

Culminating Activity**MY EDUCATIONAL AND CAREER PATH*****30% of FINAL MARK***

You will be required to prepare a personal Educational and Career Path Culminating Project. This is an excellent opportunity to make some plans for your post-secondary education or training, and possibly a specific occupation in a field of work that you may be interested in pursuing one day. For example, if you are interested in the field of law, you may decide to investigate one particular occupation in that field, such as lawyer, law clerk, legal assistant, judge, crown attorney, bailiff, police officer, or legal librarian. Also, you will research the educational pathway you would have to take to reach your career goals.

PLEASE NOTE: You will have an option to prepare a written research report OR do a class presentation. However, either choice still requires research materials with a works cited list and the creativity factor. Either format also requires you to cover the following points.

Requirements

Select an occupation, a vocation, or a trade in a field of employment. You are to learn as much as you can about the topic and gather and print suitable materials. Also, you are to reflect on the Career Studies course and what you have learned about yourself and comment throughout. Where possible, you should interview someone who is working in this field to discuss current work experiences and educational requirements. This interview can be included as one of your research items.

You report or presentation should include information on the following:***a) Job Description/Job Duties***

- a. Write a clear job description about this career choice. List some of the duties of this occupation
- b. Provide two or more reasons for selecting this occupation

b) Education and Training

- a. Describe the complete educational pathway (college, university, apprenticeship, private training) required for this occupation
- b. Be sure to list the required high school courses you would need for admission to this post-secondary or training program

- c. Choose a specific post-secondary educational institution or training program that you would attend in order to attain your education or certification in this field
- d. Report on the investment of time (the total number of months or years) to acquire this certification, diploma, or degree
- e. Report on the investment of money (total cost of your education, including tuition, books, incidental fees) to acquire this certification, diploma, or degree
- f. In an apprenticeship program, you may be paid to acquire the certification. Provide information on any necessary licenses, internships, or further certifications that would be necessary for you to complete this plan

c) *Specialized Skills*

- a. Describe *at least three* specialized skills needed to do this job. Comment on whether or not you have these skills or how you can acquire them. Use evidence from your school or life experiences
- b. Review the personal inventories and assignments that you have completed in this course and specify if your results are suitable to this occupation
- c. Identify three essential skills and the level of performance that would be expected for this occupation

d) *Earnings/Wages*

- a. Provide recent figures from your research for the salary or wages you can expect working in this occupation. If you find a chart indicating earnings, you should include this research in your report
- b. Are these earnings able to support the lifestyle you are hoping to enjoy one day?

e) *Working Conditions/Work Environment*

- a. What are the working conditions and benefits of his job (hours of work, location of employment, vacations)?
- b. Describe the work environment (indoors, sitting at a computer, working with your hands)

f) *Job Satisfaction/Job Stress*

- a. Describe *at least two* areas of job satisfaction you can expect from working in this occupation
- b. Describe *at least two* areas of job stress you can expect from working in this occupation

g) Related Jobs, Future Trends, or Self-Employment Opportunities

- a. Describe other occupations that could result from this line of work. Discuss how you would be able to transfer the skills you learned in this area to another occupation
- b. What does labour market information report about future trends for this occupation?
- c. Would this pathway provide you with the opportunities for advancement or self-employment? Explain

h) Community Involvement and Co-op Education

- a. Describe the type of community involvement in which you have already participated, and state the number of hours you have earned. Include your ideas on where you plan to acquire the remainder of your hours
- b. Does your community involvement or volunteer work relate to this occupational choice? If so, how? Make suggestions as to how you can acquire some volunteer or work experience for this career choice
- c. Discuss whether a Co-op experience in Grade 11 or 12 would fit into your educational and career plans. Would an apprenticeship experience be appropriate and can you start this training program in high school?

i) Personal Reflection

- a. After doing this research, are you still interested in this occupation? What aspects of it interest you and what aspects do not interest you?
- b. Did you learn anything that surprised you about this occupation? Explain whether or not what you found out about this occupation is what you expected it to be
- c. Explain if your interests, skills, abilities, and values are suitable for this particular occupation

j) Career Studies Course Reflection

- a. How does the knowledge you gained about yourself in Career Studies help you determine your future educational and career plans? Be specific in referring to several course experiences to summarize your thinking
- b. Look through your career portfolio and course materials and mention *at least three* activities that you found particularly useful in your personal and/or career development

Submission Options

You have the option to prepare either a written research report or to do a class presentation. However, either choice still requires research materials with a works cited list and the creativity factor. Either format requires you to cover all of the points (a-j) listed above in the Requirements section.

1. WRITTEN RESEARCH REPORT

Prepare a four- to eight-page report on the computer. Format the report, using double spacing and section headings as indicated in the list of headings (a-j above). No embedded citations or footnotes are needed. You will use a normal 12-point font (such as Calibri or Times New Roman) with one- to one-and-a-quarter inch margins on each side.

OR

2. CLASS PRESENTATION

The classroom is a great place to share learning with each other. Learning does not take place solely from teacher to student, but between and among all participants. It is important to prepare well for your presentation so that your classmates will learn what you have learned about your topic. Prepare a well-planned and meaningful presentation.

The class presentation may be completed individually or in a group, if the occupations are related. If you are working on your own, the length of the presentation must be between 10 and 12 minutes. If you are working in a group, the length of the presentation must be between 18 and 20 minutes. Every presenter must participate in the presentation. If you do a presentation, you do not need to hand in a written report as outlined above, but still need to include all of the information from the Requirements section (a-j) above.

Organize your content by selecting and using appropriate presentation techniques as suggested below:

- Overhead projector with transparencies
- Electronic display using PowerPoint slide show or a website
- Video/audio media sources
- Handout/brochures with key points
- Interview style with question and answer
- Role play/skits
- Class involvement: surveys or questionnaires

OR

- Invite a guest speaker, if available, as an option to enhance or deliver your presentation
 - Your guest speaker should be introduced courteously and thanked sincerely by you/your group
 - You/your group must be involved somewhat in the guest speaker's presentation, either by asking questions or otherwise engaging the class (interviewing the guest speaker in a question-and-answer format)

3. CREATIVITY (All students must do this)

Whether you are doing a written report or a class presentation, you must include a creativity aspect in this project. Check the evaluation chart for the mark assigned for creativity. Some suggestions include the following:

- Bring in samples, items, or clothing that relate to that occupation
- Demonstrate skill sets used in that occupation
- Show types of work skills used in that occupation
- Include extra brochures about that occupation in your written report
- Include newspaper articles, posters, etc., in your report
- Include a descriptive pictorial of "tools of the trade"

If you prepare a written report, you may choose to demonstrate the creativity factor to the class. In this case, you will have up to five minutes for this demonstration.

4. WORKS CONSULTED LIST OF RESEARCH MATERIALS (all students must do this)

Prepare a list of all the research materials you found to produce your project, including your career research interview, if appropriate. See your school librarian for proper formatting of a works consulted list. You may also use the programs *Citation Machine*, *Easy Bib* (both available on TDSB computers), or *Noodletools* to create the works consulted list. You can go to the TDSB (and ESA) library web page, click the link to "Research Toolkit" following by "Referencing" then "Basic MLA Style" (TDSB's *Research Success @ Your Library*), for instructions on proper formatting.

Find *at least five* pieces of electronic or hard-copy research from several sources. Do not use one website for all research. You may also include pamphlets and brochures as part of your research materials. Your preliminary career plan may be included as one item of research. Research suggestions may include:

- Post-secondary education or training programs
- Career Cruising
- Job Features or Ontario Job Futures

- National Occupation Classification (NOC)
- Professional association websites
- Labour market information
- School and public library e-subscriptions
- Newspapers, magazines, book
- Interviews, online or in-person
- DVDs, CDs, VHS media sources

Include printouts or photocopies of your research findings in your package. Each piece of online research should be printed showing the website address and printing date.

Highlight the necessary information on the printouts to indicate that you have read them.

Make notes on the printouts to assist you in organizing the writing of your project/

Select interesting graphics or pictures from your research to enhance your project. These can be included in your cover page, table of contents, and PowerPoint slide show.

MATERIAL CHECKLIST

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|--------------------------|---|
| ◇ Job Choice | ◇ Selection of either Report/Presentation |
| ◇ Job Description/Duties | ◇ Education and Training |
| ◇ Specialized Skills | ◇ Earnings/Wages |
| ◇ Working Conditions | ◇ Job Satisfaction/Stress |
| ◇ Related Jobs/Future | ◇ Community Involvement |
| ◇ Personal Reflection | ◇ Career Studies Course Reflection |
| ◇ Cover Page | ◇ Table of Contents |
| ◇ Works Consulted List | ◇ Research Materials |
| ◇ Creativity | ◇ Editing and Review |

Cumulating Assignment Due Dates

1. Decision to work as individual or as a group: _____
2. Selection of occupation to research: _____
3. Decision to do written piece or presentation: _____
4. Written Piece Due: _____
5. Presentation Date: _____

On the following few pages, you will find examples of the RUBRICS that will be used in your evaluation. You will also find an example of both a title page and table of contents that would be found in your written report.