

CAREER-LIFE CONNECTIONS 12

Name: _____

This is your coursework package for Career-Life Connections 12, which is one of the requirements for graduation. ***Please bring this package with you to all your individual meetings.***

First Semester Assignments:

Due before Winter Break.

- Job Search: Complete the questions in this booklet
- Cover Letter: Use checklist in this booklet; attach your draft and good copy
- Resume: Use checklist in this booklet; attach your draft and good copy
- Job Interview: Complete the questions in this booklet
- Social Media Audit: Complete the steps and questions in this booklet
- Resignation Letter: Attach your draft and good copy
- Budget: Complete a budget/financial plan for post-high school (use the budget in this booklet or create a separate document for school/travel budget)

Capstone Project:

To be completed over time, presentations to be scheduled during second semester.

- Project and Mentor Selection
- Mentor Permission Form
- Journal: Prompts and sample included in this booklet
- Project: Expect to spend approx. 30 hours working on your Capstone
- Presentation: Rubric attached

Individual Meetings: *Two in first semester, one in second semester*

Planning and goals will be ongoing though all three meetings.

- Post-Secondary Planning
- Goal Setting
- Capstone Project Planning
- 30 Hours Work/Volunteer Documentation (pay stub, work log, etc.)

Visit our class website for examples and templates: pcsscareders12.weebly.com

Job Search

Think of the next job you want to apply for. Maybe it's your first job. Maybe you want to move up the ladder at your current place of work. Maybe you're moving to a new place and need a job while you go to school.

What's the next job for you?

Find a job posting!

You can use this job posting to customize your resume and cover letter.

Try these websites:

- Yukon Work Futures: <http://yukonworkfutures.gov.yk.ca/>
- Government of Yukon: <https://yukon.ca/en/employment>
- Yukon Work Information Network: <https://www.yuwin.ca/>
- Government of Canada Job Bank: <https://www.jobbank.gc.ca/home>

Job Title	
Company	
City	
Source (where you found this job posting)	
Why You Want This Job	

If you already have a resume and/or cover letter, you don't have to start from scratch, just update - but it has to meet the assignment criteria!

Cover Letter Checklist

- Same full contact information as your resume (Name, mailing address, phone number, and email address)
- Match your resume (use the coordinating template!)
- Name of the person doing the hiring (if possible!!)
- Which job you are applying for
- Briefly introduce yourself
- Explain why you would be a good choice to hire and what you would bring to the position/company (knowledge, skills - related to the job posting!)
- Thank the employer and suggest meeting for an interview
- Sincerely,
Signature
Full Name
- Name of Proofreader: _____
- Draft attached
- Good copy attached

Resume Checklist

- Same full contact information as your cover letter (Name, mailing address, phone number, and email address)
- Match your cover letter (use the coordinating template!)
- Sections to Include
 - Education
 - Work & Volunteer Experience (put them together in one section if you don't have a lot of experience yet)
 - Skills
- Name of Proofreader: _____
- Draft attached
- Good copy attached

Job Interviews

Answer the following questions as though you were being interviewed for a job! If you would prefer to answer these verbally, we can do them at our next individual appointment.

Take your time and really think about your answers. Be descriptive. You can use these answers to prepare yourself for real job interviews!

In your own words, describe the job you are being interviewed for.

Why would you be a good fit for this job?

What do you know about this company/organization?

Imagine it's five years from now. What does your life look like? (School, job, family...)

Describe a situation where you were dealing with conflict. How did you handle it? If you could go back, what would you do differently?

What is a question you have for me (the person interviewing you for this job)?

Social Media Audit

Google Search: “Your Name” (the quotations tells Google to keep those terms together), and any names you use on social media

1. Go to google.ca and type your name in quotations (“First Last”) in the search bar.
2. Review the results.
3. Answer the following questions:

How many results did you get?

What was the first result?

How many social media platforms came up? (Instagram, Facebook, Soundcloud, YouTube, etc.)

What was the oldest result you could find?

What result surprised you the most? Why?

Which result might be an issue for a potential employer? Why?

How to Quit a Job

When you decide you are going to leave your job, there are some responsibilities you have as an employee. There are also some steps you can take to leave things on good terms with your employer and co-workers. This is a good idea, because they can become references for you!!

- Write down the reason(s) you are leaving so you are clear for yourself, and can answer clearly if you are asked.
- Write a resignation letter!
- Hand in your resignation letter well before you expect to stop working at this job. The number of weeks of notice you are required to provide depends on how long you have been at the job. You may not necessarily have to work that whole time, but you are legally required to provide notice based on your length of employment, or they can legally hold back your pay.
- Ask your supervisor if there is anything you can do to help train/transition the person replacing you. You don't have to do this, but your employer (and co-workers) will be happier to be your reference if you make it easier for them.
- Update your resume and cover letter to include the job you're leaving!

Writing a Resignation Letter

This letter should look as professional as your cover letter. You do **not** have to explain why you are leaving in the letter, but it's definitely okay to have a conversation with your supervisor.

- Same full contact information as your resume (Name, mailing address, phone number, and email address)
- Professional appearance (it should be typed and organized)
- Include the **date** you are handing in the letter (this is your official "two week" marker, so it's very important that this is on your letter)
- Professional writing
- Be **clear** that you are writing a letter to resign your position
- Thank the employer for the opportunity to be part of their company/organization
- Sincerely,
Signature
Full Name

Budget/Financial Plan

Managing your income and expenses is a **vital** part of life after high school. Once you are responsible for your own bills and living expenses, you will have to figure out what your priorities are and how to find a work-life balance that meets your own personal needs and wants.

Complete the budget table on the next page (or create a separate document) that shows how you will finance your plan for the future. **Show both income and expenses!**

Planning to go to **school**? Include: grants, scholarships, RESP, tuition, books, travel

Planning to **work**? Include: wage, rent, living expenses

Planning to **travel**? Include: work before travel, flights, accommodation, rough itinerary

Calculating Income and Expenses

Income

Hourly Wage X Number of Hours per Week X 4 Weeks = Monthly Income

Example: \$16 X 40h X 4wk = \$2560/month

This does not calculate taxes or other deductions that come off your paycheques. This varies widely depending on your income and the type of work you do, but can be as much as about 30% of your income.

Expenses

Monthly Income X Suggested Percentage = Estimated Expense Amount

Example: \$2560 X 0.3 = \$768 (approximate amount you can afford to spend on rent)

Sample Budget for Work/Living (school/travel need more details)

Monthly Expenses	
Rent (30%)	
Utilities (5%)	
Food (15%)	
Transportation (15%)	
Entertainment (10%)	
Savings (25%)	
Total Expenses	

Monthly Income	
Wages (Hourly Rate X 40h X 4 wks)	
Other Regular Income	
Total Income	

Total Income	\$
Total Expenses	-\$
Result (Extra Savings OR Debt?!)	

****You must make sure you balance your budget - your expenses can't be more than your income! Adjust your budget if you have to!****

CAPSTONE PROJECT

Your Capstone Project can be thought of as a “passion project” and is unique to you and your interests. While each project will be different, there are some elements that you must include.

- Mentor: Permission form to be completed
- Journal: Ongoing evidence of planning and reflection
- Project/Product: The actual work you are doing as your Capstone
- Presentation: Sharing of your journal, process, and product with your teacher

Capstone Styles: What Can My Capstone Look Like?

Your Capstone Project can be presented in many different ways or styles. What form is yours going to take? What will your final project look like? This will depend on what you decide to do, and is your chance to be creative!!

These styles are suggestions, and once you have chosen a project you will receive more details on the steps you should follow to support your success. If your idea doesn't seem to fit with one of these styles, just ask and we can figure it out!

Research Capstone:

Write an academic research paper in a subject area you are interested in. Do you love reading and writing? This style is ideal for students who are curious about a specific area of study and would like to have the opportunity to further explore, research, and gain knowledge. A research paper is NOT a report.

Examples

- Develop an inquiry question that you can test, then run an experiment and present the findings!
- Develop a point of view on an academic topic and collect 'evidence' to support your argument. Don't forget, this style of writing is most effective when you consider and refute the 'other' side.

Event Capstone:

Research, create and host your own event. Planned events should connect with your topic of interest and should provide opportunity for other students, teachers, parents, and community members to participate. This is an ideal style for students who are interested in event planning, management, networking, raising awareness, and social activism.

Examples

- Special awareness day
- Fundraiser
- Sporting event

Entrepreneurial Capstone

Start a new business initiative - build and execute an idea from the ground up. Your approach to this style can be cross-curricular, experiential, and community-based.

Examples

- Tutoring or babysitting service
- Spring Break camp for kids
- A product that people can use

Project Capstone:

Create a tangible object. A Project Capstone can relate to a possible career choice, it can be an extension of prior knowledge, an opportunity to attempt new learning, or a way to help construct something that you feel will benefit your community. Students that choose this Capstone should expect to complete a minimum of 25 hours working to develop, design, and create/build the physical product.

Examples

- Build/rebuild/refurbish something: Car engine, greenhouse, beehive...
- Create something: Regalia for First Nations grad, a play, a choreographed performance, a piece of art...

Service Capstone:

Research an issue of interest that is affecting the community and develop and implement a solution. Students will devote a minimum of 25 hours outside of school to a community or service project. This time is separate from your 30 hours of Work/Volunteer Experience required for graduation. Community service is work done by a person or group of people that benefits others. It is often done near the area where you live, so your local community can benefit from your service.

Examples

- Community clean-up effort
- Reading buddy program at an elementary school
- Breakfast program, homework club, etc. at our school

Capstone Mentor

What is a Mentor?

A mentor is an adult that you trust, a person that can provide support and guidance as you are going through the process of completing your Capstone Project. It is preferable that your mentor has knowledge in your area of interest.

Using the criteria below, list potential mentors that you have in your life and that fit each description. **A mentor is NOT the same thing as a peer.** A peer is someone who is around your age and may be a classmate or friend. A mentor is more experienced. A mentor often has a different perspective than you do. A mentor uses their wisdom and experience to make suggestions, to guide you and to help you achieve your goals.

Write down the names of potential mentors in your life who might fit these descriptions. Is there anyone who appears in your chart more than once? Ask one or more of these people to be your mentor(s).

A good listener Attentive, perceptive, unbiased, and diplomatic.	Accessible and available Willing to spend time with you on a regular basis.
A character builder Gives you an honest assessment of your strengths and weaknesses, helps you gain confidence, believes in you.	A role model Demonstrates ethical behaviour, honesty, responsibility, is good at what they do, committed to success.

Your Capstone Journal

Once you decide what format, or style, your Capstone will have, it will be time to get started! You will need to keep a record of your ideas/progress/experiences from start to finish. How will you track this? It could be a sketchbook, a diary, a digital journal, blog, or a combination.

You must include written or audio/visual reflections along the way. Here are some prompts for you to include:

- What questions do you have?
- What discoveries are you making?
- What difficulties are you having?
- What is your next step?

How and where will you record your Capstone process?

How can your teachers and/or mentor best support you as you work on this project?

****We will be discussing your answers at our individual meetings. The more you can describe here, the more effective our meetings will be!****

Capstone Journal - Progress Log Template

You can use this format or record your journal in another way, but make sure you are tracking your progress, challenges, and next steps.

Description of progress/recent activities:
Current challenges:
Questions and who could you ask for help?:
Next steps:

Capstone Project Presentation Rubric = _____ / 40 Marks

	<i>Extends Expectations (5)</i>	<i>Fully Meets Expectations (4)</i>	<i>Meets Expectations (3)</i>	<i>Does Not Meet Expectations (1-2)</i>
<i>Summary of Inquiry Exploration</i>	Presentation provides excellent, specific, defined, carefully chosen details that fully explain creative exploration.	Presentation provides good details that explain the creative exploration but it is clear that more exploration was possible.	Presentation provides some details that help explain the creative exploration but it is clear that the exploration was only on a basic level.	Presentation does not provide adequate details. It is clear that the exploration was only at the most basic of levels.
<i>Arrangement of Content Information</i>	Presentation is thorough and arranged logically to add interest and clarity. Project purpose is fully understood.	Presentation is generally thorough and arranged in a logical sequence. Project purpose is fully understood.	Presentation of information is somewhat organized, and overall project purpose is fairly clear.	Presentation of information is unclear and it is hard to understand purpose of project.
<i>How will you contribute to making the world a better place, through one of your specific passions or areas of interest?</i>	Project clearly and insightfully shows a detailed and effective contribution to society through full immersion of student passion.	Project clearly shows contribution to society through a good immersion of student passion but may lack insightfulness or specific details.	Project shows some contribution to society through some immersion of student passion.	Project shows little to no contribution to society. Project details little to no concept of student passions.
<i>Visual Aids & Media (Slideshow, Pictures, Video, Examples, etc.)</i>	Creative use of Visual Aids thoughtfully chosen to enhance communication and understanding.	Visual Aids are appropriate for intended meaning and help understanding.	Visual Aids meet basic expectations but do not really help with understanding.	Visual Aids are lacking, missing, or even occasionally interfere with communication.

Oral Language Skills	Individual speaks clearly, loudly, purposefully, persuasively, and make excellent eye contact.	Individual generally speaks clearly, loudly, and with some eye contact, albeit with perhaps some minor hesitations or issues.	Individual meets most of the basic Oral Language requirements.	Individual does not meet the basic Oral Language requirements and makes basically zero eye contact with audience.
Overall Preparation of Presentation	Fully prepared presentation with clear excellent effort. Looks as if it has been thoroughly practiced.	Prepared presentation with a good obvious effort. Looks as if it has been practiced at least a few times.	Averagely prepared presentation. It is clear that it has only been minimally practiced, if at all.	Poorly prepared presentation where it is clear that little real effort or practice has been put in.
Journal as a Planning Tool	Journal includes detailed entries from each step of the process and shows significant evidence of planning for the next and future steps.	Journal includes entries from each step of the process and shows evidence of planning for the next and future steps.	Journal includes entries from some steps of the process and shows some evidence of planning for future steps.	Journal includes entries from just a few steps and shows little to no planning for future steps.
Journal as a Reflection Tool	Journal includes detailed anecdotes/ examples of learning experiences, including successes, failures, and evidence of growth.	Journal includes examples of learning experiences, including successes, failures and some evidence of growth.	Journal includes examples of a few learning experiences but does not provide details about successes, failures, and/or evidence of growth.	Journal includes few examples of learning experiences and does not provide examples of successes, failures, or evidence of growth.

Mentor & Parent/Guardian Permission Form

****Please have each person sign this document and return it to Ms. Sidaway-Wolf****

Mentor Agreement

I agree to serve as a mentor for the duration of this project. During this period, I will provide information and experiences that would assist the mentee in completion of the project requirement. However, as a volunteer mentor, I also understand that I will not be held responsible or liable for the outcome of the project.

Name of Mentor
(print first and last name) _____

Relationship to Student _____

I agree to be this student's
mentor (check one) Yes
 No

Contact Email _____

Phone _____

Mentor Signature _____

Date Signed _____

Parent(s)/Guardian(s) Permission

Parent/Guardian Name
(print first & last name) _____

Relationship to Student _____

I approve the Mentor my
child has selected Yes
 No

Contact Email _____

Phone _____

Signature _____

Date Signed _____