

Course Outline for Career and Life Management (CALM)

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Peace River High School 2011-2012

CALM is a **compulsory course** for Alberta High School students. It is the final component of the grade 1-12 Health Promotion Program. It is a **3 credit** course, however, students will be completing at least three other job prep and job safety modules during this block, including HCS 3000, which is a prerequisite for work experience.

The aim of CALM is to enable students to make well informed, considered decisions and choices in all aspects of their lives. The aim is to continue to develop behaviours and attitudes that contribute to the well-being and respects of self and others, now and in the future.

CALM addresses 3 general topics of life choices:

- Personal Choices – students will apply understanding of all 5 aspects of well being to personal health.
- Resources Choices – students will understand and make responsible decisions in the use of finances and other resources.
- Career and Life Choices – students will develop and apply processes for managing personal and lifelong career development.

September 1 – October 10

- **Career and Life Choices**
 - Career development as a lifelong process
 - Assessment of existing personal profile/portfolio
 - Development of a quality portfolio (see evaluation)
 - Assessment of personal skills, interests, values etc. as they relate to possible careers
 - Understanding the transition from school to work and post-secondary
 - Post secondary training opportunities (on the job, apprenticeship, college, technical, university, armed forces)
 - Funding your education
 - Values of employment, types of employment, future trends in employment
 - Job search strategies and personal marketing skills – applications, cover letters, resumes, interviews, portfolios
 - Retaining a job
 - Employee-employer relations – legislation, safety, discrimination
 - Enterprise and entrepreneurship

October 11- November 18

- **Resource Choices**
 - Available resources, wants, needs values, lifestyle and income
 - Personal budgeting and financial plans
 - Independent living – tenant legislation, roommates
 - Being an informed consumer – rights and responsibilities, legislation, resources
 - Sustainable development
 - Financial institutions – services, costs, advantages, disadvantages
 - Credit – types, advantages and disadvantages
 - Investments - types, advantages and disadvantages
 - Insurance - types, advantages and disadvantages
 - Financial challenges – flexibility, unexpected changes
 - How science, technology affect wellness – role of media as a consumer/peer pressure

November 21-Januray 20

- **Personal Choices Part 1**

- Introduction to the 5 aspects of well-being – definitions, measures, importance of balance and interrelatedness of aspects
- Creative thinking skills – decision making processes, effective learning including time management, learning styles, and multiple intelligences
- Physical, emotional and spiritual well-being – self assessment and goal setting
- Coping with change and stress management
- Dealing with loss

- **Personal Choices Part 2**

- Relationships – positive elements, building, maintaining and enhancing
- Conflict resolution and team building
- Responsible sexual behaviour – values, commitment, trust, dealing with jealousy
- Responsible sexual behaviours – abstinence, consequences of sexual activity
- Unhealthy relationships – signs, resources and support systems
- Use and abuse of drug and alcohol – impact on all aspects of well being, influence of media/peer pressure
- Gambling

RESOURCES:

- “Life Choices” series – Venturing Out, Relationships, Careers, Healthy and Well Student booklets and teacher resources. These booklets will be used in the classroom as a basic resource and will not be issued to students on an individual basis.

Other Resources:

- Career Assessment tools – COPS interest inventory
- Alberta Government Publications through Career Development/Labour
- Various internet sites
- Field trips to grocery stores
- Peace Health Unit resources
- IMC and RRC
- AADAC, Alberta Mental Health for guest speaker, pamphlets, videos,
- Career Cruising Program

EVALUATION

CALM is a course that **requires the personal commitment of attendance**, in order for the student to make considered decisions and choices in all aspects of their lives. Many of the assignments required thoughtful written responses that reflect the student’s opinion and values on a topic discussed in class. Students who are absent for that assignment may not be eligible to receive a mark. There will be no formal unit tests or exams.

Final Grade:

Daily Assignments	60%
*Portfolio Project	20%
*Portfolio Presentation	20%
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	100%

A course requirement is the preparation and presentation of a **student portfolio**, a useful tool and skill for potential jobs and careers. Students will also complete an **interview** as their final exam.

**One of the stated goals of CALM is to develop a quality career portfolio. Each student will submit a portfolio as a Final Project. Each student receives 2 handouts. One is a checklist of required and recommended items to be included in the portfolio. The other explains how the portfolio contents and the presentation are graded. This portfolio accounts for 20% of the final grade.*

**Throughout the CALM course, students will be required and encouraged to maintain and develop the portfolio. Any skills, certificates etc. acquired during the CALM course, in any other course taken at school, or any documentation from community involvement can and should be included. Each student will present their portfolio to a community member or to the classroom teacher and discuss its contents. This review will account for 20% of the final grade. Students and community members will receive criteria beforehand to prepare. This will take place BEFORE the final grade in the course can be awarded.*

HCS 3000 (1 credit). Students **require this module, as a pre-requisite, to register in any Work Experience credits.** The module reviews some of the concepts learned in CALM and adds new skills in the area of safety, health and work place.

Evaluation: the module outline gives a breakdown of the required quizzes, documents and assignments to be included and the value of each.

CTR 1010 (1 credit). Students will learn resume and cover letter writing skills as well as application forms and interviews. Students will be given an introduction to the WCB as well as workplace legislation. This course is recommended for students taking work experience. Evaluation: the module outline gives a breakdown of the required quizzes, documents and assignments to be included and the value of each.

HCS 3010 (1 credit) Students explore workplace safety principles and practices, and apply these principles and practices to a variety of contexts. This course is also a recommended prerequisite for the Registered Apprenticeship Program.

Evaluation: the module outline gives a breakdown of the required quizzes, documents and assignments to be included and the value of each.

These modules are assessed separately from the CALM course and will be reported as individual credits on the report card.

Final portfolios are due on December 16th, 2011

Final Interviews will be held during the week of January 23-27, 2012

