



Westside Secondary School

300 Alder Street Orangeville, Ontario
L9W 5A2 (519) 938-9355
www.ugdsb.on.ca/westside



Course Outline

Course: GLC20	Teacher: Ms. Jackie Griffith	Program Leader: Mrs. Christine Kirkland
Careers Education	Voice Mail: 539	Email: jgriffith@ugcloud.ca

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 post-secondary 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.

Big Ideas (overall learning outcomes for the course):

- Knowing more about myself will assist me in making effective choices for my future.
- Exploring post-secondary pathways will assist me in making good course selections for grades 11 and 12.
- Becoming familiar with workplace and economic trends will enable me to make effective choices for my future.

Overall Curriculum Expectations: (by the end of this course, students will):

Personal Management

- 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. demonstrate effective use of interpersonal skills within a variety of settings.

Exploration of Opportunities

- 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.

Preparation for Transitions and Change

- 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.



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Assessment and Evaluation:

Formative assessments are used to improve student learning by providing varied opportunities to demonstrate an understanding of course expectations in preparation for summative evaluations. Summative evaluations test groups of key expectations. Failure to complete a summative evaluation may result in the expectations of the course not being met and the credit not being granted.

Late Policy:

Students are expected to complete all assigned work and submit it by the teacher's established due date. Every attempt will be made to encourage students to complete all assigned work on time so their grade represents their actual achievement. For late and missed summative assessments, please see the Westside's Student Contract for Missing Evidence of Learning.

More details about Westside's Assessment and Evaluation Policy is available at:

<http://www.ugdsb.ca/westside/wp-content/uploads/sites/74/2016/12/Westside-Assessment.pdf>

Learning Skills:

Your learning skills will be assessed in the following manner:

1	Responsibility
2	Organization
3	Independent Work
4	Collaboration
5	Initiative
6	Self-Regulation

The learning skills will be evaluated using a 4-point scale:

- E** – Excellent
- G** – Good
- S** – Satisfactory
- N** – Needs Improvement

70% Summative Assessment:

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Category	Concentration
Knowledge and Understanding	25%
Thinking and Inquiry	25%
Communication	25%
Application	25%



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	Term Work (70%)
Unit of Study	Summative Evaluations
Personal Management	Completion of Individual Pathways Plan and "All About Me" Report
Exploring Opportunities	Destination Pathway Discovery and "Life After High School" Report
Preparation for Transition	Job Preparations, Job Research, Cover Letter and Résumé
	Final Summative (30%)
Portfolio Creation – 20%	Culminating Activity
Summative Final – 10%	Final Exam (on Exam Day)