



GLC20: Careers

St. Michael's Alternative High School
465 Victoria Ave, Windsor Ontario, N9A 4N1
519 977 6161

Instructor: Mr. Zahran	Prerequisites: None
Course Code: GLC20	Credit Value: 0.5

Course Description:

The focus of this course is to provide students with the necessary tools, strategies, and skills to design an action and implementation plan, which will assist students in pursuing their educational, career, and personal goals. This plan will be devised through the use of the interest inventories; personality, aptitude, and skills assessments; career and occupational research; post-secondary exploration; and community involvement.

An in depth exploration of these documents and strategies can be found in the Main Office and on the Board's website.

Course Organization and Units of Study

UNITS	DESCRIPTION
Unit 1	Personal Management
Unit 2	Exploration of Opportunities
Unit 3	Preparations for Change

Evaluation of Student Achievement

All students will be assessed frequently and given multiple opportunities to practice and demonstrate their level of achievement of the course expectations.

Term Work – 70% of Final Grade

Achievement Categories	Weight
Knowledge/Understanding	25
Thinking	25
Application	30
Communication	20

Weights Assigned to Term Tasks (Out of)

Weighting System	1-10
Major Assignments	1-10
Tests/Papers/Assignments	1-10
Quizzes / Homework	1-10

Final Evaluation – 30% Culminating Activity

Learning Skills and Work Habits

- Teachers will support students in finding connections between the Learning Skills, Work Habits and Catholic Graduate Expectations.
- Teachers will provide multiple opportunities for students to demonstrate their learning skills and work habits in the following categories:
 - Responsibility
 - Organization
 - Independent Work
 - Collaboration
 - Initiative
 - Self-Regulation
- The learning skills will be evaluated using the four-point scale:
 - E – Excellent
 - G – Good
 - S – Satisfactory
 - N - Needs Improvement

Key Policies

Absence Policy:

- Students are responsible for any work missed due to absences. This includes obtaining classroom notes, seeking extra help when required, and being aware of assessment dates. If a student must be absent for an extended period of time, the school should be contacted and arrangements should be made for work to be picked up or sent home. Upon submission of medical, legal or explanatory note from a parent, a student may be allowed to perform a missed assessment task at a mutually convenient time. This time should not extend beyond the number of days the student was absent.
- Should a student anticipate an absence, it is the student’s responsibility to notify the teacher and to make arrangements to obtain any instructional assignments. Failure to do so will result in the forfeiture of the privileges described above.
- Lates: 1-2: Record in Class Attendance; 3rd late Chronic Late Form; 4+: Student will be sent to the office.

Submission of Late Assignments

- Assignments are due at the beginning of class unless otherwise stated.
- If a student submits assignments late, the teacher:
 - Must document or track late submissions. Teachers may use the Missed or Late Assignment Student Contract.
 - Must consult with the student and determine a plan of action to correct this behavior. Teachers may use a variety of methods for dealing with late and missed assignments.
 - May contact the student’s parent/guardian.
 - May need to inform Administration or school success team.
- Teachers will use their professional judgment when extenuating circumstances arise.
- If a student fails to submit a major assignment on time, the student will be given a new due date at the teacher’s discretion. The teacher may use the same assignment or modify the original one. Failure to submit the original/alternate assignment on the second due date may result in a mark of zero.

Plagiarism:

- If it is determined that a student has plagiarized, the following will happen:
 - The plagiarism will be reported to the school administration,
 - The student will receive a mark of zero (0),
 - The student will be provided an opportunity to resubmit the assignment,
 - The first assignment will be recorded in Markbook[®] as a zero (0),
 - The second assignment will also be recorded in Markbook[®] with the same weight,
- The parent/guardian will be notified and other consequences, including suspension, may be assigned

Class Notes:

- Students are expected to conduct themselves in a manner that promotes a safe, orderly learning environment within the school, shows respect for the rights of others, and helps preserve the property and equipment provided for the use of students. Student efforts in meeting this expectation will minimize the need for school-directed discipline, and self-discipline should be each student’s foremost objective. Students who fail to meet the expectations set forth above may be subject to disciplinary action.
- An open line of communication between a student, teacher and parents/guardians is essential to ensure student success. Students and parents/guardians can expect several assessments and a unit culminating activity in the form of a performance task or test for each of the units in this course. Students are expected to keep a record of their performance and have parents/guardians sign assessments and evaluations when requested.
- Being properly prepared to work every day is an essential component of success in this course. Students should bring their textbook and notebook to class every day.

Resources:

- Textbook: TBA. Replacement Cost \$50.00
- Students shall be assigned a numbered textbook at the beginning of the year. The teacher will record this identification number. It is expected that the student return the book they were assigned.
- Students who lose or damage a book shall notify their teacher immediately. Students shall be assessed a fine to pay for lost or damaged books.

Parent/Student Acknowledgement and Agreement:

Parent/Guardian Signature

Date

Student’s Signature

Date

Textbook # _____

Other Resources Assigned:

