

Teacher Communication Plan
Entrepreneurship 12
Tuesday, September 8, 2009
Rhyan Coleman

1. Course Description:

Entrepreneurship 12 is both a theory and hands-on course where the teacher takes on a facilitator role. The course is designed to provide students with learning experiences that will help them to develop the kind of interests, values, attitudes, skills, and characteristics that are essential to survive in an entrepreneurial culture. A student's full attendance is an essential component for success in Entrepreneurship 12. Also it is extremely important that students complete and pass in all required material on time, therefore **Due Dates** are an essential component for success in Entrepreneurship 12.

There are 3 components to the Entrepreneurship 12 Course, which a student must do successfully in order to complete the course. They are:

- 1) **Theory Component**: Students learn the specific knowledge and skills associated with being an Entrepreneur. This component consists of the following: Assignments, Tests and Comprehensive Test during the Mid-Term Assessment Period. **The Due Date as to when student(s) are to complete each part of the Theory Component must be followed.** Therefore it is extremely important that student(s) complete and pass in all required material on time.
This component is worth 40% of the Final Mark.

- 2) **Action Component**: This component is a hands-on part of the course. Students must decide on what **two** - one-month long Ventures - they will work on and how they will run each Venture. The student must actually operate each Venture for 1 month and must complete an End of Venture Report for each Venture that specifically outlines what they have accomplished and learned from each Venture. The students must also complete a Venture Booth Display for each Venture. Each student must follow the specific guidelines set by the teacher for the Action Component. **The Due Date as to when students are to complete each part of the Action Component must be followed.** Therefore it is extremely important that students complete and pass in all required material on time. The teacher must approve all Ventures before the student begins. **This component is worth 30% of the Final Mark.**

- 3) **Business Component:** Students are required to research and write their own Business Plan Report for a Summer Business. The teacher will guide students through the process. Each student must follow the specific guidelines set by the teacher for the Business Component. **The Due Date as to when students are to complete the Business Component must be followed.** Therefore it is extremely important that students complete and pass in the Business Plan Report on time. **The Business Component is worth 30% of the Final Mark. The Business Plan is the exam component of this course.**

2. Attendance:

Student's attendance is mandatory in this class;

- 1) After **3** absences, regardless excused or unexcused, there will be a call home.
- 2) After call home and absences continue, guidance will be informed
- 3) If students continue to have a frequent number of absences their attendance records will be reported to administration for future review

3. Student Assessment:

A. Course content, knowledge, and skills will be assessed on a daily basis throughout the semester by means of **semester marks** section values listed below. Students absent from class, for any reason, are still held responsible for work missed during that time. A student's independent study time outside the classroom instructional time is extremely important for this course. The course will also incorporate skills devoted to grammar and English communication (reading, writing, and oral expression skills), to enhance independent thinking and learning. Students have access to computers in classroom or computer labs for research at school and can obtain his/her own personal school login by getting an Internet Access Form signed by their Parent/Guardian and returned to the School Librarian. **This is highly recommended.**

B. Teachers are not required to do make-up tests or assignments for missed components of the assessment **due to an excused absence**. Instead the value of other assessment pieces may be **pro-rated** to determine the assessment mark. Students who miss assessment pieces due to an **unexcused absence** will be given a mark of **zero** (All excused absences must be reported with-in five days of the absence to be excused).

C. In the case of frequent absences by a student, the teacher may decide to do a **make-up test or assignment at their discretion**. Students who are required to **make-up any test or in-class project/assignment, must be prepared to write the test, project or assignment upon their return to school. The date of the writing of the test, project or assignment will be entirely at the teacher's discretion.**

D. The mid-term progress report to students represents a mark based 50% on the mid-term comprehensive assessment and 50% on the other assessment pieces completed at the time of the report. **The mid-term progress report mark does not represent a percentage of the final mark already complete.** This mark is merely an indication of how the student is performing at the time of the assessment. Final marks for tests, projects, assignments, labs, etc. are based on student performance in those categories over the entire course.

E. Students must make arrangements to have projects and or assignments turned in to the school on the due date assigned, if they are unable to attend on that day. Points will be deducted each day the project or assignment is late. In the case of prolonged illness, arrangement with regard to due dates must be made with the teacher in advance

G. Semester Marks: Assessment values as it relates to the different components that students will be assessed on:

Midterm Mark:

Assignments /Class Mark	15%
Tests	15%
Action Component Venture Projects	20%
*Comprehensive Test during the Mid-Term Assessment Period	50%

** Mid-term Test represents 15% of your final mark*

Final Mark:

Theory Component

Assignments /Class Mark:	15%
Tests:	10%
Midterm Test:	15%

Action Component

Two Business Ventures:	30%
-------------------------------	------------

Business Component

Business plan	30%
----------------------	------------

3. Communication Methods:

A. Communication with Parents/Guardians will be through the use of Formal Report Cards, Monthly Attendance, reports given to students each month, Homework page and scheduled Parent / Teacher meetings. If the need arises, further communications through telephone calls and personal meetings may be required.

B Parents/Guardians may initiate contact through Sydney Academy's main office by phone (562-5464), e-mail rhyan@staff.ednet.ns.ca and / or by arranging individual meetings to discuss their child's academic progress.

Sincerely,

Rhyan Coleman

Rhyan Coleman

Parent (s)/Guardian (s) Signature