

# ST. FRANCIS XAVIER CATHOLIC HIGH SCHOOL



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## CTS Department 2021-2022

CTR3310: Career Directions - Expansion (1 credit)  
Semester 1: September 1, 2021- January 28, 2022  
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Google Classroom Code: dxhdkre

St. Francis Xavier High School acknowledges Treaty 6 territory—the ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteaux, Nakota Sioux, as well as the Métis. We acknowledge the many First Nations, Métis, and Inuit whose footsteps have marked these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We recognize the land as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

## COURSE OVERVIEW / GENERAL OUTCOMES

Welcome to the CTR3310: Career Directions –Transitions module.

Students will build on work done in CTR2310: Career Directions – Expansion to update their learning/career plan, and to ensure their career tool kit can support them as they make the transition from high school into the workplace or post-secondary learning.

### GENERAL OUTCOMES:

Students will:

1. Refine and present the career portfolio targeting specific applications related to personal career plans.
2. Describe the career paths of two individuals working in different industry sectors in terms of their career planning and transition experiences.
3. Update learning/career planner and expand personal career network/resource list.
4. Update and assess personal career transition scenarios, including:
  - Links to personal competencies, interests and goals
  - Career planning process and principles
  - Expectations and opportunities (potential career paths)
  - Labour market and workplace trends
5. Refine and/or expand action plans to enhance essential competencies and to build learning capacity.



## ASSESSMENT

A wide range of assessment information is used in the development of a student's final grade. At St. Francis Xavier High School, individualized assessments provide specific information regarding student progress and overall performance in class. Student assessment may vary from student to student to adapt for differences in student needs, learning styles, preferences, and paces. It should also be noted that not all assignments are used to determine the final grade, and that scale factors may have been used to determine the weight of individual assignments.

*Marks are recorded cumulatively throughout the term	
Classroom mark: 100%	
100%	CourseWork <ul style="list-style-type: none"><li>• Scholarships (25 marks)</li><li>• Cover Letter (25 marks)</li><li>• Resume (25 marks)</li><li>• Interview Process (25 marks)</li></ul>

## PLAGIARISM

We provide a Catholic education, where the Core Values of dignity, respect, fairness, personal and communal growth, loyalty, and honesty are the framework for all that we do. Within this Catholic education that St. Francis Xavier School provides, one of our main focuses is to encourage and facilitate the pursuit of knowledge and excellence in academics.

To ensure that we attain this focus, all students at our school community are expected:

1. to meet the standards of individual integrity outlined in the policy;
2. to practice intellectual honesty in the process of acquiring and extending knowledge by improving their own personal academic competence, critical thinking, and self-evaluation.

Therefore, students who submit work not their own, take or copy answers from another student or source (cheating), provide answers to any assessment to another student (collusion), cheat during examinations, or use unauthorized means to obtain answers or complete work, after investigation by the teacher supervisor, are at risk of the following:

- First offense – May receive a zero for the assessment and a two-day suspension.
- Second offense – May receive a zero for the assessment and a three-day suspension.
- Third offense – May be removed from the class, further suspensions, or possible recommendation for expulsion.

Conditions surrounding the investigation will be considered and each situation will be dealt with on an individual basis. Review of the incident will first be conducted by the teacher and will then potentially involve additional staff (department head), administration, parents and the student(s) involved.



## **SCHOOL POLICIES**

St. Francis Xavier does not publish report cards. Parents and students are encouraged to keep up to date on Power School and contact their teacher if there are any issues.

At St. Francis Xavier, zeros may be administered for incomplete or absent work with the opportunity to rectify the mark with conversation with their teacher.

## **CELL PHONE POLICY**

Cellphones may be used in the classroom by the teacher invitation only. If the teacher deems the device is a distraction to the learning environment, the teacher reserves the right to ask that the phone be put away or to confiscate until the end of the class.

No cellphones shall be on a student's person during an assessment and should be put on mute in their bag. A zero will be awarded if the device was used for cheating.

## **CLASSROOM POLICY & MISSED ASSESSMENT POLICY**

**NOTE:** Extra help is available for any student on Microsoft Teams. Please send a message through the chat function if you require any help. (Please note that help is available to you Monday through Friday from 8:18am – 5pm daily. Any messages sent after that time, may not get an immediate response)

