contact your instructor through the Blackboard messaging system. Technical support is available 24/7 at www.k12.ttu.edu.

Course Objectives
After completing this course, you should be able to:

1. explore a variety of exciting career clusters;
2. determine which career paths that would complement your skills and interests;
3. learn about education and licensing for career paths; and
4. create a career plan that includes high school coursework and college classes or vocational training.
MSIC I addresses the required Texas Essential Knowledge and Skills (TEKS). These can be found at the Texas Education Agency website.

**Textbook and Materials**

**Textbook(s)**
There is no required text to purchase for this course.

**Materials**
- digital camera or camera phone
- calculator

**Technical Requirements**
- Internet access – preferably high speed (for accessing Blackboard)
- Email
- Word processing software such as Microsoft Word
- Adobe Reader (download from Adobe.com)
- Flash Player (download from Adobe Flash Player)
- Audio and video capabilities (for watching/listening to course content)
- PDF app (to scan hand-written documentation for graded assignments)

**Technical Skill Requirements**
Be comfortable with the following:
- using a word processor
- Internet search engines and browsers
- creating PDFs (see Requirements for Creating PDFs on the course home page)

**Course Organization**
This course consists of four units and a final exam. Each unit contains the following:
- Introduction and Instructions
- Learning Objectives and Curriculum Standards
- Learning Activities
- Assignments

Each unit includes several activities that present content knowledge. Each unit also includes multiple graded assignments to ensure that you learn the content that has been presented in the activities. Some of the assignments are automatically-graded quizzes, and some are written assignments or activities that your instructor will grade.
Be sure you read all instructions carefully and ask your instructor for help if something is not clear.

**Course Outline**

Please note that some assignments will be hidden from you when you start the course. As you move through the units and complete assignments, more will unlock for you.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
<th>Approximate Time for Completion</th>
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<tbody>
<tr>
<td>Unit 5</td>
<td>Business Management and Administration; Finance; and Marketing, Sales, and Service</td>
<td>Four weeks</td>
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<tr>
<td>Unit 6</td>
<td>Government and Public Administration; Human Services; and Law, Public Safety, and Security</td>
<td>Four weeks</td>
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<tr>
<td>Unit 7</td>
<td>Arts, AV Technology, and Communication; and Hospitality and Tourism</td>
<td>Four weeks</td>
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<tr>
<td>Unit 8</td>
<td>Your Turn! Choosing a Career Path that Works for You</td>
<td>Four weeks</td>
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<tr>
<td>Final Exam</td>
<td>Units 5-8</td>
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</tbody>
</table>

**Assignment Schedule**

Each of the following must be completed to complete the course. Items with an asterisk (*) indicate that these are summative assessments for the course.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Weeks</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>1-4</td>
<td>Checkpoint 1 (Non-graded)</td>
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<tr>
<td></td>
<td></td>
<td>Unit 5 Text Questions</td>
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<td></td>
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<td>Unit 5 Lab Questions</td>
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<td>Unit 5 Activity</td>
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<td>*Unit 5 Quiz</td>
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<td>Unit 5 Discussion 1</td>
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<td>Unit 5 Discussion 2</td>
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<td>6</td>
<td>5-8</td>
<td>Unit 6 Text Questions</td>
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<td>Unit 6 Lab Questions</td>
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<td>Unit 6 Activity</td>
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<td>Assignments</td>
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</table>
|      |       | Unit 6 Discussion 1  
|      |       | Unit 6 Discussion 2 |
| 7    | 9-12  | Unit 7 Text Questions  
|      |       | Unit 7 Lab Questions  
|      |       | Unit 7 Activity  
|      |       | *Unit 7 Quiz  
|      |       | Unit 7 Discussion 1  
|      |       | Unit 7 Discussion 2  
|      |       | Checkpoint 2 (Non-graded) |
| 8    | 13-16 | Unit 8 Text Questions  
|      |       | Unit 8 Lab Questions  
|      |       | Unit 8 Activity  
|      |       | *Unit 8 Quiz  
|      |       | Unit 8 Discussion 1  
|      |       | Unit 8 Discussion 2  
|      |       | Checkpoint 3 (Non-graded) |
| 17   |       | Final Exam Discussion  
|      |       | **Final Exam** |

**Course Credit**

The course grade will be calculated as follows:

- 50% coursework average;
- 50% summative assessment average, including the final exam;
- A passing course grade is 70 or higher.

Students must attempt all assignments in the course. The final exam will not be available until all assignments have been accepted and graded by the teacher.

Students who score below 70% on the final exam will be eligible for one re-exam opportunity.

**Coursework**

The graded assignments within each unit are formative in nature. This means that they are designed to assist you in applying and demonstrating the unit concepts, as well as identifying areas in which you need additional review. You may use all the unit’s learning activities to assist you as you complete the graded assignments.
Summative Assessments

Summative assessments are those that allow you to demonstrate mastery of the course objectives. For summative assessments, you will NOT be allowed to use the learning materials. These are opportunities for you to show what you have learned by that point in the course. Summative assessments may proctored using the online proctoring system Proctorio. Information about Proctorio is provided in Remote Proctoring in the Syllabus section of your course. The summative assessments for this course are as follows:

- **Summative Assessments (20% of Course Grade)**
  - Unit 5 Quiz (30 points)
  - Unit 6 Quiz (30 points)
  - Unit 7 Quiz (30 points)
  - Unit 8 Quiz (30 points)
- **Summative Final Exam (30% of Course Grade)**

Course Completion and Extensions

- Students may not complete the course in less than 30 days.
- All courses expire six months after the enrollment date. Student may purchase a single three-month extension for a fee.
- Extensions are non-refundable and non-transferrable.

Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

“Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Student Expectations

You will be expected to log into the Blackboard course regularly to be aware of possible announcements/reminders and to pace your progress in the course.

Students are expected to maintain an online environment conducive to learning, which includes “netiquette” (Internet etiquette). Please review the basic rules for Online Discussion Netiquette. Ensure that your email messages, discussion board postings, and other electronic communications are thoughtful and respectful. Diverse opinions are
welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others.

The following are prohibited:

- making offensive remarks in email or the discussion board;
- using inappropriate language or discussing inappropriate topics online;
- spamming;
- hacking;
- using TTU or Blackboard email or discussion boards for commercial purposes;
- using all caps (considered shouting in online communications); and
- cyber-bullying or online harassment of any type.

Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the TTU K-12 Student Handbook.

**Communication**

- You can expect a reply from your instructor within 2 business days.
- Use the Blackboard Course Messages tool for sending messages to your instructor.

**Submitting Assignments**

You will submit all assignments through the Blackboard Assignment Tool, rather than by email. For assignments that require you to upload a PDF or other document, please title your assignment files “lastName_firstName_assignmentName.xxx (.pdf, .doc, .xl, .jpg, etc.).”

**Technical Difficulties**

**Getting Help**

For student assistance with Blackboard, visit TTU K-12 Support.

**Computer Problems**

A working computer is necessary for online coursework. Computer problems will not be accepted as a valid reason for failure to complete course activities within the allotted time frame. Identify a second computer, before the course begins, that you can use if you experience computer problems.

**Server Problems**

When the Blackboard server needs to be taken down for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and
date. If the server experiences unforeseen problems, your course instructor will notify you.

**Lost or Corrupted Files**

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of technology failure (e.g., Blackboard server crash or virus infection, students’ own computer problems, loss of files in cyberspace, etc.) or any disputes, the instructor may request or require you to resubmit the files. In some instances, the instructor may need to open another attempt within Blackboard, so communication with your instructor is critical in these circumstances.