

SYDNEY ACADEMY - JOHN FRASER

# Career Development 10

# *SA02*

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Career Development 10 is a mandatory full credit course for first year students in the Options and Opportunities Program. It consists of five modules based on the following themes

### Career Development 10 Modules

#### Module 1 - Personal Development

Students will be expected to:

- Continue to develop independent decision making skills
- Develop effective communication and teamwork skills
- Effectively manage personal relationships and conflicts
- Describe strategies to deal with personal and community health issues
- Demonstrate respect and appreciation for a diversity of cultural values
- Demonstrate an understanding of the impact of different attitudes and beliefs

#### Module 2 - Career Awareness

Students will be expected to:

- Articulate personal interests, attributes, skills, learning styles and preferences
- Access, interpret and evaluate career information

- Engage in life/ work planning and goal setting
- Apply the knowledge and skills needed to seek and obtain work

### Module 3 - Workplace Readiness

Students will be expected to:

- Demonstrate knowledge and skills related to OH&S and WHMIS
- Demonstrate an understanding of workplace hierarchies, relationships and etiquette

### Module 4 - Financial Management

Students will be expected to:

- Make life/ work decisions that balance values, financial realities and media influences.
- Demonstrate strategies for managing money in life and work
- Demonstrate understanding of consumer rights, responsibilities and issues

### Module 5 - LifeWork Portfolio

Students will be expected to:

- Include items to demonstrate growth in knowledge and skills
- Include items that demonstrate the development of a career plan

- Include items that illustrate their interests and abilities
- Communicate their career plan

### Assessment and Evaluation

CD 10 is designed to give students an environment to interact with others in preparing for a journey of reflection, personal development and career exploration. Students will demonstrate their understanding of each of these modules through a variety of types of assessments. Evidence of this understanding will be observed through any number of the following items:

Journal reflections, group work, partner sharing activities, problem solving, checklists, speakers, interviews, internet searches, field trips and reflections, case studies, self assessment, brainstorming, role playing, etc.

- Weekly Class Activities (Projects, assignments, etc.) 70%
- Final Assessment 10%
- Portfolio 20%

### Expectations

- Respect for yourself and others always
- Engage in learning (no disruptions)
- Attend class regularly and arrive on time
- Come to class prepared with proper materials and participate in discussions as much as possible
- No food in class please! Water, however, is acceptable.

- Understand what plagiarism is and the consequences as explained in class.

\*Missed course work for an absence that is excused is to be made up by a date agreed upon by the student and teacher or the value of the work will be forfeited. It is the student's responsibility to approach the teacher for missed work.

### Appropriate Language & Appropriate Behaviour

- Appropriate language is courteous, non-intimidating, and excludes swearing or cursing. Inappropriate language cannot be tolerated as it has a negative effect on the learning environment.
- Appropriate behaviour is following instructions, listening to the teacher's instruction/comments, actively participating classroom activities, being respectful to your fellow classmates, and most importantly not impeding your fellow classmates learning. If student behaviour is affecting the performance/opportunity of other students, drastic actions may have to be taken. (For example, the student's removal from the O2 Program).

### Communication Tools

- Assignments and other important information pertaining to the course will also be mentioned in class or placed on our website ([www.johnmfraser.com](http://www.johnmfraser.com)).
- If out sick, you may e-mail homework/assignments to me.
- You and your parents, are encouraged to contact me at: [johnfraser@gnspes.ca](mailto:johnfraser@gnspes.ca) or on the O2 SuperPhone at: 902-537-1516.
- You are encouraged not to print assignments from a computer. The expectation is that the assignment will be e-mailed to me (see address above) with a hard copy provided

as soon as possible. There are link on every subjects page where you email and or send assignments to me.

- You have an excellent opportunity to be successful if you attend class regularly, participate in all class-based activities, and complete assigned tasks. I will do my best to help you be as successful as possible and look forward to working with you.

**Attendance & Timelines**

As required by school policy, attendance is necessary for success. Absenteeism and habitual lateness will be reflected in your marks, as you will be missing valuable class time. In an effort to assist you in meeting deadlines for submission, a list of required assignments will be posted on my website ([www.johnmfraser.com](http://www.johnmfraser.com)) and in the classroom.

Please return this sheet to me as soon as possible. Feel free to contact me if you have any questions.

Thanks and take care,

John Fraser

Cut along the line and return to John Fraser at SA ASAP

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I have read and understand the contents of the course outline for Career Development 10.

Student name/signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_