

Name: _____

Date: _____

CAREER STUDIES – 45 DAY GUIDELINE

The following is a guideline that you can use as reference throughout the course of Career Studies to track your completion of course work, both formative and summative. The time line may change slightly depending on school events that arise, however; this will provide you with a good approximation of what will be covered throughout the course.

<u>Day</u>	<u>Lesson</u>
Monday April 25 th	Introduction Careers A-Z worksheet
Tuesday April 26 th	Self-Assessment – Interests Self-Assessment – Values Motivation Discussion Valuable Experiences worksheet
Wednesday April 27 th	Career Profile Poster Assignment
Thursday April 28 th	Employable Skills - Note Personal Management Skills - Note Personal SWOT Analysis
Friday April 29 th	Communication/Listening/Teamwork Lesson and Activities
Monday May 2 nd	Internal and External Factors Affecting Employment Goal Setting Barriers to Achieving Goals
Tuesday May 3 rd	Job Change Factors Current Trends in Employment
Wednesday May 4 th	Workplace Safety
Thursday May 5 th	Quiz #1
Friday May 6 th	Secondary School Graduation Requirements Careers Terminology Post-Secondary Pathways Grade 11 and 12 Course Selections
Monday May 9 th	Pursuit of Happiness - Question and answer worksheet
Tuesday May 10 th	Pursuit of Happiness - Question and answer worksheet
Wednesday May 11 th	High Five lesson and worksheet
Thursday May 12 th	Review Day for Test #1 - Crossword - Test Outline
Friday May 13 th	Careers Test #1
Monday May 16 th	Career & Life Style Research
Tuesday May 17 th	Career & Life Style Research
Wednesday May 18 th	Problem Solving Lesson Problem Solving Scenarios
Thursday May 19 th	Problem Solving Assignment
Friday May 20 th	Group Problem Solving
Monday May 23rd – Victoria Day	
Tuesday May 24 th	Problem Solving Quiz
Wednesday May 25 th	Job Applications Lesson - Note - Review sample job applications

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Thursday May 26 th	Job Application Activity
Friday May 27 th	Resume - Lesson - Review sample Resumes (good and poor)
Monday May 30 th	Group Resume Activity
Tuesday May 31 st	Personal Resume writing and peer edit before submitting
Wednesday June 1 st	Personal Resume writing and peer edit before submitting
Thursday June 2 nd	Final edit and printing of good copy of Resume from peer and teacher feedback (first half of class) Cover Letters – Lesson - Review sample cover letters
	Students to create a Cover Letter for a potential job Peer edit and submit rough draft for teacher feedback.
Friday June 3 rd	Final edit and printing of good copy of Cover Letter from peer and teacher feedback.
Monday June 6 th	Interview Lesson - Process - Questions/answers - Attire Worksheet
Tuesday June 7 th	30 Days on Minimum Wage video with question/answer worksheet
Wednesday June 8 th	Interview Questions and answers - Interview a friend carousel
Thursday June 9 th	Career Studies Test #2 (Job Applications, Resumes, Cover Letters, Interviews)
Friday June 10 th	Interview Prep Day - Selection of Job & Position for Interview - Questions and Answers
Monday June 13 th	Interview Day FSE Prep Period
Tuesday June 14 th	FSE Day 1 - Work Period
Wednesday June 15 th	FSE Day 2 - Work Period
Thursday June 16 th	FSE Day 3 - Work Period
Friday June 17 th	FSE Day 4 - Work Period (Due @ End of Period)
Monday June 20 th	Examination Review
Tuesday June 21 st	Examination Review
Wednesday June 22 nd	Examination Review
Friday June 24 th	Final Examination