



Career Development: Life / Work Planning 20S

McCreary School

Credit Value: 1.0 credit

Course Code: 0098

Grade 10

Semester 1

Teacher: Mr. Nadeau

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(204) 835-2083

Day 1 – 1:00-2:12

Days 2, 3, 5, & 6 - 8:52am-9:28pm

Day 5 - 1:00-3:30pm

Room: Business Education Rm

Prerequisites – There are no prerequisites for this course, but Life / Works Exploration 10S or 15S is recommended.

Purpose

With career information and experience, students will acquire enhanced self-confidence, motivation, and self-knowledge, and a greater sense of direction and responsibility. They will take a closer look at what they see themselves doing when they leave school and begin taking steps towards that planning. Students will explore different careers and explore pathways to attaining their goals with experience and by building a plan.

Course Description

The curricula places a high emphasis on student outcomes related to communication skills, work information, work trends, self-assessment, matching personal skills to occupations, stereotyping and discrimination in the workplace, and work-search tools.

Objectives

Students will:

- Learn about themselves and understand possible career options for which they are best suited
- Develop short-term and long-term career goals
- Develop an advanced education plan and career portfolio
- Gain information and understanding about work information, trends, and skills

Resources

- Manitoba Curricular Framework and Foundation for Implementation
- Online sources may include: My Blueprint, Career Cruising, Real Game

Required Materials

- 500 sheets of Lined paper
- Binder for notes and work
- Pencils
- Pens (red & blue)
- Flash drive (USB memory stick)
- School Laptop

Classroom Rules and Expectations

All members of the classroom will:

- Commit to making the classroom a safe space, including respecting the opinions, ideas, and culture of all others.
- Respect the right of all others to learn in an environment that is free of distractions.
- Use only technology that is allowed in the class (no personal electronic devices permitted in class), and in a relevant and respectful manner.
- Attend class regularly, on time, and prepared for all classes.

Units / Topics

Approximate Time Allotments / Schedule

General Learning Outcomes

Personal Management

19 Hours

GLO A: Build and maintain a positive self-image.

September 7 to 30

GLO B: Interact positively and effectively with others.

20% of Course Grade

GLO C: Change and grow throughout one's life.

Possible Assignments:

- Career Portfolio 25%
- Annual Education Plan 25%
- Video Assignment (Jigsaw) 5%
- Reflective Essay 10%
- Group Problem Solving 5%
- Monthly Budget 10%
- Reflective Journal Entries 20%

Career Exploration

19 Hours

GLO D: Locate and effectively use life / work information.

October 1 to Oct 31

GLO E: Understand the relationship between work and society / economy.

20% of Course Grade

GLO F: Maintain balanced life and work roles.

GLO G: Understand the changing nature of life / work roles.

Possible Assignments:

- Working Conditions 10%
- Comparing Occupations 10%
- Business Plan 25%
- Balancing Roles 10%
- Research Essay 25%
- Reflective Journal Entries 20%

Learning and Planning

22 Hours

GLO H: Participate in life-long learning supportive of life/work goals.

November 1 to 30

20% of Course Grade

GLO I: Make life/work enhancing decisions.

GLO J: Understand, engage in, and manage own life/work building process.

Possible Assignments:

- Learning Style Surveys 10%
- Graduation Planner 10%
- High Five 10%
- Future Life Comic 10%
- Post-Secondary Comparison 15%
- Goal Setting 20%
- Reflective Journal Entries 25%

Job Seeking and Job Maintenance

20 Hours

GLO K: Secure/create and maintain work.

December 1 to 22

20% of Course Grade

Possible Assignments:

- Labour Laws Poster 10%
- Application Forms 15%
- Advertised Employment 10%
- Cover Letter 10%
- Resume 20%
- Interview 10%
- Job Application 25%

Career and Community Experiences

20 Hours

GLO D: Locate and effectively use life / work information.

January 9 to February 3

20% of Course Grade

GLO J: Understand, engage in, and manage own life/work building process.

Possible Assignments:

- Expectations / Responsibilities Chart 10%
- Career Experience Log and Report 70%
- Final Reflection 20%

Academic Assessment

Students will be assessed through both formative and summative assessment. Ongoing feedback will be provided throughout the course. Evaluation will be based on daily activities, assignments, and reflections, as well as summative unit projects. Projects will include the annual education plan, career portfolio, career research project, career lap book, and the non-traditional career. The annual education plan and career portfolio will be a comprehensive collection of various assignments and projects completed throughout the course. Tools used for assessment will be based on rubrics outlining specific criteria for each assignment. More detailed information for the weighting / mark breakdown is available in the chart above. Students will be marked on a percentage basis. There will not be a final exam for this course. In the case of a failing mark, it will be at the teacher's discretion to allow the student the option to re-do the assignment.

Academic Integrity and Honesty

Students guilty of cheating (copying, plagiarizing, etc.) will receive a mark of **zero** and their parents will be notified.

Incomplete Work / Late Assignments / Homework Policy

Incomplete work and late assignments may be deducted in marks, as per McCreary School's late policy, developed in accordance with the Provincial Assessment Policy.

The guidelines for late assignments are as follows:

- 1. Teachers will set and communicate reasonable timelines for assignments*
- 2. Teachers will share timelines and reminders with students through various formats (ex. course outline, email, post in classroom, etc.)*
- 3. Teachers will assist students to meet timelines – monitor progress, check-ins*
- 4. Students who struggle will require additional support from the teacher*
- 5. Extensions will be granted at the teacher's discretion, for valid and legitimate reasons only (ex. Illness)*
- 6. Teachers will communicate with parents or set up parent/teacher/student conferences to discuss late / incomplete assignments*
- 7. Teachers will make an arrangement with student to complete the work*
- 8. Teachers will create alternative assignments for diverse learning needs*

Where the above guidelines have been followed and assignments are not fully completed or handed in by the given due date, a deduction in marks will apply. Upon teacher discretion a maximum of 5% may be deducted for every day the assignment is not turned in. If the assignment is not turned in after two weeks or at the start of a new unit, the assignment will receive a mark of **zero**.

Student Support and Attendance Policy

The teacher will be available for additional student support outside of the classroom hours and it is the responsibility of the student to arrange a time with the teacher. Students will be responsible to catch up on work they miss in the case of their absence (of which the teacher must be informed in advance, where possible). Students who do not attend class regularly will be referred to the Learning to 18 Coordinator.

Behavioural Assessment

Students will be assessed as per the guidelines from the Manitoba provincial report card, in the areas as follows:

Personal Management Skills

- Organizes material, uses class time productively, works independently, completes all work on time, persists when faced with challenges, seeks help when needed, demonstrates a strong work ethic, shows patience, demonstrates on-task behaviour, sets personal management goals

Active Participation in Learning

- Shows interest, asks questions, takes initiative, self-assesses work quality based on criteria, uses feedback to improve learning, uses criteria to provide feedback, uses a variety of media for communication, investigates questions, hypothesizes, analyzes

Social Responsibility

- Works and interacts well with others, is welcoming and positive, shares resources and equipment with others, respects school values, respects and follows classroom routines, takes an equitable share in group work, is courteous, respects the need for safety, sets personal management goals

Please sign and return the following form, indicating that you have read and understand the course and classroom expectations.

Student's Name: _____

Student's Signature: _____ Date: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

