



## Ontario eSecondary School Course Outline 2024-2025

<b>Course Title: Career Studies</b>	
<b>Course Code: GLC20</b>	
<b>Course Type: Open</b>	
<b>Grade: 10</b>	
<b>Credit Value: 0.5</b>	
<b>Prerequisites: None</b>	
<b>Department: Guidance and Career Education</b>	
<b>Course developed by: Sarrah Beemer</b>	<b>Date: August 2024</b>
<b>Length: One Semester</b>	<b>Hours: 55</b>
<b>Course based on Ministry curriculum document:</b> <ul style="list-style-type: none"> <li>● <i>The Ontario Curriculum, Grades 9 and 10: Guidance and Career Education, 2006 (Revised 2024)</i></li> <li>● <i>Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools (2010)</i></li> <li>● <i>Learning for All (2013)</i></li> </ul>	

## COURSE DESCRIPTION/RATIONALE

This course gives students the opportunity to develop the skills, knowledge, and habits that will support them in their education and career/life planning. Students will learn about global work trends, and seek opportunities within the school and community to expand and strengthen their transferable skills and their ability to adapt to the changing world of work. On the basis of exploration, reflective practice, and decision-making processes, students will make connections between their skills, interests, and values and their postsecondary options, whether in apprenticeship training, college, community living, university, or the workplace. They will set goals and create a plan for their first postsecondary year. As part of their preparation for the future, they will learn about personal financial management – including the variety of saving and borrowing tools available to them and how to use them to their advantage – and develop a budget for their first year after secondary school.

## OVERALL CURRICULUM EXPECTATIONS

### Strand A: Developing the Skills, Strategies, and Habits Needed to Succeed

#### Overall Expectations:

**Self-Assessment:** Assess their interests, values, skills, strengths, and areas that require further development, and reflect on how these influence their goals and plans for the future.

**Managing Learning:** Apply the skills and strategies needed to manage their own learning, including organizational, time-management, and study skills.

**Developing Resilience and Perseverance:** Understand and apply strategies for developing resilience and perseverance, and for managing stress and maintaining a healthy balance in their lives.

### Strand B: Exploring and Preparing for the World of Work

#### Overall Expectations:

**Exploring Work Trends and Opportunities:** Research and analyze local and global trends and opportunities in the world of work, and examine their implications for career/life planning.

**Understanding Postsecondary Pathways:** Investigate the various postsecondary education and training options available, and analyze the skills and knowledge they require.

**Developing a Personal Profile:** Develop a personal profile based on their interests, values, skills, strengths, and needs, and use this profile to inform their career/life planning.

### Strand C: Planning and Financial Management to Help Meet Postsecondary Goals

#### Overall Expectations:

**Creating a Postsecondary Plan:** Develop a plan that identifies their postsecondary education, training, or work goals, and describe the steps required to achieve them.

**Understanding Financial Literacy:** Demonstrate an understanding of financial literacy concepts and skills, and apply them to manage their finances and plan for their financial needs in the future.

**Managing Personal Resources:** Identify and apply strategies for managing their personal resources, including time, money, and other assets, to support their career/life goals.

## COURSE CONTENT

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.

<i>Unit</i>	<i>Length</i>
Unit 1: Skills/Strategies to Contribute to Success	20 hours
Unit 2: Exploring/Preparing for the World of Work	15 hours
Unit 3: Planning and Financial Management to Help Meet Postsecondary Goals	10 hours
Unit 4: Culminating Activity	10 hours
<b>Total</b>	<b>55 Hours</b>

## UNIT DESCRIPTIONS

### **Unit 1: Skills/Strategies to Contribute to Success (20 hours)**

In this unit, students will explore various skills and strategies that contribute to their success. They will look at decision making, goal setting, and how to set a plan for finishing high school and moving on to potential post-secondary options (the workplace, college, university, skilled trade). Students will evaluate and apply the personal-management skills and characteristics needed for success. In addition to this, students will demonstrate effective use of interpersonal skills.

### **Unit 2: Exploring/Preparing for the World of Work (15 hours)**

In this unit, students will go on an exploration of opportunities. Students will use a research process to locate and select relevant career information. They will identify current trends in society in regards to careers. Students will identify a broad range of options for present and future learning, work, and community involvement.

### **Unit 3: Planning and Financial Management to Help Meet Postsecondary Goals (10 hours)**

In this unit, students will take what they know about themselves and apply it to figuring out what they are going to do with their lives. It does so through the use of another simulation. Students look at post-secondary planning, careers as lives and careers as jobs. Trends and transitions in the workforce are also examined. Students will also explore the importance of planning and financial management and create a budget to help them plan for their future.

### **Final Culminating Activity: Portfolio Assignment, Mock Interview, and Presentation (10 hours)**

For their final task, students will complete a final portfolio assignment with various assessment tasks. They will present their information and have a mock interview as part of their final presentation. This task will be worth 30% of their final grade

## TEACHING AND LEARNING STRATEGIES

**In this course, students will experience the following activities.**

**Presentations with embedded videos** are utilized to outline concepts, explain theory with the use of examples and practice questions, and incorporate multi-media opportunities for students to learn more (e.g. online simulations, quizzes, etc.).

**End of unit conversations and Poodlls** are opportunities for students to express their ideas, problem solving, and thought processes with a teacher who provides timely feedback.

**Reflection** is an opportunity for students to look back at concepts and theories with new eyes, to relate theory to practice, and to align learning with their own values and beliefs.

**Discussions with the instructor** are facilitated through video conferencing, discussing the concepts and skills being studied. This enables two-way communication between the student and the instructor, to share ideas and ask questions in dialogue. This also helps to build a relationship between the student and instructor.

**Instructor demonstrations** (research skills, etc.) are opportunities for the instructor to lead a student through a concept or skill through video conferencing, videos, or emailing with the student.

**Practical extension and application of knowledge** are integrated throughout the course. The goal is to help students make connections between what they learn in the classroom and how they understand and relate to the world around them and their own lives. Learning becomes a dynamic opportunity for students to be more aware that their learning is all around them and enable them to create more meaning in their lives.

**Individual activities/assignments** assessments are completed individually at a student's own pace and are intended to expand and consolidate the learning in each lesson. Individual activities allow the teacher to accommodate interests and needs and to assess the progress of individual students. For this reason, students are encouraged to discuss IEPs (Individual Education Plans) with their teacher and to ask to modify assessments if they have a unique interest that they feel could be pursued in the assessment. The teacher plays an important role in supporting these activities by providing ongoing feedback to students, both orally and in writing.

**Research** is an opportunity to apply inquiry skills to a practical problem or question. Students perform research to gather information, evaluate quality sources, analyze findings, evaluate their analysis, and synthesize their findings into conclusions. Throughout, students apply both creative thinking and critical thinking. New questions are also developed to further learning.

**Writing** as a learning tool helps students to think critically about course material while grasping, organizing, and integrating prior knowledge with new concepts. Good communication skills are important both in and out of the classroom.

**Brainstorming, charts, and graphs** are a great way for students to synthesize their knowledge of subject matter visually through graphic organizers, pictures, and texts.

**Readings** are an opportunity for students to gain insight from a variety of texts online and further develop literacy skills. Students may print out the reading material to use it to highlight, take notes, and have with them when a computer is not available.

**Articles** are examples of concepts and theories being discussed in the public realm and with respect to current events. They are snapshots not only of why theories/concepts/applications are relevant but also provide a window into the broader context of subject matter knowledge and understanding. Students learn through reading and analysis that the subject matter is deeply related to, and intertwined with, society and the diverse perspectives of lived experience.

**Oral presentations** in an online environment are opportunities for students to present live or record presentations, expressing their ideas and understanding orally.

## **ASSESSMENT, EVALUATION, AND REPORTING**

**Assessment:** The process of gathering information that accurately reflects how well a student is achieving the identified curriculum expectations. Teachers provide students with descriptive feedback that guides their efforts towards improved performance.

**Evaluation:** Assessment of Learning focuses on Evaluation which is the process of making a judgement about the quality of student work on the basis of established criteria over a limited, reasonable period of time.

**Reporting:** Involves communicating student achievement of the curriculum expectations and Learning Skills and Work Habits in the form of marks and comments as determined by the teacher's use of professional judgement.

## **STRATEGIES FOR ASSESSMENT**

Assessment practices can nurture students' sense of progress and competency and information instruction. Many diagnostic tools, e.g. checklists and inventories, are used at regular intervals throughout the units to encourage students' understanding of their current status as learners and to provide frequent and timely reviews of their progress. Assessment of student acquisition of listening and talking, reading and viewing and writing skills also occurs regularly through unobtrusive teacher observation and conferencing.

## **ASSESSMENT ACTIVITIES**

- Homework assignments
- Individual conference meetings
- Diagnostic tests and writing tasks
- Outlining and planning sheets
- Completed Templates & Graphic Organizers
- Reflections
- Oral presentations & Active Listening

## **EVALUATION**

The final grade will be determined as follows:

- Seventy percent of the grade will be based on evaluation conducted throughout the course. This portion of the grade should reflect the student's most consistent level of

achievement throughout the course, although special consideration will be given to more recent evidence of achievement.

- ❑ Thirty percent of the grade will be based on a final evaluation administered at or towards the end of the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course.

*(Growing Success: Assessment, Evaluation and Reporting in Ontario Schools. Ontario Ministry of Education Publication, 2010 p.41)*

Marking schemes and rubrics used for evaluation are organized to include the four achievement categories. Student work is evaluated under the following categories:

Weightings	
<b>Course Work</b>	<b>70</b>
Knowledge/Understanding (K)	17.5
Thinking/Inquiry (T)	17.5
Communication (C)	17.5
Application (A)	17.5
<b>Final</b>	<b>30</b>
Culminating Activity (7.5K, 7.5T, 7.5C, 7.5A)	30

Evaluation Item	Description	Category	Weight
Unit 1 Goal Setting Assignment	Students will practice what they have learned about setting well-organized, intentioned goals as designed through the SMART goals process.	K, T, C, A	35
Unit 1 Success Interview Assignment	Students will identify how a successful person is defined to them personally, then they will complete an interview with someone they define as successful. Students will interview this person with predefined interview questions and they will	K, T, C, A	
Unit 1 Coping Strategies and Stress Management Worksheet	Students will use provided links to research coping strategies for stress management. Students will apply this information to past challenges and write a reflective, polished piece that elaborates on what they have learned.	K, T, C, A	

Unit 2 My Dream Job Final Assessment and Presentation	Students will use online resources to investigate a possible dream job. They will follow carefully outlined steps in the research process and then they will present their findings and reflect on the process.	K, T, C, A	25
Unit 2 Career Fair Assignment and Oral Presentation	Students will end this unit with a presentation with their teacher where they will present further findings on a career of interest. They will have an interview with their teacher after this presentation.	K, T, C, A	
Unit 3 Creating Your Own Budget Spreadsheet	Students will use what they have learned about financial literacy and personal finance and create a budget for themselves based on the future career path they have chosen for themselves.	K, T, C, A	10

### FINAL EVALUATIONS (30%)

Evaluation Item	Description	Category	Weight
Final Project	Interview Questions Culminating Portfolio Activity	K, T, C, A	30
Final Exam	NO FINAL EXAM	K, T, C, A	0

### AFL/AAL/AOL TRACKING SHEET

#### Unit 1

AAL	AFL	AOL
The Keys to Success: The High Five Principles	Personality Types Activity	Goal Setting Assignment
Top 10 Goals Worksheet	Goal Setting Assignment (Rough Copy)	Success Interview Assignment
Types of Goals Worksheet		Coping Strategies and Stress Management Worksheet
End of Unit-Learning Log (AAL)		

#### Unit 2

AAL	AFL	AOL
National Occupation Classification Handout	My Dream Job Part 1	My Dream Job Final Assessment and Presentation
Exploring Careers Worksheet	My Dream Job Part 2	
Career Exploration Worksheet	My Dream Job Parts 3, 4, and 5	Career Fair Assignment and Oral Presentation

Working in Canada		
End of Unit-Learning Log		

**Unit 3**

AAL	AFL	AOL
Budgeting Basics Notes	Budgeting Basics Key Terms Quiz	Creating Your Own Budget Spreadsheet
Credit Card Research Worksheet	Credit Crossroads Worksheet	
Building Your Own Budget Handout	Financial Literacy Quiz	
Audio/Video Response: Discussion Post	Introduction to Financial Management Notes	
End of Unit-Learning Log		

**Unit 4**

Final Culminating Activity is worth 30% of your final grade.

AAL	AFL	AOL
End of Unit-Learning Log	Tim Hortons Job Application	Interview Questions
		Culminating Portfolio Activity

**CONSIDERATIONS FOR PROGRAM PLANNING IN GUIDANCE AND CAREER EDUCATION**

Students learn best when they are engaged in a variety of ways of learning. Guidance and career education courses lend themselves to a wide range of approaches in that they require students to research, think critically, work cooperatively, discuss relevant issues, and learn through practice in a variety of settings. Helping students become self-directed, lifelong learners is a fundamental aim of the guidance and career education curriculum. When students are engaged in active and experiential learning strategies, they tend to retain knowledge for longer periods and develop meaningful skills. Active and experiential learning strategies also enable students to apply their knowledge and skills to real-life issues and situations.

**Anti Discrimination Education in Guidance and Career Education**

The guidance and career education curriculum is designed to help students acquire the habits of mind essential in a complex democratic society characterized by rapid technological, economic, political, and social change. These involve respect and understanding with regard to individuals, groups, and cultures in Canada and the global community, including an appreciation and valuing of the contributions of Aboriginal people to the richness and diversity



of Canadian life. They also involve respect and responsibility for the environment and an understanding of the rights, privileges, and responsibilities of citizenship. Learning the importance of protecting human rights and taking a stand against racism and other expressions of hatred and discrimination is also part of the foundation for responsible citizenship.

### **Literacy, Numeracy, and Inquiry/Research Skills**

Success in all their secondary school courses depends in large part on students' literacy skills. Many of the activities and tasks students undertake in guidance and career education involve the use of written, oral, and visual communication skills. For example, students use language to record their observations, to describe their inquiries in both informal and formal contexts, and to present their findings in oral presentations and written reports. The language of guidance and career education includes special terms that are recognized as belonging to this field. Study in these courses will thus encourage students to use language with greater care and precision so that they are able to communicate effectively.

### **The Ontario Skills Passport and Essential Skills**

Teachers planning programs in guidance and career education need to be aware of the purpose and benefits of the Ontario Skills Passport (OSP). The OSP is a bilingual web-based resource that enhances the relevancy of classroom learning for students and strengthens school-work connections. The OSP provides clear descriptions of essential skills such as reading, writing, computer use, measurement and calculation, and problem solving and includes an extensive database of occupation-specific workplace tasks that illustrate how workers use these skills on the job. The essential skills are transferable, in that they are used in virtually all occupations. The OSP also includes descriptions of important work habits, such as working safely, being reliable, and providing excellent customer service. The OSP is designed to help employers assess and record students' demonstration of these skills and work habits during their cooperative education placements. Students can use the OSP to identify the skills and work habits they already have, plan further skill development, and show employers what they can do.

### **Health and Safety in Guidance and Career Education**

In addition to taking all possible and reasonable steps to ensure the physical safety of students, teachers must also address the personal well-being of students. Students require reassurance and help with transitions. In addition, they must understand their rights to privacy and confidentiality as outlined in the Freedom of Information and Protection of Privacy Act and be able to function in an environment free from abuse and harassment. They need to be aware of harassment and abuse issues in establishing boundaries for their own personal safety. They should be informed about school and community resources and school policies and reporting procedures with regard to all forms of abuse and harassment.

### **The Role of Technology in Guidance and Career Education**

ICT can be used to connect students to other schools, locally and abroad, and to bring the global community into the local classroom. Through Internet websites and CD-ROM technology, students can now access resources that provide current labour market information, statistics and trends, occupational data, community agency information, apprenticeship information, and a host of options for exploring work, learning, and career opportunities locally, nationally, and

internationally. ICT resources allow secondary school students to conduct more far-ranging and authentic research than ever before. Applications such as databases, spreadsheets, word processors, and presentation software can be used to support various methods of inquiry. Although the Internet is a powerful learning tool, however, all students must be made aware of issues of privacy, safety, and responsible use, as well as of the ways in which the Internet can be used to promote hatred.

## **CONSIDERATION FOR PROGRAM PLANNING**

### **PLANNING PROGRAMS FOR STUDENTS WITH SPECIAL EDUCATION NEEDS**

Classroom teachers are the key educators of students who have special education needs. They have a responsibility to help all students learn, and they work collaboratively with special education teachers, where appropriate, to achieve this goal. Special Education Transformation: The Report of the Co-Chairs with the Recommendations of the Working Table on Special Education, 2006 endorses a set of beliefs that should guide program planning for students with special education needs in all disciplines. Those beliefs are as follows: All students can succeed. Universal design and differentiated instruction are effective and interconnected means of meeting the learning or productivity needs of any group of students. Successful instructional practices are founded on evidence-based research, tempered by experience.

### **PROGRAM CONSIDERATIONS FOR ENGLISH LANGUAGE LEARNERS**

Ontario schools have some of the most multilingual student populations in the world. The first language of approximately 20 percent of the students in Ontario's English language schools is a language other than English. Ontario's linguistic heritage includes several Aboriginal languages; many African, Asian, and European languages; and some varieties of English, such as Jamaican Creole. Many English language learners were born in Canada and raised in families and communities in which languages other than English were spoken, or in which the variety of English spoken differed significantly from the English of Ontario classrooms. Other English language learners arrive in Ontario as newcomers from other countries; they may have experience of highly sophisticated educational systems, or they may have come from regions where access to formal schooling was limited. When they start school in Ontario, many of these students are entering a new linguistic and cultural environment.

### **THE ROLE OF TECHNOLOGY IN THE PROGRAM**

Information and communications technologies (ICT) provide a range of tools that can significantly extend and enrich teachers' instructional strategies and support students' language learning. ICT tools include multimedia resources, databases, Internet websites, digital cameras, and word-processing programs. Tools such as these can help students to collect, organize, and sort the data they gather and to write, edit, and present reports on their findings. Information and communications technologies can also be used to connect students to other schools, at home and abroad, and to bring the global community into the local classroom. Whenever appropriate, therefore, students should be encouraged to use ICT to support and communicate their learning.

### **ACCOMMODATIONS**

Accommodations will be based on meeting with parent, teachers, administration and external educational assessment report. The following three types of accommodations may be provided:

- Instructional accommodations:** such as changes in teaching strategies, including styles of presentation, methods of organization, or use of technology and multimedia.
- Environmental accommodations:** such as preferential seating or special lighting.
- Assessment accommodations:** such as allowing additional time to complete tests or assignments or permitting oral responses to test questions.

Other examples of modifications and aids, which may be used in this course, are:

- Provide step-by-step instructions.
- Help students create organizers for planning writing tasks.
- Record key words on the board or overhead when students are expected to make their own notes.
- Allow students to report verbally to a scribe (teacher/ student) who can help in note taking.
- Permit students a range of options for reading and writing tasks.
- Where an activity requires reading, provide it in advance.
- Provide opportunities for enrichment.