

2021 Course Outline

Course Code: GLC201 - Career Studies (0.5 credits)

Teacher: Ms. Stephanie Cox (she/her)

Contact Information

Teacher Email: Stephanie.cox@tdsb.on.ca

Office: Business/Tech Office (next to room 102)

Course Description

This course gives students the opportunity to develop the skills, knowledge, and habits that will support them in their education and career/life planning. Students will learn about global work trends, and seek opportunities within the school and community to expand and strengthen their transferable skills and their ability to adapt to the changing world of work. On the basis of exploration, reflective practice, and decision-making processes, students will make connections between their skills, interests, and values and their postsecondary options, whether in apprenticeship training, college, community living, university, or the workplace. They will set goals and create a plan for their first postsecondary year. As part of their preparation for the future, they will learn about personal financial management – including the variety of saving and borrowing tools available to them and how to use them to their advantage – and develop a budget for their first year after secondary school.

Academic Honesty

Students are expected to be academically honest and submit their own work, so that the mark received reflects their own academic achievement.

<http://www.tdsb.on.ca/portals/ward11/docs/ga%20for%20parents%20academic%20honesty.pdf>

Evaluating Missed and Late Assignments Policy

Students are expected to submit assignments by the posted due date.

<https://drive.google.com/file/d/1-u-8oxM1hHvbqG0xd90nOb4fxCZR0R5k/view?usp=sharing>

Online Code of Conduct

Students are expected to comply with TDSB's Online Code of Conduct:

<http://www.tdsb.on.ca/aboutus/policies,proceduresforms/onlinecodeofconduct.aspx>

Expectations

Students are expected to:

- Come to class with the required materials, to use their class time effectively, and to focus on the task at hand.
- Take responsibility for their own learning, to attend all classes, and to complete homework on a daily basis.
- Treat teachers and classmates with respect at all times (i.e. not talking when the teacher is talking, etc.)
- When absent, obtaining and completing missed class work.

Students' responsibilities with respect to evidence for evaluation

Students are responsible for providing evidence of their learning within established timelines. There are consequences for not completing work, and submitting work late. A number of strategies may be used to help prevent and/or address late and missed assignments including involving parents/guardians. Ultimately, marks may be deducted for late/missed assignments, up to and including the full value of the assignment.

Accommodations

Students with IEPs or students who are or have been in an ESL program are allowed accommodations (such as extra time for example) on quizzes, projects as per Ministry Policy. Students are asked to remind the teacher in-advance of evaluations so accommodations can be programmed.

Assessment and Evaluation

To promote student success, ongoing formative assessment and feedback will be given to students.

As required by the Ministry of Education, students will be assessed in the four areas of the achievement chart. The chart below provides percentages for each category.

| Assessment Category | Percentage |
|-----------------------------|------------|
| Knowledge and Understanding | 25% |
| Thinking | 25% |

| | |
|---------------|-----|
| Communication | 25% |
| Application | 25% |

Learning Skills Assessment

| | |
|---|---|
| Skills: Responsibility Organization Independent Work Collaboration Initiative Self-regulation | Rating Scale: E – Excellent G – Good S – Satisfactory N – Needs Improvement |
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|--|-----|
| Term Work •Based on evaluations from throughout the course. This will account for 80% of the final mark. | 80% |
| Summative Evaluation •Culminating Activity. This will account for 20% of the final mark. | 20% |

Unit Breakdown

Unit 1: Developing the Skills, Strategies, and Habits Needed to Succeed

1. Skills, Strategies, and Habits That Contribute to Success
2. Decision-Making Strategies and Goal Setting

Unit 2: Exploring and Preparing for the World of Work

1. Exploring Work Trends and the Importance of Transferable Skills
2. Preparing for Future Opportunities
3. Identifying Possible Destinations and Pathways

Unit 3: Planning and Financial Management to Help Meet Postsecondary Goals

1. Creating a Postsecondary Plan
2. Budgeting and Financial Management