Ms. Sierra Roberts

**Now you can upload your resume directly to** [**Monster**](http://www.monster.com/) **using Word 2007!**

1. [Install Monster’s Easy Submit](http://www.monster.com/MonsterResumeEasySubmit/Install/) add-in by clicking the “Install” icon on the menu ribbon.
2. Once installation is complete, **restart Word.**
3. Click on the “Upload” icon to upload your resume to Monster.

For any issues or questions, please visit the [Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).

**To close this reminder, click the border and then press DELETE.**

⚫ 536-0053 X5333 ⚫ Email address: sroberts@ejps.org

**Course Name**: Retailing

**Office Hours**: Monday-Thursday: 8:05-9:08

Course Description

Retail marketing is designed to prepare students for employment in the wholesale, retail, and service industries. Main areas of instruction include human resources, merchandising, promotion, business operations, and general retailing concepts. Class activities include designing store layouts, pricing and ordering store merchandise, creating displays, tracking inventory, scheduling, cashiering, producing financial reports, and other merchandising skills. These skills will be developed as students manage and operate the school store, The Devils Den, which is open to students and the public. Students will all have the opportunity to participate in BPA regional and state competitions. – **(Prerequisite: Marketing I)**

Course Content

**Daily Work**

Students will be responsible for completing bookwork as well as store functions. There will be a rotating schedule of store management positions and responsibilities. Students are expected to stay on task to complete tasks assigned to them. Students are also encouraged to take initiative to improve the school store.

**BPA**

Students are encouraged to develop leadership skills and civic consciousness through membership in Business Professionals of America, BPA.

**Attendance**

Attendance is important for this class as well as on the job. People rely on you and you need to be present to fulfill your obligations. Excessive absences will result in a lower grade.

**Tardies**

Being late for work (i.e., class) is frowned upon by employers. Tardies of more than four times in a marking period, will result in a lower grade. Every three tardies will result in a lunch detention.

**Course Outline**

1st Semester

* Functions of marketing
* Customer relations
* Entrepreneurship
* Marketing Info Management
* Financing

2nd Semester

* Career Development
* Management

Supplies Needed/Course Fees

* Folder or three-ring binder to keep returned work

Grading Procedures

**Assignments**

Assignments will include, but are not limited to:

* Employability Skills – Attendance is imperative in Retailing. If you are not here, you cannot do your job. The work ethic you create today will follow you into your job outside of school. Be productive by staying on task. Take initiative to complete more than what was asked of you. Have a positive attitude.
* Assignments – Homework and projects will be given. Students will rotate through managerial positions in the school store that will also include book work.
* School store – Students will demonstrate skills learned by carrying out specific store functions. Evaluations will be received for each managerial period. Students will work a minimum of one special event (equal to three hours) per marking period. Special events can include sporting events, parent-teacher conferences, musicals, before school or after school, etc.
* Quizzes/Tests/Portfolio – Quizzes and tests will be given throughout the year. Students may also develop semester portfolios throughout the course.

Late work is accepted up to three class periods late. 10% will be deducted from each assignment for each day late.

**Grading**

Employability Skills 10%

(attendance, productivity, initiative, attitude,

work ethic, not standing at door at end of class)

Assignments 30%

Projects 30%

School Store/Special Events 10%

Quizzes/Tests/Portfolios 20%

100%

**Grade Sheets**

Check your grades on Power School. Please make sure that your records match mine. This is important as you have only three class periods to make up assignments. It is your responsibility to get and make up assignments that you miss when you are absent.

Course Expectations

Students are expected to:

* Be on time for class.
* Participate in class discussions, groups work, and silent reading.
* Respect school and individual property.
* Take the initiative to work beyond what was asked.
* Only two store employees are to be in the store at one time. (Unless others assigned to store projects.)
* Students are NEVER to ring themselves up on the cash register.
* Never sit on the counters. It is unprofessional.
* No food may be eaten in the store.
* No use of cell phones or personal calls on the store phone while working.
* Clean up the store when finished.
* Greet all customers (yes, even your classmates).

**Parents’ Role**

Parents can play a crucial role in the academic success of their children. By setting high academic expectations, you send a clear message about the importance of academic achievement. East Jordan Public Schools utilize ***PowerSchool.*** PowerSchool is a data management system used for grading, attendance, and state reporting. Parents have access to PowerSchool which allows them to monitor student progress. Parents can sign in and check progress at any time or set the program to send email alerts at designated intervals. Log-in information will be supplied to parents in the second week of September. If you don’t have reliable internet access and would prefer to speak with a teacher, you can do so by calling them during their office hours. When teachers and parents work together, students get a clear message about expectations. We look forward to a successful partnership!

**Retailing**

**Assignment #1**

This is the first graded assignment, please have your parents read the entire syllabus, then sign and return this form.  The syllabus has already been presented in class by Ms. Roberts and it is the student’s responsibility to present it to their parent or guardian.  This is due no later than **Monday, September 9th** for credit.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Student Name (Please Print) |  | Date |
|  |  |  |
| Parent Signature |  | Date |
|  |  |  |
| Parent Signature |  | Date |

**By signing this form, you have read and understand the class syllabus and the classroom procedures.**