

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 | |

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..... | | | | |