



# The Dr. G. W. Williams Secondary School

## Guidance Department Course Outline Career Studies

**Course Code: GLC 201**  
**Credit Value: .5**

**Teacher: Ms. Gordner**  
**Grade Level: 10 Open**

### Course Description

The main purpose of Career Studies is to equip students to intelligently and purposefully interact with their world (now and in the future) so that they live, work, and participate in it as satisfied and contributing members of society. Student learning will include assessing their own knowledge, skills, and characteristics and investigating economic trends, workplace organization, work opportunities, and ways to search for work. The course explores post-secondary learning options, prepares students for community-based learning, and helps them build the capabilities needed for managing work and life transitions.

### Units of Study

Unit 1	Careers	9 classes
Unit 2	All About Me	11 classes
Unit 3	Pathways	11 classes
Unit 4	The Workplace	14 classes

**Each student must have a binder for Career Studies course work ONLY, with at least one divider. This will be marked regularly.**

### Assessment and Evaluation of Student Achievement

Course evaluation will be weighted:

70% term work divided between the four categories of achievement (Knowledge and Understanding, Thinking, Communication, and Application)

30% final evaluation



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## Department Expectations

**Learning Skills** will be assessed separately except in cases where they are a part of curriculum expectations. These include independent work, organization, teamwork, work habits, homework, and initiative.

### **Academic Honesty**

All school and department policies on academic honesty will be strictly enforced in this course.

### **Attendance**

Attendance at all general class sessions is required. Excessive absences will detract from your ability to achieve a high grade in this course and could result in your withdrawal.

### **Deadlines**

Deadlines are realistic in the normal working life outside of the school setting. Deadlines are also set as a reasonable management strategy for teachers so that workloads can be varied and balanced. We also set deadlines as a way of bringing closure to one unit of work and moving ahead to another. Students are expected to:

- Seek assistance from the teacher when they feel unable to complete a task/assignment due to insufficient knowledge or skill. Be sure to advise the teacher of any difficulty well before a task/assignment is due.
- Negotiate alternate deadlines well before an established due date.
- Understand that some deadlines are negotiated: some are absolute.
- Students cannot earn a grade for work that is not submitted within the stated timelines.
- Understand that chronic lateness in submitting tasks/assignments will prevent your teacher from evaluating your work and may require you to demonstrate your knowledge and skills within a setting such as summer school.

### **Missed Test Policy:**

If a student misses a test due to ill health, a note from parents/guardians is required. Along with a note, your parents (or yourself if you are 18 or over) should call me at 905-727-3131 ext. 458 to report your absence. A student will **write a make up test on their first day back to class.**