



GEORGE S. HENRY ACADEMY COURSE OUTLINE



Career Studies

COURSE CODE	GLC20	GRADE	10
TEACHER(S)	Ms. Mah	CREDIT VALUE	0.5
DEPARTMENT	Guidance	PREREQUISITE	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.

Additional information can be found at: <http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html>

COMMUNICATION

Please direct all questions or concerns regarding student progress or program of study to the course teacher. Please call the main office to leave a message at 416-395-3240.

CONCRETE LEARNING RESOURCES

DIGITAL LEARNING RESOURCES

Work Smart: Strategies for Career Success (\$80.00)	My School Day App - An app that allows you to stay up-to-date with in-class tasks and receive reminders about upcoming evaluations.
Educational Guest Speakers	My Blueprint - IPP
Toronto Star: Your Money Matters (Classroom Connection resource)	

COURSE WORK POLICY

For each evaluation, the teacher will inform students of the **due date** and the **ultimate deadline**. The ultimate deadline is the last opportunity for students to submit and assignment for evaluation. Teachers may also use a variety of other methods for dealing with late and missed assignments at their discretion.

Strategies to assist students in meeting deadlines include:

- Peer tutoring
- Using the school app
- Using a personal agenda
- Seeking extra help from teachers
- Requesting for assistance with time management and organizational skills
- Getting help from parents/guardians
- Getting help from a caring adult in the school

ASSESSMENT AND EVALUATION OF STUDENT ACHIEVEMENT

Each course follows an achievement chart which enables teachers to make judgements about student work that are based on clear performance standards and on a body of evidence collected over time. Additional information can be found on the Ministry of Education website noted within the course description.

ACHIEVEMENT CHART CATEGORIES

Knowledge and Understanding (K & U): Subject-specific content acquired in each course (knowledge), and the comprehension of its meaning and significance (understanding)

Thinking (T): The use of critical and creative thinking skills and/or processes

Communication (C): The conveying of meaning through various forms

Application (A): The use of knowledge and skills to make connections within and between various contexts

COURSE WORK (70% of your overall grade)

Categories	%	Possible Assessments of Learning
K & U	17.5%	Knowledge of content (e.g. terminology, vocabulary, information) Understanding of content (e.g. theories, concepts, skills)
T	17.5%	Use of planning skills – (focusing research, identifying a problem, locating and gathering information, organizing an inquiry) Use of processing skills – (e.g. analysing, reflecting, integrating, synthesizing, evaluating, forming conclusions) Use of critical/creative thinking processes (e.g. reading process, inquiry, decision making, research problem solving)
C	17.5%	Expression and organization of ideas and information (e.g., clarity of expression, logical organization), in oral, visual, and written forms (e.g. interviews, presentations, portfolios, graphic organizers, posters, letters, resumes, personal profiles, charts, reports, summaries) Communication for different audiences and purposes (e.g. peers, employers, adults) and purposes (e.g. to inform, to persuade) in oral, visual, and written forms Use of conventions (e.g. appropriate style and format for cover letters, applications, resumes, e-mails, journals, telephone calls) and of appropriate vocabulary and terminology in oral visual, and written forms.
A	17.5%	Application of knowledge and skills (e.g. in the areas of personal management, interpersonal relations, learning, technology, goal setting, planning) in familiar contexts Transfer of knowledge and skills (e.g. in the areas of personal management, interpersonal relations, learning, technology, goal setting, planning) to new contexts Making connections within and between various contexts (e.g. within and between disciplines; between learning in school and learning in the workplace; between different jobs within the workplace)

FINAL EVALUATION (30% of your overall grade)

Type	Description	%
Culminating Task(s)	My Educational and Career Path Research	30%

UNITS OF STUDY/COURSE ROAD MAP (subject to change)

Unit 1: Who Am I?

- Decision-Making and Problem Solving
- Stress Management
- Stress Quick Fixes
- Learning Styles, Personality Profiles
- Concentration and Study Skills

Unit 2: Where Am I Going?

- Self-Esteem and Confidence, Coat of Arms
- Goal Setting, Personal Mission Statement
- Exploring pathways: Workplace, University, College, Apprenticeship etc.
- Career Research, Career Wheel
- The Job Market
- Individual Pathway Plan (IPP)

Unit 3: How Will I Get There?

- Trends and Change
- Career Portfolio – Resume, Cover Letter, Interview Skills
- Essential Skills for the World of Work
- Financial Literacy – Budgeting, Loans etc.
- Financial Assistance options – Scholarships, bursaries, grants etc.

LATE & MISSED EVALUATION POLICY

It is the responsibility of the student to make arrangements with their teacher for any missed course material and/or assignments. Extenuating circumstances will be considered on a case-by-case basis.

ACADEMIC DISHONESTY POLICY

Cheating and plagiarism will not be condoned. For more information, refer to the Academic Honesty Policy found in the Student Handbook. The Student Handbook can be found in the George S. Henry Academy app.

SPECIALIST HIGH SKILLS MAJOR (SHSM) REQUIREMENTS

GRADE 11 AND 12 CREDITS	ENVIRONMENT	HEALTH & WELLNESS	HOSPITALITY & TOURISM
Major Credits	4	4	4
English (<i>including a CLA*</i>)	2	1	1
Mathematics (<i>including a CLA</i>)	1	1	1
Science or Social Sciences and Humanities (<i>including a CLA</i>) (<i>May be substituted with 1 coop credit</i>)	-	1	-
Business Studies or Science (<i>including a CLA</i>) (<i>May be substituted with 1 coop credit</i>)			1
Cooperative Education	2	2	2
TOTAL	9	9	9

*Contextualized Learning Activity