



Career Development 2201

2018 - 2019

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Career Development 2201 is a **TWO** credit course designed to help students develop the skills they need to make effective career decisions throughout their lives. **THIS COURSE, INCLUDING THE 30 HOUR COMMUNITY CONTRIBUTION VOLUNTEER COMPONENT, IS REQUIRED FOR HIGH SCHOOL GRADUATION IN NEWFOUNDLAND AND LABRADOR.**

Course Content & Evaluation Format:

Unit 1: INTRO AND COURSE ORGANIZATION 20%

- Topic 1: Course Management
- Topic 2: What is Career Development?
- Topic 3: Why is Career Development so Important?
- Topic 4: Adapting to Change
- Topic 5: Community Contribution
- Topic 6: Employability Skills

Unit 2: PERSONAL MANAGEMENT 30%

- Topic 1: Self-awareness
- Topic 2: Positive Interactions
- Topic 3: Personal Growth and the Impact of Change
- Topic 4: Decision Making and Goal Setting

Unit 3: CAREER EXPLORATION – Learning & Work 30%

- Topic 1: Balancing Lifestyle and Life Roles
- Topic 2: Linking Lifelong Learning to One's Career Development
- Topic 3: Accessing and Assessing Life/Work Information
- Topic 4: Personal Safety
- Topic 5: Networking
- Topic 6: The Influence of Society and the Economy on Work

Unit 4: CAREER PREPARATION – Life & Work Building 20%

- Topic 1: Personal Aspirations, Motivation, and Success
- Topic 2: Creating, Securing, and Maintaining Work
- Topic 3: Reflection

- **Community Contribution: 30 Volunteer hrs** **Complete**

Course Work:

Class Attendance and Participation:

- Career Development is **NOT** a study course **BUT** rather “a challenging personal development experience.” **IT IS VITAL YOU ATTEND AND PARTICIPATE IN ALL CLASSES.**
- There is **NO** mid-term or final exam.
- Evaluation is on-going which means that everyday there will be activities and portfolio development which will be evaluated by the teacher.
- Students **MUST** demonstrate personal management skills to ensure all activities are completed as expected.

Course Content Portfolio (The Course Binder):

- Each student is required to organize and compile a variety of materials into a hard covered binder.
- According to the Department of Education, this portfolio is “an inclusive course activity management tool.”
- **THE CONTENTS SHOULD INCLUDE ALL CLASS NOTES, JOURNAL ENTRIES, INDIVIDUAL AND GROUP CLASSROOM ASSIGNMENTS, PERSONAL INTEREST AND SKILL INVENTORIES, AND THE COMMUNITY CONTRIBUTION ACTIVITY RECORDS.**
- The CCP will be collected by the teacher and assessed on a monthly basis.
- It represents a significant portion of the course evaluation.

Employability Skills Portfolio (Resume, Cover Letter):

- Each student will also begin an Employability Skills Portfolio that should **BE** maintained throughout their academic studies and working career.
- According to the Department of Education, an ESP is “a means to collect, organize and present items that demonstrate the acquisition of knowledge, skills, behaviors, achievement, etc... that Canadian employers deem important for successful work experiences.
- **THE CONTENTS SHOULD INCLUDE: RESUME, SAMPLE COVER LETTERS, REFERENCE RECORDS, AWARDS, DIPLOMAS, AND OTHER DOCUMENTS.**
- The ESP will also be assessed by the teacher and represents a large portion of the course evaluation.

Community Contribution Component (30 Volunteer Hours):

- A major focus of the course will be preparation for students to complete their Community Contribution Component (minimum of 30 hours) established by the Department of Education and **REQUIRED FOR GRADUATION FROM HIGH SCHOOL IN THIS PROVINCE.**
- The rationale here is to “encourage students to develop awareness and understanding of civic responsibility and of the contribution they can make in supporting and strengthening their communities.”
- This requirement must be documented by students (**CCAR FORM**) and approved by the course teacher.

- Volunteer Guidelines available at:
www.ed.gov.nl.ca/edu/k12/curriculum/documents/careered/cd2201_volunteer.pdf
- Student Brochure available at:
www.ed.gov.nl.ca/edu/k12/curriculum/documents/careered/cd2201_student.pdf
- Parent Brochure available at:
www.ed.gov.nl.ca/edu/k12/curriculum/documents/careered/cd2201_parent.pdf