**Mr. Gordon**

**Career Financial Management/Portfolio Design**

**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. Career Websites and PowerPoint lessons
2. Financial Literacy Materials (Tax Forms)
3. Resume and Cover Letter Templates
4. Microsoft Word (Current Version)
5. Class resources as needed in class

**Grading: (Updated weekly online)**

1. 20% of each quarter is based on Class notes and Daily assignments
2. 40% of each quarter is based on “monthly” project work
3. 30% of each quarter is based on portfolio work
4. 10% of each quarter is based on career research work

**Purpose of Career Financial Management/Portfolio**

*You will learn:*

 Students will learn basic life skills all the while creating a working portfolio. Portfolios are used for job interviews and highlight the skills an interviewer would like an applicant to have. During the course of the year, students will have the opportunity to develop this portfolio by completing basic skills assignments and building a strong resume, cover letter and career goal path. 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 portfolio will be used at their exit interviews.

**Class Projects**

 Each student will have the opportunity to complete career research, show examples of the “4” basic proficiencies needed for career based employment, complete a screen interview, complete basic skills work (Tax forms, investment, insurance, large purchases, budgets) and complete a full class exit professional interview using their completed portfolio

**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- Either left in locker or turned in at beginning of class
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 exam in this class is the student’s final portfolio and their exit interviews. Students will be scored based on having a complete portfolio, based on a given checklist and they will be scored on their interview technique, using a given rubric that will be reviewed prior to the interviews.

**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

**CFM/Portfolio Mr. Gordon**

**Student Last Name: First Name Period**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Students Signature**

*I have read the CFM/Portfolio 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:*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Parents Signature**