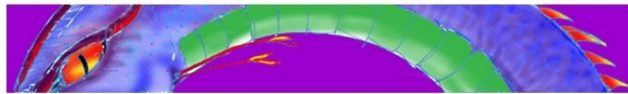
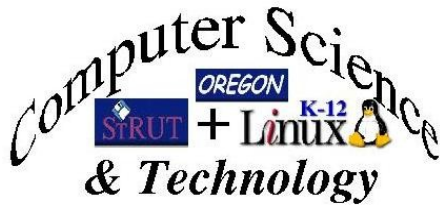


Career Tech



WWW.CAREERTECH.US

Date: __/__/__



Student: _____

Orientation

<u>Task</u>	<u>Staff</u>	<u>Chk'd</u>
Notebook issued (contains 3 additional .25 credit classes)	Susan	
Time clock account setup & rules	Susan	
Read Bloom's Taxonomy (discuss with Social Studies teacher)	Mary	
Transcript (request a printed copy from the registrar)	Susan	
LC Career Tech Curriculum Matrix (create from transcript)	Mark	
Enneagram Assessment (complete and review)	Any Staff	
Multiple Intelligences Assessment (complete and review)	Any Staff	
Video & Worksheet "10 Ways to Get Fired" (worksheet)	Delta	
Video & Worksheet "Dealing With Supervisors" (worksheet)	Delta	
Careers, Resume & Portfolio Management (watch 2 movies first)	Delta	
Video: "Criminals in Cyberspace" (watch only)	Any Staff	
Video & Worksheet "Caught in the Net" (worksheet in notebook)	Any Staff	
Computer Workcenter(s) Locations (have clock login info)	Chris	
Computer Access (Login, passwords & applications)	Mark	
Read School Website "www.careertech.us"	Any Staff	
Print / Read "Internet Safety Pledge" from school website	Mark	
Writing sample (hand in to English. teacher)	John	
Plato "Social Studies" self-enroll	Mary	
Explanation of the school grounds & class work ethics	Chris	