

**Sir Robert Borden High School**  
**Course Overview: GLC20 Career Studies**  
*Revised September 2008*

Course Title:	Career Studies
Grade:	10
Course Type:	Open
Ministry Course Code:	GLC20
Textbook:	Career Studies 10 – Nelson
Credit Value	0.5 (one half credit)

**Description/ Rationale**

The purpose of the Career Studies course is to equip students to intelligently and purposefully interact with their world now and in the future, so that they may live, work and participate as satisfied members of society. Learning will include the assessment and development of student’s own knowledge, skills and characteristics associated with career based and academic success. Students will investigate economic trends, workplace organization, work opportunities and ways to search for meaningful employment. The course explores post secondary learning options, prepares students for community based learning and helps students to build the capabilities needed for managing work and life transitions. Students will design portfolio-based action plans for pursuing their career goals.

**Unit Titles, Sequence and Time**

Unit 1	Personal Knowledge and Management Skills	Approx. 20 hrs.
Unit 2	Exploration of Opportunities	Approx. 20 hrs.
Unit 3	Preparation for Transitions and Change	Approx. 14 hrs.

**Evaluation**

Students will be evaluated according to the following chart:

Category	Weight	Possible assessments and evaluation methods
Application	20%	Assignments, Exercises, Projects, Oral presentations
Communication	25%	Oral presentations, interviews, Assignments, Tests and Quizzes
Thinking & Inquiry	15%	Tests, Quizzes, Assignments, Exercises, Projects
Knowledge & Understanding	10%	Tests, Quizzes, Assignments, Exercises
Summative	30%	Career Portfolio: 25% In-class Summative Test: 5%

**Sir Robert Borden High School**  
**Student Services Department**  
**Department Guidelines for Missed/Delayed Evaluations, 2007-2008**

**Rationale**

The primary purpose of assessment and evaluation is to improve student learning, classroom instruction, and program delivery. Since task completion is an important life skill and learning strategy, students must learn to assume responsibility for their school work. Teachers will work with students and parents to create a culture of responsibility.

A reminder that students' marks are based on the achievement of course expectations.

Students who miss evaluations must follow the procedures listed below.

**In-class Evaluation (e.g. test, quiz, presentation, performance assessment, etc.)**

**If you know you are going to miss an evaluation in advance (e.g., appointment, school activity), you must:**

1. Inform your teacher as soon as possible **before** the evaluation day.
2. Arrange an alternate time/day for the evaluation with the teacher.
3. Have your parent/guardian e-mail your teacher, call 829-5812 to leave voice mail for your teacher, or submit some other 3<sup>rd</sup> party verification.

**If you are ill, or there is an emergency, on the day of an in-class evaluation:**

1. On that day, have your parent/guardian notify your teacher via e-mail or voice mail (829-5812).
2. If you return to school at any time on the day of the evaluation, make arrangements with your teacher on that day.
3. Submit written 3<sup>rd</sup> party verification to your teacher **on the day you return to school.**

Depending on the reason for the absence, one of the following will apply:

- An evaluation (original or replacement) will be given at a time determined by the teacher. However, students must be prepared to complete this evaluation **immediately upon their return to school** (even if it is the same day).
- An **incomplete** may be considered if course expectations will be covered through other evaluations.

**Other Evaluation (e.g. assignment, project, etc.)**

Assignments are expected to be submitted at the beginning of class on the due date. Students may submit a written request for an extension, which teachers may consider.

**In most cases, work submitted after the initial assignment is marked and returned to the class will be considered too late for evaluation, and will be awarded a zero.** Students will be given a further opportunity (original or replacement) to demonstrate they can meet course expectations; however, it may not be possible to design and mark a replacement evaluation prior to the end of a reporting period. **The following marking blocks have been allocated for marking late or replacement evaluations:**

1st Semester Courses

- last week of October
- last week of November
- last week before the January exams

2nd Semester Courses

- first week of April
- first week of May
- last week before the June exams

The teacher will determine if the work submitted meets the course expectations and the student's mark will be adjusted accordingly.