

GRAND RIVER COLLEGIATE INSTITUTE



COURSE OUTLINE *For students and their families.*

Course Name : CAREER STUDIES

Course Code : GLC 20B

Prerequisite

Curriculum Document <http://www.edu.gov.on.ca/eng/curriculum/secondary/>

NONE



COURSE DESCRIPTION

Welcome to career studies at GRCI! This course will teach you how to make your own goals for your future learning, work, and community involvement. All of these goals are practical and reflective, and they all have one thing in common...YOU!

Approach your goals, the course topics, and the assignments with an open mind.

That way you will learn so much about your interests, skills, and personal characteristics. Using this information we will learn about opportunities in the workplace and how you can develop a plan for your future.

Essential Tasks/Skills

To be successful in this course you **must** be able to demonstrate **all** of the essential tasks/skills as outlined below. These will be clearly communicated to you throughout the course.

- Set goals to develop a career plan
- Understand how to search for a job
- Discover your interests, skills and personal characteristics
- Understand opportunities in the workplace
- Be able to write a resume, cover letter and fill out a job application
- Create a portfolio to take to a job interview
- Prepare for and go through a mock job interview with the teacher
- Understand the basics of "Service Excellence" and obtain a certificate of completion
- Research a job and create a future job plan

EVALUATION

Overview of Summative Evaluation:

Assignments/Service Excellence	45%
Tests and Quizzes	15%
Portfolio Conference	10%
Final Summative Evaluation	30%

The final mark is based on your consistent performance (demonstration of skill and knowledge) by the end of the course. Learning skills (responsibility, organization, independent work, collaboration, initiative, self-regulation) are evaluated in a separate section of the report card.

Refer to the GRCI Web Site www.grc.wrdsb.ca for Assessment, Evaluation and Reporting Policies as well as Academic Honesty and Late Policies.

UNITS/STRANDS

Unit 1: ALL ABOUT ME

Unit 2: RESUMES, COVER LETTERS, REFERENCES

Unit 3: PORTFOLIO AND MOCK INTERVIEW

Unit 4: SERVICE EXCELLENCE

FINAL JOB SEARCH SUMMATIVE

Procedures

Late and Missing Assignments: It is important for students to develop good personal management skills (such as time management and planning). These skills will be reflected in the **learning skills** area of the report card. It is expected that students will complete and submit all essential tasks as they are the opportunity for you to demonstrate your learning to your teacher.

Attendance: Attendance in classes is an important part of learning, and absences should be avoided. When a student is absent, a parent/guardian must call the school's attendance line on the date of absence, or provide a note explaining the absence for the student to submit the following day. Students are responsible for what they missed during their absence.

Cheating and Plagiarism: It is important for students to do their own best work. Most assignments for this class are done within the classroom, observed by the teacher, and this helps to minimize the chances of cheating and plagiarism. In the event that cheating or plagiarism occurs, the following consequences may be implemented, in consultation with administration, depending on the situation:

1. The student may be required to redo all or part of the assignment or assessment.
2. The student may be required to complete an alternate assignment or assessment.
3. The student's work may be treated as a missed assignment.

There may also be other consequences that are determined to be appropriate (e.g. detention, suspension, etc.) as per the school's progressive discipline process. Parents/guardians will be informed about the infraction and the consequences.

Please refer to the school website: <http://grc.wrdsb.ca/about/policies> for more details on these policies and other academic procedures.

Signatures

Please sign below indicating you have read and understand the requirements for successful completion of this course.

Student Signature

Parent/Guardian Signature

Parent/Guardian Name (Please Print)

Parent/Guardian Daytime Phone Number