



# Grand River Collegiate Institute COURSE OUTLINE

*For students and their families.*

**Course Name :** Designing Your Future

**Course Code :** GWL3OB

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

**Prerequisite**

None

**Resources:** Various classroom use supplies – books, booklets, industry publications, etc. Student work will be provided and kept in the classroom. Since there is also an online component to this course, students should have a **USB key** to store computer data. As well, students will also be given **50 print credits** throughout the semester for school use. Use them wisely.

## COURSE DESCRIPTION

This course prepares students to make successful transitions to postsecondary destinations as they investigate specific postsecondary options based on their skills, interests, and personal characteristics. Students will explore the realities and opportunities of the workplace and examine factors that affect success, while refining their job-search and employability skills. Students will develop their portfolios with a focus on their targeted destination and develop an action plan for future success.

### Essential Learnings/Expectations/Skills:

To be successful in this course you **must** be able to demonstrate **all** of the essential expectations as communicated by your teacher. These will be clearly communicated to you throughout the course.

***Successful completion of all essential elements is required to earn the course credit.***

## EVALUATION

1. Ongoing Assessment & Evaluation (70%): Tests, quizzes, assignments, projects, daily work
2. Summative Evaluation (30%): Summative Assignment

**Refer to the GRCI Web Site [www.grc.wrdsb.ca](http://www.grc.wrdsb.ca) for Assessment, Evaluation and Reporting Policies as well as Academic Honesty and Late Policies.**

## UNITS/STRANDS – overall expectations

1. Personal Knowledge and Management
  - analyse their personal characteristics, strengths, interests, skills, and competencies to determine career-related goals
  - maintain a portfolio for use in career planning that provides up-to-date evidence of knowledge, skills, interests, and experience
  - demonstrate an understanding of the personal-management skills, habits, and characteristics that could contribute to success in their selected postsecondary destinations and independent adult life
2. Interpersonal Knowledge and Skills
  - demonstrate interpersonal and teamwork skills required for success in their school, work, and community activities
  - demonstrate an understanding of the elements of group dynamics in a variety of settings
  - explain ways in which they can make a contribution to their communities and ways in which the community can assist them with career planning
3. Exploration of Opportunities
  - use research skills and strategies to gather and interpret relevant information about work and learning opportunities

- analyse emerging social and economic trends and their impact on individuals, workplaces, and career opportunities
  - describe, on the basis of research, opportunities in various occupational sectors and explain the requirements and challenges of selected occupations
  - demonstrate an understanding of types of workplaces, their related workplace issues, and legislation governing the workplace
4. Preparation for Transition and Change
- demonstrate an understanding of the transition process and the strategies used to facilitate change
  - demonstrate effective use of a variety of strategies and resources for finding work and creating work
  - apply goal-setting and action-planning processes to prepare for the transition from secondary school to their first postsecondary destination and for future transitions in their career

**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.

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Student

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Parent/Guardian