

SIR WILFRID LAURIER SECONDARY SCHOOL
GLC2O: CAREER STUDIES

COURSE DESCRIPTION:

This course teaches students how to develop and achieve personal goals for future learning, work and community involvement. Students will assess their interests, skills and characteristics; they will also investigate current economic and workplace trends, work opportunities, and ways to search for work. The course explores post-secondary learning and career options, prepares students for managing work and life-transitions and helps students focus on their goals through the development of a career plan.

COURSE CONTENT:

Unit #1: PERSONAL MANAGEMENT

By the end of this course, students will:

- use a self-assessment process to develop a personal profile for use in career development planning;
- evaluate and apply the personal-management skills and characteristics needed for school
- success, document them in their portfolio, and demonstrate their use in a variety of settings;
- demonstrate effective use of interpersonal skills within a variety of settings.

Unit #2: EXPLORATION OF OPPORTUNITIES

By the end of this course, students will:

- use a research process to locate and select relevant career information from a variety of sources for inclusion in a portfolio;
- identify current trends in society and the economy and describe their effect on work opportunities and work environments;
- identify a broad range of options for present and future learning, work, and community involvement.

Unit #3: PREPARATION FOR TRANSITIONS AND CHANGE

By the end of this course, students will:

- use appropriate decision-making and planning processes to set goals and develop a career plan;
- analyse changes taking place in their personal lives, their community, and the economy, and identify strategies to facilitate smooth transitions during change;
- demonstrate an understanding of, and the ability to prepare for, the job-search process.

EVALUATION:

Term Evaluation:

Personal Management	25%
Exploring Opportunities	25%
Preparation for Transitions and Change	20%
TOTAL	70%

Summative Evaluation:

Summative Tasks:	30%
TOTAL	30%

Guidelines for Missed Evaluations and Academic Fraud:

1. Upon missing a test or presentation, students will be required at the teacher's discretion, either to;
 - a) Complete the test or presentation immediately upon return to school; or
 - b) Make arrangements with the teacher for a make-up; or
 - c) Write the missed test Friday morning at 7:15 a.m. of that week.

Failure to complete it according to the negotiated schedule will result in a mark of zero.

Note: Certain forms of formal summative evaluations (exams, summative project presentations, etc.) are time sensitive. This means they must be completed at, and within a specific time. Students must be present for these summative evaluations.

2. If an assignment is late or incomplete, a student will be provided with a second opportunity. Students who are provided with a second opportunity, **shall do so within five school days**. If no evidence is forthcoming after five days, a mark of zero will be assigned.
3. Copied, borrowed or stolen work provides no evidence of learning. Teacher will document and archive the work in question. If the student plagiarizes, they will complete a boot camp overseen by the teacher-librarian / Academic Integrity Committee. A package is given and reviewed with student, or the assignment in question is redone. Timeline for boot camp completion would be 6-7 days, whatever is reasonable

****A second opportunity is provided to help students deal with exceptional circumstances such as illness or emergencies. If a student frequently misses deadlines, the second submission opportunity may be revoked and an academic improvement plan implemented.**

Attendance Policy:

- You are responsible for catching up on class notes and completing any assignments for which you were absent
- Your parents are required to notify the office when you are absent
- End-of-course evaluations, (e.g. summative activity or final examination) are time-sensitive. Attendance is mandatory for these evaluations. **All missed course exams and summatives must be excused with a doctor's certificate**