

CAREER-LIFE EDUCATION 10 – COURSE OUTLINE

Ms. A. Smith: smith_andrea@surreyschools.ca

Career Life Education 10 is a required course for students in BC and is mandatory for high school graduation. The aim of Career Life Education 10 is to enable students to develop the skills they need to become self-directed individuals who set goals, make thoughtful decisions, and take responsibility for pursuing their goals after high school and throughout their lives.

BIG IDEAS – Students should UNDERSTAND

Lifelong learning fosters career-life opportunities.	Career-life decisions are influenced by internal and external factors, including local and global trends.	Finding balance between personal and work life	Cultivating networks and reciprocal relationships can support and broaden career-life awareness and options.	Career-life choices are made in a recurring cycle of planning, reflecting, adapting, and deciding.
--	---	--	--	--

CONTENT/CURRICULAR COMPETENCIES – Students should KNOW and DO

Personal Development

- Apply a mentor’s guidance in career-life exploration
- Practice effective strategies for healthy school/work/life balance
- Develop self-awareness, self-assessment and reflection strategies
- Develop core competencies, employability skills and essential skills
- Communicate with the intent to highlight personal strengths, talents, accomplishments, and abilities (interviewing skills)
- Understand and apply workplace etiquette, ethics and safety
- Examine the influence, identify risks and appreciate benefits associated with personal and public digital footprints on career-life opportunities

Connections with Community

- Demonstrate inclusive practices, including taking different worldviews and diverse perspectives into consideration
- Consider the role of networking and develop employment marketing strategies
- Collaborate with supportive community members and explore career-life choices
- Understand the value of volunteerism for self and community
- Explore and connect experiential learning both inside and outside of school with possible and preferred career-life pathways

Career-life Planning

- Explore and reflect on career-life roles, personal growth, and initial planning for career-life pathways
- Understand factors that inform, influence and challenge career-life choices
- Organize and maintain authentic career-life evidence (resume)
- Develop preliminary profiles and flexible plans for career-life learning journeys
- Understand models of decision making and innovative thinking for flexible planning and goal setting
- Understand financial planning tools, pre- and post-graduation opportunities, and local and global labour and market trends

ASSESSMENT

Career Life Education 10 is a course that students can do exceedingly well in. This course is all about YOU and nobody knows YOU better than YOU. This course is really what you make of it. It can help you learn more about yourself, create goals and develop a concrete plan to achieve them.

Major Projects – 60%

Career Life Education 10 is **primarily project-based**. You will be required to complete several major projects during the semester.

1. Who Am I Poster & Reflection
2. Focus Area Project
3. Post-Secondary
4. Career Project
5. Resume/Cover Letter/ Mock Interview
6. Finance Project

Assignments – 25%

In addition to the major projects, there will be minor assignments, daily classwork and occasional homework.

Employability Skills – 15%

This program is intended to prepare students for the “real world” and your effectiveness in the classroom will be evaluated using the same criteria: **quality of work, communication skills, ability to meet deadlines, effectiveness as a team member, classroom behaviour and participation, and general reliability.**

Percentages and Letter Grades: Below is a breakdown of the grading scheme.

Letter Grade	Descriptor		Percent
A	Extending (Ext)	Outstanding quality	86-100%
B	Proficient (Pro)	Very good quality	73-85%
C+	Developing (Dev)	Good quality	67-72%
C	Emerging (Em)	Satisfactory quality	60-66%
C-	Emerging (Em)	Minimal quality	50-59%
I/F	Incomplete/Failed	Failure	0-49%

Supplies:

- Career Life Education Binder
- Dividers:
 - Who Am I
 - Focus Areas
 - Post-Secondary
 - Job Search
 - Career
 - Finances
- Pens/Pencils/Whiteout/Eraser

- Lined paper
- Pencil crayons and/or markers on occasion

CLASSROOM RULES AND PROCEDURES

Cheating/Plagiarism:

- Zero tolerance policy. Anyone who plagiarizes will be immediately referred to admin.

Attendance, Lates, Absences:

- Attendance is key to being successful in this course.
- You are expected to be seated and ready to work at the bell. Students will be expected to make up missed class time at lunch or after school.
- If an absence is unavoidable, please have a parent/guardian contact the main school office
- **If you are absent, it is YOUR responsibility to catch up on all missed work and complete all assignments.**

Computer Use:

This class is taking place with the use of computers and we will be doing a large portion of the work on computers. As such, there is a huge potential for off-task behaviour when students spend their time on websites such as Youtube or playing online games during the work period. **Students found using any websites deemed off-task will lose computer privileges** for a length of time at the discretion of the teacher. If losing computer privileges prevents you from completing your work, you must make arrangements to complete the assignment on your own time. If the problem persists, a phone call will be made home to discuss this with parents, and the student will be referred to the administration.

Cell Phone Use:

The use of cell phones is not permitted in class. Keep phones turned off and in your bag.

Food/Drink:

Because we will be working with computers regularly, food and drink (except for water) are not permitted in class.

Washroom Breaks:

Students may only leave the classroom with the teachers' permission. Only one student is permitted to leave class at a time. If a student abuses their washroom privileges (wanders hallways, exceeds more than 5 min, goes to cafeteria to get food) then washroom privileges will be taken away for a period of time at the discretion of the teacher.