

Name: _____

DUE: March 18/16

BARSBY SECONDARY

CAREER EXPLORATIONS 12

COURSE OUTLINE

Students may earn 4 credits for Career Explorations 12 by collecting and **documenting** 100+ hours of paid work, volunteer work experience placements, volunteer activities, certification hours, field trips to post-secondary institutions, leadership seminars, etc.

To earn 4 credits, you must complete the following: (each as you complete the task)

- Document 100+ hours of work experience (or other experience from the list above).
- You **must** include either: pay stubs, T4 slips, Record of Employment - or – if it is a volunteer experience, a letter from your supervisor. **If proper documentation is not submitted to confirm your completion of 100 hours, you will not receive credit for this course.**
- Student self-evaluation form – including written responses. (Hand-out #1)
- Employer evaluation – including employer signature and contact info. (Hand-out #2)
- A **current** working resume.
- (MANDATORY)** Go to BC Awards Online – sign in by indicating School District 68 (public school). Complete a scholarship search using at least 1 of the criteria provided:
- Attach a list of at least 3 scholarships from the site that you may be eligible for. *Include the scholarship amount and the application deadline.*
- Complete the Nanaimo Graduation Resume. (Hand-out #3)
- (MANDATORY)** Complete in full, your draft version of the Nanaimo Scholarship Application Form. Be prepared to show this form to your Career Explorations teacher/supervisor. www.nlsf.ca/

If you are not able to meet these course requirements or the necessary hours by the due date, please see your assigned Career Explorations teacher/supervisor as soon as possible.

Marking Criteria:

Early Grads – due date Dec. 11, 2015

_____ / 50	Proper Documentation of 100+ hours of work or volunteer experience	
_____ / 10	Student Self-Evaluation Form	
_____ / 10	Employer Evaluation Form	
_____ / 10	Current Resume	Total:
_____ / 5	List of 3 eligible scholarships	
_____ / 5	Nanaimo Graduation Resume	_____ / 100
_____ / 5	Scholarship Application Form	
_____ / 5	Package submitted by due date	

STUDENT SELF-EVALUATION (HAND-OUT #1)

Fundamental Skills	Very Strong	Good	Developing	Must Improve	N/A
Listens to and/or follows directions					
Asks questions to understand expectations					
Demonstrates good written & verbal communication					
Demonstrates problem solving skills					

Personal Management Skills	Very Strong	Good	Developing	Must Improve	N/A
Demonstrates self-confidence					
Demonstrates interest, initiative and effort					
Demonstrates time management skills					
Learns from mistakes					
Demonstrates awareness of and respect for safety practices					

Teamwork Skills	Very Strong	Good	Developing	Must Improve	N/A
Works well with others					
Demonstrates leadership skills					
Communicates well with other staff					
Accepts constructive criticism					

1. What are some of the employment skills you need to improve on and what will you do to improve?

2. Which parts of this job/volunteer experience are most appealing to you? Least appealing to you? Why?

EMPLOYER (SUPERVISOR) EVALUATION (Provide this form to your supervisor)

(HAND-OUT #2)

_____ (name) is enrolled in a course called Career Explorations 12. This course allows students to attain the skills and knowledge required in making a transition to post-secondary education, training, and/or work. Please assist us by checking the appropriate column in the chart below. This information will be used in calculating the final mark for the course. Thank You. This form may be returned to the student or faxed to John Barsby Secondary @ 250-753-2430

Fundamental Skills	Very Strong	Good	Developing	Must Improve	N/A
Listens to and/or follows directions					
Asks questions to understand expectations					
Demonstrates good written & verbal communication					
Competently uses tools and technology to manage numbers and make necessary calculations in the workplace					
Demonstrates problem solving skills					

Personal Management Skills	Very Strong	Good	Developing	Must Improve	N/A
Demonstrates self-confidence					
Demonstrates interest, initiative and effort					
Demonstrates time management skills					
Is accountable for actions					
Works well on own					
Can carry out multiple tasks/projects					
Learns from mistakes					
Demonstrates awareness of and respect for safety practices					

Teamwork Skills	Very Strong	Good	Developing	Must Improve	N/A
Works well with others					
Demonstrates leadership skills					
Communicates well with other staff					
Accepts constructive criticism					

This student has completed approximately _____ hours under your supervision

AT (ORGANIZATION) _____ Phone Number: _____

Name: _____ Signature _____ Date: _____

(print)

GRADUATION RESUME

Include your activities over the past two years
(Handout #3)

School Participation

CATEGORIES	ROLE	HOURS	SUPERVISOR	LEADERSHIP & PERSONAL ACHIEVEMENTS/AWARDS/CERTIFICATES
Citizenship				
Athletics				
Clubs/Committees				
Fine Arts				
Other.....				

Community Involvement

CATEGORIES	ROLE	HOURS	SUPERVISOR	LEADERSHIP & PERSONAL ACHIEVEMENTS/AWARDS/CERTIFICATES
Citizenship				
Athletics				
Clubs/Committees				
Fine Arts				
Other.....				