

# GRAND RIVER COLLEGIATE INSTITUTE



## COURSE OUTLINE *For students and their families.*

**Course Name : CAREER STUDIES**      **Course Code : GLC 20H**      **Prerequisite**  
*Curriculum Document <http://www.edu.gov.on.ca/eng/curriculum/secondary/>*      **NONE**

**Textbook**    **NONE**

### 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 and investigate current economic and workplace trends, work opportunities, and ways to search for work. The course explores postsecondary 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.

### 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.

- 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.
- 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.
- 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.

### EVALUATION

<b>Overview of Summative Evaluation:</b>	Assignments/Tests/Culminating Activities	60%
	Portfolio Conference	10%
	Final Summative Evaluation	30%

The final mark is based on the student's 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](http://www.grc.wrdsb.ca) for Assessment, Evaluation and Reporting Policies as well as Academic Honesty and Late Policies.**

## UNITS/STRANDS

Unit 1: INTRODUCTION

Unit 2: SELF AWARENESS / PERSONAL MANAGEMENT

Unit 3: JOB SEARCH / PREPARATION FOR TRANSITIONS AND CHANGE

Unit 4: CAREER PLANNING / EXPLORATION OF OPPORTUNITIES

FINAL SUMMATIVE

PORTFOLIO CONFERENCE

## 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

\_\_\_\_\_  
Parent/Guardian