Career Life Education Ms. Kwon

**Period 2 and 7 – Room 318 | Period 6 – Room 104**

## Email: sue.kwon@burnabyschools.ca

**Tutorial hours:** Thursdays after school 3 :30 PM – 5PM

## Course Description

This course is designed to get you to start planning for your future career and life. The goal is for you to learn more about yourself, your interests and skills to plan your career in after you graduate. We will explore the current job market and look at the resources we have in our community and networks. In addition to exploring careers, we will talk about how to take care of our well-being and how to behave appropriately and stay safe in the workplace.

## Computer Lab Expectations

* Do not eat or drink at any point in the lab
* No games
* No social media websites (Facebook, Instagram, Snapchat etc.)
* No YouTube videos (unless related to the course)

## Expectations and Goals

* **Be respectful:** This means you treat your classmates and myself with respect. It means that you choose your actions and words carefully.
* **Take responsibility for your own learning:** this means you will be on time, hand all your assignments in on time, ask questions when you have them, come to class and be on time. There will be a late penalty when assignments are not handed in on time.
* **Absences**: Please let me know ahead of time if you know you will be away. If you happen to miss class because of something unpredictable (i.e. getting sick), please bring a note from home explaining your absence on your FIRST day back.

# ****Cellphone Policy****

* When I am speaking to the class or a classmate is speaking in group discussions or presenting, phones should be put away and headphones should not be on your ears.
* When you are doing independent work, you may listen to music at a reasonable volume.
* No videos or pictures (this includes snapchats!) should be taken at any time unless they are for note taking. Taking photos or videos in class without permission will result in your phone immediately being taken away.
* If a student does not respect the rules (e.g. do not put their phones away when asked) the phone will be taken for the remainder of the class.

## Units

**Unit 1: Personal Identity**

This unit will help you define who you are – your interests, skills, values, identity and personality.

**Unit 2: My Connections**

In this unit you will explore the ways that you are connected to others. You will examine your personal and professional networks, your community connections and how you present yourself online.

**Unit 3: Employability Skills**

This unit will introduce the skills necessary to be successful in the 21st century job market. It will look at “soft skills”, lifelong learning, workplace etiquette, job search strategies, resumes and cover letters, and interview skills.

**Unit 4: Workplace Safety**

In this unit you will learn how to maintain your personal wellbeing in the workplace. You will explore work-life balance, healthy workplace relationships, the rights and responsibilities of workers, and practices to ensure safety in the workplace. As part of this unit you will complete the Work Safe BC test and earn a certificate.

**Unit 5: Future planning**

This final unit gives you the opportunity to reflect on all your learning in this course and begin to build a plan for your life after graduating high school. You will create a preliminary plan for post graduation – either post-secondary education or into the workforce. You will examine the financial, social, and personal factors that go into making this decision.

# ****Assessment****

Assessment in CLE will consist of a series of in class assignments, projects that will assess your curricular competencies (what you will do). We will also have a few tests and/or assignments throughout the year that will assess the curricular content (what you should know). Here is the rough percentage breakdown:

|  |  |
| --- | --- |
| Category | Percentage |
| Curricular competencies (Examine, Interact, Experience and Initiate)  | 80% |
| Content  | 20% |

This breakdown could change throughout the year but I will let you know of any changes!

Please refer to the Career Life Education curriculum for more detail on curricular competencies and content.

You can find the curriculum at:

[https://curriculum.gov.bc.ca/curriculum/career-education/all/career-life-education#](https://curriculum.gov.bc.ca/curriculum/career-education/all/career-life-education)