



OTTAWA  
CATHOLIC  
SCHOOL BOARD

St. Francis Xavier High School  
Grade 10 Careers GLC20  
2014 - 2015



**Teacher:**

Ms. Myers

**Prerequisite Course:**

None

**Description and Overall Expectations:** 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.

**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.

**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.

**Catholic Graduate Expectations:** Our goal for all students is to experience an education based on our Catholic Graduate Expectations. (<http://www.iceont.ca>) We work in community to develop graduates that are:

- Discerning Believers Formed in the Catholic Faith Community
- Effective Communicators
- Reflective and Creative Thinkers
- Self-Directed, Responsible, Life-Long Learners
- Collaborative Contributors
- Caring Family Members
- Responsible Citizens

**Assessment, Evaluation and Reporting:** The primary purpose of assessment and evaluation is to improve student learning. Students will understand what is expected of them, using learning goals, and success criteria, based on the overall expectations. Feedback (self, peer, teacher) supports learning, and plays a critical role in academic achievement and success.

The development of learning skills and work habits is a key indicator of future success. The following learning skills and work habits will be developed, assessed, and reported during this course:

1. Responsibility fulfills responsibilities and commitments (*e.g. accepts and acts on feedback*)
2. Organization manages time to complete tasks and achieve goals (*e.g. meets goals, on time*)
3. Independent work uses class time appropriately to complete tasks (*e.g. monitors own learning*)
4. Collaboration works with others, promotes critical thinking (*e.g. provides feedback to peers*)
5. Initiative demonstrates curiosity and an interest in learning (*e.g. sets high goals*)
6. Self-Regulation sets goals, monitors progress towards achieving goals (*e.g. sets, reflects goals*)

Group work supports collaboration, an important 21<sup>st</sup> century skill. This will be assessed only as a learning skill. Homework may also be assessed as a learning skill. Evaluation completed in class will be based only on individual student work. Regular attendance is important to support group work, various forms of feedback, and to allow students to demonstrate evidence of their learning. Students are responsible for providing evidence of their own learning (with references where required), in class, within given timelines. Next steps in response to academic integrity issues, such as lack of work completion, plagiarism, or other forms of cheating, range from providing alternate opportunities, to a deduction of marks.

The achievement chart identifies four levels, based on achievement of the overall expectations:

|         |   |           |
|---------|---|-----------|
| Level 1 | achievement falls below the provincial standard | (50-59%)  |
| Level 2 | achievement approaches the provincial standard  | (60-69%)  |
| Level 3 | achievement is at the provincial standard       | (70-79%)  |
| Level 4 | achievement surpasses the provincial standard   | (80-100%) |

The report card grade will be based on evidence of student performance, including observations, conversations and student products. Consideration will be given to more recent evidence (skill development) and the most consistent level of achievement.

### **Mark Breakdown:**

Term Work (70%) will include a variety of assessment tasks designed to demonstrate students' development in their knowledge and understanding, thinking and inquiry, communication and application, of all overall expectations.

Summative evaluation (30%) takes place towards the end of the semester, is completed in class, and provides the final opportunity for students to demonstrate what they know, and the skills they have learned, based on the overall expectations. In CHV2O, the summative evaluation will consist of a rich summative assessment task (30%) and no final exam.

**Awarding of Course Credit:** Students who demonstrate evidence of achievement of overall expectations, **and** earn a mark of 50% or greater, will earn **one half** credit for the course with the following exception:

Students who do not complete their summative evaluation (end of term summative task) will not earn their credit, regardless of their mark.

### **Student and Parent/Guardian Acknowledgement**

We have read the above course outline and are aware of the student responsibilities to attend class on a regular basis and to provide evidence of learning within the established timelines.

Student's Name (print): \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_