



Career Life Connections

COURSE OUTLINE

Overview

Content will continue to emphasize the three main themes of Personal Career-Life Development, Connections with Community, and Career Life Planning, with the curricular competencies supporting these in a variety of ways. Major outcomes are expected to include a 1) personal plan for post-graduation; 2) a career-life exploration of experiential learning (30 hours or more) which can include service learning, volunteerism, employment, fieldwork projects, entrepreneurship, and passion projects; 3) and to design, assemble, and complete a capstone finale.

Prerequisites: none

Course Content and Timelines

The timelines suggested are based on a 10 month Fall course (September to June). If you are taking a Spring/Summer course (5 months) or joining a course with less time left you will want to adjust your timing accordingly

Unit 1: Personal Development (8 weeks)

Unit 2: Career Life Plan (8 weeks)

Unit 3: Capstone (8 weeks)

Course Materials

No textbook is required. Course content is delivered on our Moodle platform by videos, online links and associated worksheets.

Assessment Information

Assignments	40 %
Reflections	10 %
Capstone	50%

Assignments

All units contain one or multiple assignments within each lesson. All instructions for each assignment are contained within the lessons along with information on how they will be assessed above the assignment submission links. Once the assignments are completed they should be scanned (if needed) and uploaded to the assignment submission box for marking. PDF's are the most effect method of submission when handing in a file. So even if using online or other applications to create your work, print or download as a PDF for submission.

Tests

None.

Quizzes

None.

Reflections

All reflections are marked with the same expectations. Students wishing to receive top marks should try to go beyond the obvious and superficial when discussing thoughts and opinions. Again, instructions for each are found the corresponding lesson prior to the submission links.

Capstone:

All students must present their final Capstone to a teacher either in their own building or make arrangements with CLC online teacher.

30 Hours Volunteer:

At the start of the Career Life courses, you started to collect documentation for your 30 hours of work/volunteer experience. You should review your hours now. To meet the minimum requirement of 30 hours for the work experience or volunteer/community service for Career Life Education, you must provide evidence. The evidence must include a tracking sheet of hours with a brief description of work done. The evidence must describe the nature of the work or service performed and must list the dates and hours worked (or best estimate). You must also report on tasks and duties performed and identify the employability skills used.

Reporting

Bi - Weekly Progress Reports

These be sent to both students and parents through the Moodle website. These reports are sent via email addresses provided on course introduction forms filled out. Please make sure your Moodle profile is up to date with this information to ensure these are received. If you need assistance with this, please contact your teacher to make sure you are getting these reports.

Report Cards

These will be issued for the Fall term in November, March and June. For Spring/Summer only a final report card will be issued in August. These reports are available for Delta School District

students on student and parent connect. For those not attending one of our high schools please call our Continuing Education office 604-940-5550 to have a copy sent.

Only students who have done enough work to meet the activity requirement for the course will get report cards by the term deadlines outlined by their teachers. Even if you are getting progress reports you are not considered an active (official student) until this is met.

Course reports are based on only what has been submitted for the Fall term until April 1st and July 15th for the Spring/Summer term. At this time all missing assignments will count in grade calculations giving students a realistic picture of current course standings. It is important when viewing report cards and progress reports up until this point that the amount of the course completed is taken into consideration. (i.e. 90% standing in a course that is only 10% complete is very different than 90% in a course that is 80% complete)

Plagiarism

Plagiarism and Academic Dishonesty

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author (Dictionary.com) <http://dictionary.reference.com/browse/plagiarism>

Plagiarism can be done either intentionally or accidentally. Regardless, it is an academic offence that carries with it varying levels of consequences – from a mark of zero for work submitted to expulsion from the course and/or on-line program. Plagiarism takes various forms: copying another's work, not citing another's original work, cutting and pasting from the internet and claiming the work as your own, allowing other students to copy and submit your work as their own, and so on. It is YOUR RESPONSIBILITY to be aware of the rules around using and citing other people's work.

An excellent website that answers questions about plagiarism can be found at:

<http://www.plagiarism.org/>

<http://www.grammarly.com/>

<http://www.englishclub.com/writing/plagiarism.htm>

<http://australianhelp.com/plagiarism>

If you are uncertain as to whether you may be plagiarizing someone's work, check with your teacher or consult the many websites that outline the rules.

If a student is found to have submitted plagiarized work, the Delta Access teacher will notify both the student and Delta Access administration to document the violation and to determine further consequences. Repeated occurrences of plagiarism will likely result in a final mark of “Failure” in the specific on-line course.

Contacting your Teacher

Teachers will inform you of the best way to contact them once you begin your course. The current instructor is Todd Clarke – tclarke@deltaschools.ca

If you have any concerns that can not be addressed by your teacher please contact Delta Access
604-599-6398