



Career-Life Education (CLE)

Course Outline Winter 2026

Instructor: Ms. Carpio

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Course Description:

In Career Life Education, students explore and analyze “career evidence” to develop a clearer understanding of their professional identity within the context of a rapidly changing, interconnected 21st-century world. Through collaboration and critical thinking, they examine how external influences – such as technology, culture, law, and environmental and social change – affect career-life decision-making, particularly in relation to Canadian societal norms and values. The course equips students with essential skills of an educated citizen, including resume and cover letter writing, professional communication, research, and interview preparation, while encouraging reflection on their evolving roles as professionals. Students are also introduced to abstract concepts such as ethical judgment, personal mission development, and the ongoing balance between personal life and career.

Course Overview:

Throughout the course, students will create key professional documents, explore how digital and social media shape career identity, and develop strategies for navigating post-secondary education and the workforce. They will also engage in critical discussions around multiculturalism, ethics, and inclusivity in Canadian society. By examining how professionals build relationships across cultural, legal, political, and Indigenous contexts, students will gain insight into the broader responsibilities of citizenship and career-life readiness. Success in this course depends on active participation, openness to diverse perspectives, and thoughtful engagement with real-world challenges and opportunities.

Big Ideas:

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

Course Materials: Laptop, paper, and pencil.

Class Participation:

Active daily engagement and participation are expected and will be assessed using a participation rubric. Students are encouraged to contribute respectfully to discussions and learning activities.

Attendance Policy:

Students are expected to arrive on time and prepared to participate in class.

- Arrival within 5 minutes after the scheduled start time will be recorded as late.
- Arrival 15 minutes after the scheduled start time will be recorded as absent (late).

If you are absent, it is your responsibility to check Microsoft Teams for any notes, handouts, or announcements. Missed assignments must be completed and submitted in a timely manner to be eligible for full credit.

Language Policy (English-Only):

English is the language of instruction and communication in this classroom. Students are expected to use English at all times during class activities, discussions, and group work to support academic language development and ensure inclusive participation.

Academic Honesty Policy:

All submitted work must be original and completed with integrity. Academic dishonesty, including copying or plagiarism, will result in consequences such as a mark of zero or no credit for the assignment.

Technology Policy:

The use of technology, including cell phones and personal devices, is permitted only at the discretion of the teacher and for educational purposes.

Assessment Guidelines:

Student participation will be assessed as part of each module.

| Coursework | Value |
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| Module 1 Personal Exploration | 35% |
| Module 2 Resume, Cover Letter, and Interview | 20% |
| Module 3 Work Life Balance & Safety | 25% |
| Module 4 Personal Finance & Entrepreneurship | 20% |
| Total 100% | |