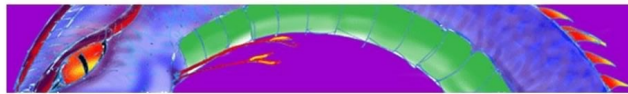
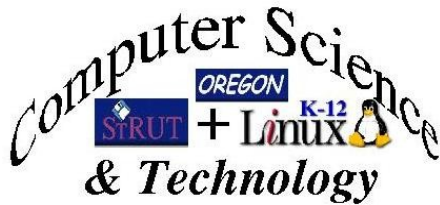


Career Tech



WWW.CAREERTECH.US

Date: __/__/__



Student: _____

Orientation

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