

Westmount High School

STANDARDS & PROCEDURES WORKSHEET

Department or Subject:	Personal Orientation Project (P.O.P.)
Teacher(s):	E. Leclaire,
School Year:	2016-2017

Term 1 (20%)		
Competencies Targeted	Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects)	General Timeline (e.g., end of term, midterm, etc.)
<p>Competency 1 Carries out a Process of Career Exploration *Plans his/her exploration process *Varies the means of exploration *Looks critically at his/her exploration process</p> <p>Competency 2 Contemplates his/her Learning and Work Possibilities *Consolidates his/her personal profile *Shares his/her reflections *Considers possible career paths</p>	<p>Evaluations may include some or most of the following: Organizational & Content Related Skills</p> <ul style="list-style-type: none"> • Computer Work • Portfolio Work • Reflections • Powerpoint Presentation(s) • Project (s) • Participation through dialogue with the teacher and/or fellow students <ul style="list-style-type: none"> ➢ Active listening ➢ Group discussions • Career Explorations 	<p>Assessments & evaluations are assigned and compiled throughout the term</p> <hr/> <p>Required Class Materials Binder, Hilroy exercise book (32 or more pages), Black and Blue Pens, Mechanical Pencil(s), Whiteout</p> <p>Computer Supplies</p> <ul style="list-style-type: none"> • USB Key (Mandatory) • Earphones
<p>Communication to Students and Parents (e.g., note home, website, agenda, report cards)</p> <p>Teachers may communicate with parents:</p> <ul style="list-style-type: none"> • School notes • Website • Agenda notes • Report cards • Emails • Phone calls 	<p>Other Pertinent Information (e.g., topics to be covered)</p> <p>Topics may include some or most of the following:</p> <ul style="list-style-type: none"> • Social Influences, Multiple Intelligences • Self Perception, Listening Activities • Brain Development in Teenagers • Methods of Learning and Understanding • Clear Thinking Quizzes, Common Sense Quizzes • Introductory Career Explorations & Career Quizzes 	
<p>Please note: the vast majority of the final term evaluations may be based on the digital format of the portfolio from the student's computer. The student is entirely responsible for the digital portfolio to be finalized, required work updated, and saved on his/her computer by the last day of the term or by a fixed date specified by the teacher before the last day of a term. The student is directed to have a saved version on their USB, their email, their computer at home, to have a printed copy, or have a copy emailed to their teacher by the fixed due dates required. The lack of a digital or printed portfolio by the required due dates specified above will result in an automatic failure.</p>		

Term 2 (20%)			
Competencies Targeted	Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects)	General Timeline (e.g., end of term, midterm, etc.)	
<p>Competency 1 Carries out a Process of Career Exploration *Plans his/her exploration process *Varies the means of exploration *Looks critically at his/her exploration process</p> <p>Competency 2 Contemplates his/her Learning and Work Possibilities *Consolidates his/her personal profile *Shares his/her reflections *Considers possible career paths</p>	<p>Evaluations may include some or most of the following:</p> <p>Organizational & Content Related Skills</p> <ul style="list-style-type: none"> • Computer Work • Portfolio Work • Reflections • Powerpoint Presentation(s) • Project (s) • Participation through dialogue with the teacher and/or fellow students <ul style="list-style-type: none"> ➢ Active listening ➢ Group discussions • Career Explorations 	<p>Assessments & evaluations are assigned and compiled throughout the term</p>	
		Required Class Materials	
		<p>Binder, Hilroy exercise book (32 or more pages), Black and Blue Pens, Mechanical Pencil(s), Whiteout</p> <p>Computer Supplies</p> <ul style="list-style-type: none"> • USB Key • Earphones 	
Communication to Students and Parents (e.g., note home, website, agenda, report cards)	Other Pertinent Information (e.g., topics to be covered)		
<p>Teachers may communicate with parents:</p> <ul style="list-style-type: none"> • School notes • Website • Agenda notes, • Report cards • Emails, • Phone calls 	<p>Topics may include some or most of the following:</p> <ul style="list-style-type: none"> • The Seven habits of Highly Effective Teens (Class Book) • Career related explorations <ul style="list-style-type: none"> ➢ Web-based career related projects, reflections, quizzes, tests, articles, and videos • Projects 		
<p>Please note: the vast majority of the final term evaluations may be based on the digital format of the portfolio from the student's computer. The student is entirely responsible for the digital portfolio to be finalized, required work updated, and saved on his/her computer by the last day of the term or by a fixed date specified by the teacher before the last day of a term. The student is directed to have a saved version on their USB, their email, their computer at home, to have a printed copy, or have a copy emailed to their teacher by the fixed due dates required. The lack of a digital or printed portfolio by the required due dates specified above will result in an automatic failure.</p>			

Term 3 (60%)			
Competencies Targeted	Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects)	General Timeline (e.g., end of term, midterm, etc.)	
<p>Competency 1 Carries out a Process of Career Exploration *Plans his/her exploration process *Varies the means of exploration *Looks critically at his/her exploration process</p> <p>Competency 2 Contemplates his/her Learning and Work Possibilities *Consolidates his/her personal profile *Shares his/her reflections *Considers possible career paths</p>	<p>Evaluations may include some or most of the following: Organizational & Content Related Skills</p> <ul style="list-style-type: none"> • Computer Work • Portfolio Work • Reflections • Powerpoint Presentation(s) • Project (s) • Participation through dialogue with the teacher and/or fellow students <ul style="list-style-type: none"> ➢ Active listening ➢ Group discussions • Career Explorations 	<p>Assessments & evaluations are assigned and compiled throughout the term</p>	
		Required Class Materials	
		<p>Binder, Hilroy exercise book (32 or more pages), Black and Blue Pens, Mechanical Pencil(s), Whiteout</p> <p>Computer Supplies</p> <ul style="list-style-type: none"> • USB Key • Earphones 	
Communication to Students and Parents (e.g., note home, website, agenda, report cards)	Other Pertinent Information (e.g., topics to be covered)		
<p>Teachers may communicate with parents:</p> <ul style="list-style-type: none"> • School notes • Website • Agenda notes • Report cards • Emails • Phone Calls 	<p>Topics may include some or most of the following:</p> <ul style="list-style-type: none"> • Career explorations • Money management • The World of Work • The Ins & Outs of Portfolio Presentation 		
	End of Year Evaluation (e.g., complementary exam, uniform exam, etc.)		
	No compulsory or complementary exam		
Additional Information / Specifications (e.g., materials required):			
<p>The Personal Orientation Project program's main purpose is to help students begin personal, job and career related explorations. The POP program is not designed to make or direct students toward making any kind of final decisions in regards to the various careers or jobs they can or should follow. Nor is the program intended to make any kind of moral or ethical judgements on the choices that students make in terms of possible career choices. The POP always encourages healthy living and choices when it comes to the world of work. Students will have the opportunity to discover their work ethic values and the positive personal characteristics they bring to their society and future jobs. The course will help students begin the process of career exploration in a step-by-step way so that they can recognize their strengths and work on the skills that need improvement. POP is a student driven course in that they will be responsible for all of the work that goes into their investigations of their various fields of interest. Therefore, the key component of the students' success is the students themselves.</p> <p>Please note: the vast majority of the final term evaluations may be based on the digital format of the portfolio from the student's computer. The student is entirely responsible for the digital portfolio to be finalized, required work updated, and saved on his/her computer by the last day of the term or by a fixed date specified by the teacher before the last day of a term. The student is directed to have a saved version on their USB, their email, their computer at home, to have a printed copy, or have a copy emailed to their teacher by the fixed due dates required. The lack of a digital or printed portfolio by the required due dates specified above will result in an automatic failure.</p>			