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Week 5 Virtual Instruction

We know the tracking component of virtual instruction is overwhelming and may sometimes be where most of the focus is directed. What time are the zoom meetings? What is the schedule today/this week? When do I need to be online? When are things due? I missed a zoom meeting, how do I make it up? Who sent that email? Did I miss that email? How do I access that? Etc...

As we move into week 5 of virtual instruction, we urge parents to take a moment to put some of the tracking on hold, breathe, and have genuine uninterrupted conversations with their kids about what they're learning. We know these conversations may be difficult as the programming at Herndon Career Center and Southland CAPS is much different than a traditional high school experience. As you review the topics and assignments for each week in the following section, you can use the terminology listed to begin these conversations. You can also look back at previous issues of The Update newsletter and following up with conversations about some of those assignments.

To assist in starting these conversations, the primary class topics have been professionalism, terminology, equipment/tool usage, protocols/procedures, and safety measures. Many programs have also had amazing guest speakers that have shared their career path and experiences, which has led to great conversations with students and increased engagement.

We know a virtual model is not the best way to gain hands-on experience, but our teaching staff has developed some very creative ways to have students practice and film themselves performing hands-on activities from home. If your student has been asked to film themselves practicing a skill, you could assist them with the production in terms of filming or being a participant. These experiences allow you to be part of your child's learning, model the importance of learning, and an opportunity to spend quality time.

Parent Teacher Conferences Reminder

As a reminder, Parent Teacher Conferences will occur via Zoom or phone on October 26th 2:30pm - 6:30pm and October 29th from 8:00am - 8:00pm. Program instructors will reach out to students and parents to schedule conferences. Participation is highly encouraged.



Herndon Career Center & Southland CAPS

Program Schedules

In the first week's edition of The Update, we provided information regarding the scheduled zoom session times for each program. We hope this provided some clarity and assistance in scheduling your day. Generally, the scheduled zoom times provided last week will stay consistent throughout virtual learning.

We know it's difficult to track all the virtual instruction information and updates you continuously receive. Moving forward, we will collect and provide information from teachers regarding topics, assignments, and projects for the upcoming week to assist you with tracking your child's virtual education at Herndon Career Center and Southland CAPS. The information for the Week of October 5 – October 9 is listed below.

Advertising & Graphic Design

Topics: Client Logo Work & Illustrator Development

Assignments: Cosmetology Logo development and presentation

Additional Info: Students will be working with the HCC Cosmetology students and developing logos and social media campaigns to present to the 'client' for approval.

Automotive Collision I

Topics: Equipment and Attachment Methods

Assignments: Complete ICAR modules: ICM00E & IVT01E & IVT02E

Additional Info: Continue to check class website for any updates or revisions.

Automotive Collision II

Topics: Refinishing Procedures

Assignments: Read chapter: Refinishing Procedures P830 (Auto body Repair Technology 4th Edition) Answer review questions at end of chapter. (Write question number and answer only)

Additional Info: You may substitute ICAR module or project based learning for this assignment. Continue to check class website for any updates or revisions.

Automotive Technology

Topics: Electronic service info (Auto Repair Basics)

Assignments: Chap. 7 in the workbook, Quiz chap 7. We will be doing a job sheet using the online service info from Alldata.

Additional Info: 2nd year student have a PM worksheet due at the end of the week. We will have a final test review on Thursday for the unit ' Auto Repair Basics'. Final is next week on Monday

Construction Technology

Topics: Choosing a Career

Assignments: Career Connections: 1st Years (Choosing a Career That is Right For You" and "Construction Trades PT1") Second Years ("Tripods" and Optical Leveling Instruments")

Additional Info: All work is due by Friday 3pm (NO LATE WORK EXCEPTED)

Cosmetology

Topics: Skin Care and Diseases, Nail Structure and Growth, Perms, and Flat Iron Practice

Assignments: Chapters 8&9 in MindTap, practicing perm wraps and flat irons, meeting with Ad Art on Friday

Additional Info: Please let me know if you need to make arrangements to pick up round two of belongings!

Culinary Arts

Topics: ServSafe and The Food Service Industry: Past to Present

Assignments: ServSafe Test Review Research Paper of Icons of the Hospitality Industry

Additional Info: Reminder you need to call the front desk to pay for uniforms. All late work will be scored accordingly per syllabus. You will need to make arrangements to pick up Professional Cooking Text book and return ServSafe Textbook at the end of the week.

Diesel Mechanics

Topics: Welding & Career Planning

Assignments: Career Planning Quiz

Additional Info: N/A

Emergency Medical Technician

Topics: Chapter 2 Workforce Safety and Wellness

Assignments: Chapter lecture, chapter assignment, weekly check-in

Additional Info: Starting weekly one-on-one student check in with Mr. Dooley

Foundations of Nursing

Topics: Personal Care: oral hygiene, hair care, nail care and dressing/undressing

Assignments: Lesson plan reviews. Videos on giving someone else oral hygiene, hair care and dressing/undressing

Additional Info: We are still collecting state paperwork

HVAC / Industrial Maintenance

Topics: Skills for the modern workplace

Assignments: 1. Soft Skills video with exit questions form 2. Career Connections Chapter 3 "The modern workplace" with review questions form.

Additional Info: N/A

Law Enforcement

Topics: Missouri State Highway Patrol/Introduction to Legal/Case Law

Assignments: Guest Speaker from MSHP and begin looking at Legal Cases that involve policing.

Additional Info: Guest Speaker via Zoom on Tuesday

Welding / Metal Fabrication I

Topics: Regulators and blueprint reading basics

Assignments: Gas cylinders and potentially blue print questions

Additional Info: N/A

Welding / Metal Fabrication II

Topics: Beginning Welding Blueprint reading

Assignments: Understanding industrial print reading.

Additional Info: This topic is exactly like learning a new language. Only welders and engineers read welding blue prints.

English IV

Topics: Communicating your values

Assignments: Principles Intro (Google Classroom); Principles Part 1 (Actively Learn)

Additional Info: This week is all about communicating values simply, clearly, and effectively.

CAPS Animal Health Sciences: 1st Year

Topics: Resumes, Genetics in Zoo, Vet Case Study

Assignments: Zoo Documentary, Resume, Case Study

Additional Info: The zoo documentary project is worth a lot of points! This is due Monday!

CAPS Animal Health Sciences: 2nd Year

Topics: Internships

Assignments: Internship Logs, Passion Project

Additional Info: N/A

CAPS Business Innovation and Creation

Topics: Wk # 5: MOTIVATION for Employees & Employers

Assignments: READINGS: Motivation & Performance in the Workplace CH # 9 (PDF's) ASSIGNMENTS: Motivation Case Study & Questions DISCUSSION QUESTION: How does "MOTIVATION" vary when you are an EMPLOYEE vs. a MANAGER?

Additional Info: Please keep up to date with Readings, Assignments and DQ's each week as we go.

CAPS Education Exploration: 1st Year

Topics: Passion Project Topics, Rules, Consequences and Rewards

Assignments: Developing my Class Rules, Consequences and Rewards

Additional Info: I will be asking students to sign up for a time slot for parent/teacher conferences this week.

CAPS Education Exploration: 2nd Year

Topics: Teaching Portfolios, Passion Project Brainstorm

Assignments: Philosophy of Teaching Revision, Passion Project Brainstorm

Additional Info: I will be asking students to sign up for a time slot for parent/teacher conferences this week.

CAPS Technology Solutions

Topics: Networking

Assignments: Week # 5: TOPIC: The PURPOSE of NETWORKING. DELIVERABLES: Please READ Chapter # 4 (The ART of NETWORKING) in your TEXTBOOK: "5 Steps to the PROFESSIONAL PRESENCE that PAY\$" (pgs. 53-63) Internship Log Assignment.

Additional Info: Continue to Log your Internship Duties each week.

CAPS Turf Management & Horticulture

Topics: Green House Management

Assignments: Passion Project, Native Plan Research

Additional Info: N/A



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Departmental Information

CAREER RESOURCE EDUCATOR

Lisa Templeton
IEP, 504, & ELD

Time is flying while it also seems to be standing still. If you have not set up your access to the Raytown SISK12 system to monitor your student's progress, now is a great time to get that done. If your student is struggling with the virtual learning, we need to guide them to their full potential. I have just completed a second grade check for the trister and have some concerns with missing assignments and missed zoom meetings. We don't want students to dig a hole that appears impossible to get out of before the end of semester. We end the trister on October 22nd and will be 1/3 of the way through this semester. It's hard to believe, but it's happening! Even more important than grades, are the skills missed in their CTE class needed to pass certification tests. We are all part of "Team Herndon" when it comes to your child's education/career, so your support is greatly appreciated.

I also want to say I am really enjoying the IEP meetings I have attended. It is a great opportunity for me to get that face-to-face with the student and parents. Keep them coming!

Lisa Templeton, CRE, 816-268-7150, lisa.templeton@raytownschools.org

REAL WORLD LEARNING COORDINATOR

Allecia Lowery

A resume is a great way to tell a story about yourself to potential employers; highlighting your skills, talents and qualifications. A resume helps you get your foot in the door for an interview. It is your first impression, before an employer makes the decision to meet you in person.

When thinking of how to best display your abilities as an ideal employee, consider including the following in your resume:

Academics - What school do you go to? What grade are you in? What is your GPA?

Informal work experience - Babysitting, helping reorganize your garage, shoveling snow/yard work

Volunteer experience - Helping pick up trash with your youth group, after school tutoring, organizing a donation drive

Extracurricular Activities - debate team, theater, student government

Athletic pursuits - Basketball, tennis, cross country

Achievements - Honor roll, perfect attendance, scholarship recipient

For more tips on how to structure your resume, follow this link- [click here](#)

For help with your resume, please follow this link to schedule a time with me <https://calendly.com/rwl-allecia-lowery>

Departmental Information

COUNSELING DEPARTMENT

Nate Zier

We've spent the last couple weeks talking about post-secondary options and planning for the college bound student. For many of our students, career planning is the next important step. A lot of students enrolled in Herndon Career Center and Southland CAPS programs find success through skilled apprenticeships and other "earn while you learn" models. If this sounds like your student, I'd encourage you to look at working towards developing a quality resume, working on interviewing skills, and making a short list of potential employers in the area. When leading resume workshops with students I find myself constantly having to teach students how to articulate their transferable skills. As students, many aren't aware of how their experience in fast food, to give a common example, is transferable to employment in any sector. This is particularly true when we look at cash handling, customer service, inventory, and other skills that transcend industry. If you're not sure what transferable skills are, this [website may help you understand](#). If you're looking to help your student better understand the function of a resume, then this workbook may be a valuable tool. I find myself referencing and revamping [this workbook](#) when conducting lessons around this subject with students. While the publication is a bit older, I find the activities still have value as it gets students contemplating and articulating how their skills fit within a desired entry level career.

Another topic I find myself repeating with students is to make sure they add both Herndon Career Center/Southland CAPS on their educational experiences as well as their comprehensive high school. Students completing one year of programming at HCC/CAPS typically come away with over four hundred hours of program specific training, meaning students completing two years have over eight hundred hours of training in their given career field. The value in this cannot be understated, particularly if your program of study aligns with your career aspirations. A resume is a tool used by students to sell themselves to potential employers, and finding that first job in a given career field to build that experience can be difficult. I am always available to help support students with resume building, interviewing skills, or other career preparation activities. Please email me at nate.zier@raytownschools.org if I can help support you and your student.

WAYS TO STAY CONNECTED

As we move throughout the year, we like to document and showcase the learning students are doing. We encourage you to follow our social media pages to see pictures, videos, or information as it is posted.

Herndon Career Center



[Herndon Career Center Website](#)



[Herndon Facebook Page](#)



[Herndon Twitter Page](#)
[@RQSHerndon](#)

Southland CAPS



[Southland CAPS Website](#)



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Herndon Career Center Programs & Teaching Staff

Advertising & Graphic Design

Brock Martin

Automotive Collision

Billy Byrd

Automotive Technology

Tim Chase

Construction Technology

Jim Oliver

Cosmetology

Stephanie Migletz

Culinary Arts

Chef Mike Chrostowski

Diesel Mechanics

Nathan Shipley

Emergency Medical Technician

Eric Dooley

Foundations of Nursing

Terry Plesser

Susan Pratt

HVAC/Industrial Maintenance

Tony Hudspeth

Law Enforcement/Police Science

Rodger Bowers

Angeleic Huth

Welding/Metal Fabrication

Brian Wise

Izak Bergschneider

English IV & Missouri Options

Jeff Dierking

Southland CAPS Programs & Teaching Staff

CAPS Animal Health Science I

Sara Sivils

CAPS Animal Health Science II

Ben Henke

CAPS Business Innovation & Creation

Corey Vaughn

CAPS Education Exploration

Kristin Drummond

CAPS Technology Solutions

Corey Vaughn

CAPS Turf Management & Horticulture

Ben Henke