

Handout 2.2: Culminating Activity (page 1 of 4)

Student Name: _____ **Due Date:** _____
(to be scheduled by the teacher within the last four to six weeks of the course)

MY EDUCATIONAL AND CAREER PATH

GLC20 – Career Studies

Culminating Activity—30% of Final Mark

You will be required to prepare a personal Educational and Career Path Research Project. This is an excellent opportunity to make some plans for your post-secondary education or training, and potentially 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, legal assistant, judge, crown attorney, bailiff, police officer, legal secretary, or legal librarian. Also, you will research the educational pathway you would have to take to reach your career goals.

PROJECT

There are several parts for you to complete in this research project. See below for details.

1. WRITTEN 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 below (a–j). No embedded citations or footnotes are needed unless requested by the teacher.

Select an occupation, vocation, or trade in a field of employment. You are to learn as much as you can about the topic and gather suitable research material. 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. Your report should include information on the following:

a) Job Description

- Write a clear job description about this career choice. Provide two or more reasons for selecting this occupation.

b) Education and Training

- Describe the educational pathway (college, university, apprenticeship, private training) you think you will pursue after high school.
- Then, choose a post-secondary educational institution or training program that you would attend in order to attain your education or certification in this field. Be sure to list the required high school courses you would need for admission to this post-secondary or training program.
- Also, report on the investment of time (e.g., total number of years to gain this degree/diploma) and money (e.g., total cost of your education, including tuition, books, incidental fees) to acquire this certification, diploma, or degree.
- In an apprenticeship program, you may be paid to acquire the certification—check it out. Provide information on any necessary licences, internships, or further degree or diploma that would be necessary for you to complete this plan.

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c) **Specialized Skills Needed**

- Describe at least three specialized skills needed to do this job. Comment on whether or not you have these specific skills or how you can acquire them. Use real evidence from your school or life experiences.

d) **Community Involvement and Co-op Education**

- 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.
- Does your community involvement or volunteer work relate to this occupational choice, and how does it? Make suggestions as to how you can acquire some volunteer or work experience for this career choice.
- Discuss whether a Co-op experience in Grade 11 or Grade 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?

e) **Earnings and Working Conditions**

- Provide recent figures from your research for the salary or wages you can expect working in this career. Is this salary able to pay for the lifestyle you are hoping to enjoy one day? What are the working conditions and benefits of this job—hours of work, location of employment, vacations, etc.

f) **Job Satisfaction/Job Stress**

- Describe two or three areas of job satisfaction and two or three areas of job stress you can expect from working in this occupation.

g) **Future Trends or Self-Employment Opportunities**

- What does labour-market information report about future trends for this occupation? Would this pathway provide you opportunities for advancement or self-employment? Explain.

h) **Related Jobs**

- 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 occupational option.

i) **Personal Reflection**

- After doing this research, are you still interested in this occupation? What aspects of it interest you and what aspects do not interest you?
- 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.
- Are your interests, skills, abilities, and values suitable for this particular occupation?

j) **Careers Course Reflection**

- How does the knowledge you gained about yourself in Career Studies help you to determine your future educational and career plans? Be specific in referring to several course experiences, using examples to summarize your thinking.
- Look through your career portfolio and mention at least three activities that you found particularly useful.

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2. WORKS CONSULTED/LIST OF RESEARCH MATERIALS

- a) Prepare a list of all the research materials you found to produce your project, including a personal interview. See your school librarian for proper formatting of a works consulted list or use the TDSB's *Research Success @ Your Library*, 2005.
- b) Find at least *five* pieces of electronic or hard-copy research from several sources. Look at websites listed in the TDSB Career Paths link from your school library e-folder to find the following:
 - Post-secondary education or training programs
 - Career Cruising
 - Job Futures or Ontario Job Futures
 - NOC Classification
 - Professional Association websites
 - School and public library e-subscriptions
 - Newspapers, magazines, books
 - Interviews, online or in person
 - DVDs, CDs, VHS media sources

Do not use the same website for all your research. You may also include pamphlets and brochures as part of your research materials. The career research interview may be included as one item of research.

- c) Include copies of your research findings in your package. Each piece of research should be printed showing the website address and printing date. Highlight the necessary information on the printouts to indicate you have read them. Make notes on the printouts to assist you in organizing the writing of your project.
- d) Select interesting graphics or pictures from your research to enhance your project. These can be included in your cover page, table of contents, and presentation.

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NB: The following part of the culminating activity may be completed individually or in a group for related occupations. If you present in a group format, each member of the group will be evaluated individually on his or her contribution to the presentation.

3. PRESENTATION TO CLASS

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 learned about your topic and that they will find it a meaningful activity.

You must make a 5- to 10-minute presentation of your findings to the class. From your report and your research, choose *a minimum of five* important pieces of information about the occupation to share with the class. Organize your content by selecting and using an appropriate presentation technique(s) as suggested below:

- overhead projector with transparencies
- electronic display using PowerPoint or a website
- media sources
- handout/brochure with key points
- interview style with question/answer
- role play/skits
- demonstrate skill sets of the occupation
- bring in samples, tools, items that relate to the occupation
- class involvement: surveys or questionnaires

or

- invite a guest speaker, if available, and as an option to enhance your presentation
- courteous introduction and thank you by you or your group
- you and/or your group must be involved somehow in the presentation

You may review the following websites for tips on effective presentations:

- *York University – Counselling and Development Centre*. Rev. 19 May 2006. <www.yorku.ca/cdc/lsp/index.htm>
- “Oral Presentation Skills.” *The McGraw Center*. <web.princeton.edu/sites/mcgraw/oral_presentation_skills.html>
- “Study Guides and Resources.” *University of Otago – Student Learning Development*. <slc.otago.ac.nz/studyskills/ch5sect1.asp>

4. CREATIVITY

Check the evaluation chart for the mark assigned for creativity. Here is an opportunity for you to enhance your presentation and/or your written report. Some suggestions are:

- Bring in samples of items or clothing that relate to that occupation.
- Demonstrate a skill used in that occupation.
- Bring in “tools of the trade.”
- Show types of work skills used in that occupation.