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# **Career Life Education**

# **COURSE OUTLINE**

#### Territorial Acknowledgement

As we begin our CLE journey together, we acknowledge that Delta Access takes place on the traditional territory of the Tsawwassen and Musqueam First Nations peoples who have been stewards of this land since time immemorial.

**Overview**

Career Life Education is an important and useful course that teaches practical life skills and is a required course for all students in BC. Delta Access’s Career Life Education emphasizes the practical nature of the course, giving students an opportunity to learn about researching careers, job search skills, and providing them with tools to produce a resume that can be used for finding a summer or part-time job. Students also learn about safe work practices, budgeting for college, university or a personal goal, and using personal criteria to help in making healthy decisions. This course is delivered online and students are provided with handy entry windows for responses to questions or “upload” buttons for larger files. There are no supervised tests in this course.

**Prerequisites:** none

**Course Content and Timelines**

The timelines suggested are based on a 10 month Fall course September to June.

Timelines should be adjusted based on each student’s situation

**Unit 1: Who am I** (4 weeks)

**Unit 2: How Connected Am I?** (2 weeks)

**Unit 3: What do I have to learn** (11 weeks)

**Unit 4: What would I like to do?** (2 weeks)

**Unit 5: How does Today’s World Influence My Career Choices** (10 weeks)

**Unit 6: What Can I see Myself Doing?** (11 weeks)

# **Course Materials**

No textbook is required. Course content is delivered on our D2L platform by videos, online links and associated worksheets.

# **Assessment Information**

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| --- | --- |
| **Assignments** | **90 %** |
| **Reflections** | **10 %** |

**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 complete, they should be scanned (if needed) and uploaded to the assignment submission box for marking.

**Tests**

There are none for this course

**Quizzes**

There are none for this course

**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.

**Reporting**

Bi -Weekly Progress Reports These be sent to both students and parents. These reports are sent via email addresses provided on course introduction forms filled out. Please make sure your 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 in late November, January, March, June, and early August to meet the needs of post-secondary admissions. Students needing marks for postsecondary must complete the course within the guidelines provided by teachers, so their marks are uploaded for transcripts.

These reports are available for Delta School District students on our student management system. For those not attending one of our high schools. Please call our Continuing Education office 604-940-5550 to receive a copy.

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. For this course, at least 1 assignment and 1 reflection must be submitted and assessed for the activity requirement to be 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 taking 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:**

**Please read Delta Access Plagiarism policy:**<https://www.deltaaccess.ca/plagiarism/>

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 online course.

**Remember, Delta Access is an individualized course, and you cannot work with peers, tutors, or bots, or use artificial intelligence on course material. It is YOUR RESPONSIBILITY to be aware of the rules around using and citing other people’s work.**

**ChatGPT or Artificial Intelligence**

The use of the new AI technology ChatGPT or AI also violates the Delta Access Plagiarism policy.  If student work is suspected to be produced with artificial intelligence it will be run through one of our AI checkers to confirm.  If confirmed it will be treated the same as any other plagiarism violation.

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](http://dictionary.reference.com/browse/plagiarism%20)

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.

Some excellent websites that answer 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**

I am available to answer your questions and help you if you are struggling. Please email me at (your email) and I will get back to you within 24 hours (except on weekends & statutory holidays). Do not use D2L messaging please.

When you email me, please be sure to tell me your legal name, your course title and level, eg. Your Name CLE 10.

If you have any concerns that cannot be addressed by your teacher, please contact Delta Access directly at 604-599-6398 or email the Delta Access Coordinator Bill Tereposky. Email: [**btereposky@deltaschools.ca**](mailto:btereposky@deltaschools.ca).