Career-Life Connections 12

M. Morris, J. Tuton, A. Alwarid- 2023-2024

**Name:** ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is your coursework package for Career-Life Connections 12, which is one of the requirements for graduation. ​

**First Semester Assignments: Please load completed assignments in your myBlueprint portfolio**

**CLC Meeting Dates: (mandatory attendance)**

**September 6th**- Period 1- Atrium

**October 3rd**- Period 2- Atrium

**November 14th**- ALL DAY GRAD RETREAT – Location TBD

*Due before* ***December 4th, 2023****.*

* ❏ myBlueprint Assignment
* ❏ Job Search: Complete the questions in this booklet
* ❏ Cover Letter -Grad Retreat Day- Nov 14
* ❏ Resume – Grad Retreat Day- Nov 14
* ❏ Job Interview: Complete the questions in this booklet – Grad Retreat Day- Nov 14
* ❏ Social Media Audit: Complete the steps and questions in this booklet – Grad Retreat Day- Nov 14
* ❏ Resignation Letter
* ❏ Budget- Grad Retreat Day- Nov 14
* ❏ Mental Health workshop – Grad Retreat Day- Nov 14
* ❏ Post-Secondary Information -September 14th @ 6:30pm
* ❏ BCeID
* ❏ Exit Interview- Book at time between **March 25th- April 5th,** 2024 with your CLC mentor to review course. This is your ticket for your final mark!

**Capstone Project:**

To be completed by **February 28th, 2024**, presentations to be scheduled for that date.

– More info coming October 3th, 2024.

**Assignment #1**

MyBlueprint

*Our first assignment is going to be setting up your myBlueprint account. This account will hold a lot of pertinent information for your future and will hold your final capstone project that you will need at the end of this course.*

**STEP 1:**

The first thing you will need to do is email/pop in to see your counsellor and request a copy of your transcript. This has all your courses completed at the grade 10 level and higher and the marks you attained. It is a great time to review this and make sure everything is accurate.

Once you have your transcript, you will need to create your account if you do not already have one.

1. Go to myBlueprint.ca/Yukon
2. Select Sign up
3. Select school, scroll down to FH Collins Secondary School
4. Select create account
5. Click on student
6. Select our grade- 12
7. Create your account, use school email if you know how to access it and choose your password

**STEP 2:**

Once you have accessed your account:



Click on **Who Am I** on the left, and complete the Surveys to learn more about yourself. Start with **Learning Styles**, then complete the surveys on **Personality**, **Interests**, **Knowledge**, and **Motivations**. Answer the questions honestly. If you are unsure, go with your first instinct. These surveys will then help you better understand your strengths, and interests, as they align with programs, occupations, and future opportunities.

Great job, you’ve completed all of the Who Am I Surveys, now complete 2 or more **Compatibility Survey’s** to find out which occupation are your perfect match.

**STEP 3:**

**High School**

Use your transcripts and myBlueprint.ca to enter your courses. Enter each course from each grade 10, 11, and 12 that you’ve completed, are now taking (In-Progress), or will be taking (Planned).

1. On the left click on **High School**.
2. Select **Add Plan**
3. From the Select School drop down menu select **F. H. Collins Secondary**
4. Students in the English stream keep the default of British Columbia Certificate of Graduation.
5. Students in French immersion, from the British Columbia Certificate of Graduation drop down menu select **French Immersion Program**.
6. Select **Create New Plan**

Use your transcripts to enter each of your grade 10, 11, and 12 courses. Please enter each of the courses you have **Completed**. Enter the courses you are now taking, as **In-Progress**. Please enter the courses you have yet to start but are registered to take later this year, as **Planned**. *Please note English 10 is now entered as English Composition 10. If unsure about how to enter a course, please quietly ask a neighbor.*

Once you have entered each of your courses, you will have greater information about 2 things:

1. You will be able to confirm that you are on a path to graduate.
2. You will be able to see the Post-Secondary options are available to you based on your courses. ***Wow, look at those options!***

**STEP 4:**

**Self- Reflection-**

Now that you have had a chance to review your quizzes, what do you think about your findings? Write, record, draw a self-reflection answering some of the following questions: (please add more questions, these are just some suggestions)

- What careers did you match?

- Have you ever thought of those as a compatible match for you?

- Do you think you would be suited for a career in this?

- What impact would this career play in society if you were to choose it?

This self-reflection piece can be loaded in to your portfolio on your myBlueprint account.

**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!

**Use this job posting to customize your resume and cover letter. A session will be offered for building a resume and cover letter on November 15th.**

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 |  |

**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.

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 do you feel is your strongest asset you could bring to this job?

What is one thing you feel you need to work on?

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?

**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

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We can only extend deadlines if the student communicates their needs and reasons to the teacher and/or the student has a learning plan and it is considered an accommodation for them. In either case, the student commits to completing and submitting on an agreed upon extension date. It is not respectful nor reasonable for students to submit assignments on the last day(s) of a semester, as teachers will not have sufficient time to provide feedback or grade the assignments.

We are invested in students’ learning and success. Teachers can provide additional supports, when needed, to ensure that students can demonstrate learning to the best of their ability. In addition, when setting deadlines, teachers consider the demands secondary students face in various courses and coordinate assignments and assessments schedules, as much as possible, to minimize overload and undue stress.

If you have any questions or concerns, please contact the teacher or the vice-principals or principal.