



GLN40

Course Outline

Navigating the Workplace, Grade 12, Open (GLN40)

W. Ross Macdonald School

Credit: 1.0

Teacher: Mr. Huffman

Prerequisite: None

Policy Documents

[Curriculum Documents](#)

[Growing Success](#)

Course Description

This course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will explore occupations and careers of interest through participation in real workplace experiences. They will make plans for continued learning and work, work with others to design learning experiences, and investigate the resources and support required to make a smooth transition to their postsecondary destination.

Overall Curriculum Expectations

Essential Skills for Working and Learning

Demonstrate an understanding of the workplace essential skills necessary for success in life, school, and work;

Demonstrate effective use of literacy and numeracy strategies that support the application of the workplace essential skills to complete specific tasks in real or simulated workplace settings;

Demonstrate effective use of learning and thinking strategies in school and in real or simulated workplace settings;

Plan for, assess, and document their ongoing development and demonstration of selected workplace essential skills.

Personal Management

Demonstrate an understanding of their interests, strengths, and needs, and describe how these influence their postsecondary education, training, and career plans; Identify and describe self-management and teamwork skills and strategies, and use them effectively in working with others in real or simulated workplace settings; Identify and effectively apply strategies for managing time, planning tasks, and managing personal finances.

Exploration of Opportunities

Demonstrate the ability to research information about learning and work opportunities, using print, electronic, and human resources;
Describe occupations of interest and the postsecondary education or training required for these occupations;
Demonstrate an understanding of the nature of work and of workplace expectations and issues;
Identify, explain, and follow health and safety policies and procedures in school and in the workplace.

Preparation for Transitions and Change

Identify the possible changes they will encounter in the transition from secondary school to their first postsecondary destination, and develop strategies and resources to manage this transition;
Produce plans for a smooth transition to their selected postsecondary destination;
Apply job-search strategies, tools, and resources to find or create opportunities for work and for learning about work.

Assessment and Evaluation

The primary purpose of assessment and evaluation is to improve student learning (not just assigning a grade). It is an ongoing process and students will be given a variety of different opportunities to demonstrate their learning across all four categories of the achievement chart (Knowledge, Thinking, Communication, Application). This may include daily class work, group work, journals, oral responses, portfolios, student/teacher conferencing and independent work/tests. In order for students to meet their learning goals, they will learn to use success criteria to critically evaluate their own work and will receive feedback from teachers and peers.

A final grade will assigned based the following:

Summative Assessment Tasks (70% of final grade)

Summative evaluation given to assignments, tests, quizzes, and projects during the year.

Final Summative Assessment Tasks and/or Culminating Activities (30% of final grade)

Learning Skills and Work Habits

The following learning skills will be assessed throughout the year: Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation.

Performance will be evaluated by the following categories: Excellent, Good, Satisfactory, Needs Improvement.

Deadlines and Late Assignments

Students are responsible for completing all assignments by the assigned due date and making alternate arrangements for missed evaluations.

Homework

Homework may include practice of skills taught in class, preparation or extension of in-class work. Consistent homework completion is essential for student success and it is my expectation that it be completed.

Academic Honesty

Students are responsible for being academically honest in all aspects of their schoolwork.

Rules and Expectations

Regular attendance and punctuality are expected, as they contribute to success at school and are important requirements in the workplace. The classroom is ours, not mine, not yours. Respect your classmates, the instructor and the equipment in the classroom.