

# Career Life Education 12: Course Outline (Spring 2024)



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**Office Location/Hours:** Room 111 – After school hours/By appointment

## Course Description

Career Life Education (CLE) is designed to empower students to make informed decisions about their education, career, and personal life by fostering a comprehensive understanding of themselves and their future possibilities. The course places a strong emphasis on self-discovery, helping students explore their interests, values, strengths, and aspirations. This process of self-reflection contributes to the development of a strong sense of self, which is essential for informed decision-making.

CLE also explores a range of post-secondary options, including university, college, apprenticeships, and other training programs, and guides students through understanding admission requirements, application processes, and financial planning. Additionally, CLE promotes cultural competency by recognizing and valuing the diverse backgrounds and experiences of students, encouraging inclusivity in career exploration and planning to ensure that all students feel represented and supported in their unique paths.

## Big Ideas

Career-life choices are made in a recurring cycle of planning, reflecting, adapting, and deciding.	Career-life decisions are influenced by internal and external factors, including local and global trends.	Cultivating networks and reciprocal relationships can support and broaden career-life awareness and options.	Finding balance between personal and work life promotes well-being.	Lifelong learning fosters career-life opportunities.
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## Course Materials

To fully engage with the curriculum of CLE, you are asked to prepare the following essentials:

- Three-ring Binder: For organizing and storing all course-related documents and notes.
- Notebook: Required for note-taking throughout the course.
- Microsoft Teams: Necessary for accessing digital course materials, announcements, and for participation in online discussions. Please install it on your phone, tablet, or laptop.
- Highlighters and Pens: Useful for annotating texts and highlighting key points during lessons.

If you need support with acquiring any course materials, please inform me or the school in advance.

## Activities and Assessments

Throughout this course, a variety of activities and assessments are designed to engage you directly with the course content and support your journey towards becoming a strategic learner. Each type of assessment aims to enhance your ability to think critically and creatively, and authentically engage with the material. The assessment percentages are broken down as follows:

- Personal and Educational Exploration (25%)
- Career Exploration (25%)
- Cover Letter, Resume and Interview (25%)
- Daily Participation (25%)

## Course Content

Topic	Course Content
Career-life development	<ul style="list-style-type: none"><li>• mentorship opportunities</li><li>• strategies for maintaining well-being in personal and work life</li><li>• preferred ways of knowing and learning</li><li>• competencies of the educated citizen, employability skills, essential skills, leadership and collaboration skills</li><li>• self-assessment and reflection strategies</li><li>• ways to represent themselves both personally and publicly</li><li>• appropriate workplace behaviour and workplace safety</li></ul>
Connections with community	<ul style="list-style-type: none"><li>• inclusive practices, including taking different worldviews and diverse perspectives into consideration</li><li>• personal networking and employment marketing strategies</li><li>• factors that both inform career-life choices and are influenced by them, including personal, environmental, and land use factors</li><li>• ways to contribute to community and society that take cultural influences into consideration</li><li>• value of volunteerism for self and community</li></ul>
Career-life planning	<ul style="list-style-type: none"><li>• career-life development research</li><li>• methods of organizing and maintaining authentic career-life evidence</li><li>• models of decision making and innovative thinking for flexible planning and goal setting</li><li>• financial planning tools, pre- and post-graduation opportunities, and local and global labour and market trends</li></ul>

## Class Expectations

### Attendance and Participation

- **Active Participation:** Your active participation in all class activities is essential. I expect you to engage fully with the material and our discussions, which are central to our shared learning experience.
- **Coursework Submission:** Coursework should be submitted by the specified due dates. If you need support or anticipate difficulties in meeting these deadlines, please maintain close communication with me.
- **Timeliness:** It's also important to be on time and come to class prepared. Being punctual shows respect for the learning process and for everyone's time, including your own.
- **Accountability:** If you are absent, especially for in-class assignments like quizzes or tests, or if you miss any course content, it is your responsibility to reach out proactively to discuss alternatives or make-up assessments.
- **Late Arrivals:** Please attend each class on time. If you arrive outside of the 15 minutes after class starts, without prior notice to me, you will be marked absent.

### Commitment to Inclusion

- **Valuing Diversity:** I treasure inclusion and strive to foster a welcoming and supportive learning environment. It's vital to demonstrate actions that are inclusive of everyone.
- **Mindful Communication:** Be mindful of your language and how we treat one another. Our classroom should be a safe space for everyone, regardless of age, physical status, socioeconomic status, sexual orientation, religion, nationality, or citizenship status.

### Ethical Participation and Academic Integrity

- **Original Work:** Plagiarism and other forms of academic misconduct are serious offenses in this course. It's expected that you will acknowledge the works of others and submit only your original work that's created specifically for this course.
- **No Cheating:** Cheating undermines the value of our educational efforts and will not be tolerated.
- **Questions and Clarifications:** If you have questions about upholding the standards of academic integrity, it's important to discuss them with me.

### Technology Use

- **Limited Use:** Phone use should be limited according to the class policy. It is important to ensure that mobile devices do not distract from the learning environment.

### Collaboration and Mutual Respect

- **Importance of Collaboration:** Collaboration is key to learning and to the success of our learning community. You should try your best to collaborate with others and maintain healthy and respectful relationships with all members of this community.
- **Respectful Interactions:** This respect includes your fellow classmates, your teacher, and the classroom culture itself. We should all contribute to a culture of mutual respect.