Course Outline for Career and Life Management (CALM)
Ms. Plaizier

COURSE OVERVIEW
CALM is a compulsory course for Alberta High School students. It is the final component of the Grade 1-12 Health Promotion Program. It is a 3 credit course. In addition, students will complete at least two other job prep and job safety modules during this block, and may complete two more, as outlined below, to earn 6 credits during this course time.

The aim of CALM is to enable students to make well informed, considered decisions and choices in all aspects of their lives. The aim is to continue to develop behaviours and attitudes that contribute to the well-being and respect of self and others, now and in the future.

CALM addresses 3 general topics of life choices:

- **Personal Choices** – students will apply understanding of the 5 aspects of well-being (social, physical, intellectual, emotional, spiritual) to personal health.
- **Resources Choices** – students will understand and make responsible decisions in the use of money and other resources.
- **Career and Life Choices** – students will develop and apply processes for managing personal and lifelong career development.

SCOPE AND SEQUENCE
Some intermixing of topics will occur, and timelines are flexible.

**September-October**
- **Career and Life Choices**
  - Career development as a lifelong process
  - Assessment of existing personal profile/portfolio
  - Development of a quality portfolio (see evaluation)
  - Assessment of personal skills, interests, values etc. as they relate to possible careers
  - Understanding the transition from school to work and post-secondary
  - Post secondary training opportunities (on the job, apprenticeship, college, technical, university, armed forces)
  - Funding your education
  - Values of employment, types of employment, future trends in employment
  - Job search strategies and personal marketing skills – applications, cover letters, resumes, interviews, portfolios
  - Retaining a job
  - Employee-employer relations – legislation, safety, discrimination
  - Enterprise and entrepreneurship

*(HCS 3000 will also be completed during this unit)*

**November-December**
- **Resource Choices**
  - Available resources, wants, needs values, lifestyle and income
  - Personal budgeting and financial plans
  - Independent living – tenant legislation, roommates
  - Being an informed consumer – rights and responsibilities, legislation, resources
  - Sustainable development
  - Financial institutions – services, costs, advantages, disadvantages
  - Credit – types, advantages and disadvantages
  - Investments - types, advantages and disadvantages
  - Insurance - types, advantages and disadvantages
  - Financial challenges – flexibility, unexpected changes
  - How science, technology affect wellness – role of media as a consumer/peer pressure

*(HCS 3010 will also be completed during this unit)*
January

- **Personal Choices Part 1**
  - Introduction to the 5 aspects of well-being – definitions, measures, importance of balance and interrelatedness of aspects
  - Creative thinking skills – decision making processes, effective learning including time management, learning styles, and multiple intelligences
  - Physical, emotional and spiritual well-being – self assessment and goal setting
  - Coping with change and stress management
  - Dealing with loss

- **Personal Choices Part 2**
  - Relationships – positive elements, building, maintaining and enhancing
  - Conflict resolution and team building
  - Responsible sexual behaviour – values, commitment, trust, dealing with jealousy
  - Responsible sexual behaviours – abstinence, consequences of sexual activity
  - Unhealthy relationships – signs, resources and support systems
  - Use and abuse of drug and alcohol – impact on all aspects of well being, influence of media/peer pressure
  - Gambling

*(HSS 1090 will also be completed during this unit)*

**RESOURCES:**

- Career Assessment tools – COPS interest inventory
- Career Cruising Program online
- Alberta Government Publications through Career Development/Labour
- Various Canadian internet sites eg: [www.dafacts.com](http://www.dafacts.com) (drug and addictions awareness); [www.smceducational.com](http://www.smceducational.com) (personal wellness)
- Field trips to grocery stores
- Alberta Health Services speakers and resources
- Addictions and Substance Abuse Services, Alberta Mental Health for guest speakers, pamphlets, videos,

**TEACHING METHODOLOGY**

Students will be taught through a variety of different instructional methods and strategies including direct teaching, cooperative learning, independent learning, small and large group discussions, inquiry based research assignments, reflections on literature. Technological means are utilized, including the use of a Smartboard, videos, online tools, an interactive response system, and where appropriate, personally owned devices.

**EVALUATION AND SUCCESS PLAN**

CALM is a course that **requires the personal commitment of attendance**, in order for the student to make considered decisions and choices in all aspects of their lives. Many of the assignments require thoughtful written responses that reflect the student’s opinion and values on a topic discussed in class. Students who are absent for that assignment may not be eligible to receive a mark. Besides a daily demonstration of willingness to participate in class activities and exercises, the student who attends regularly and shows a consistent, conscientious effort towards the class material will do well here. There will be no formal unit tests or exams.
ASSESSMENT and Final Grade

<table>
<thead>
<tr>
<th>Daily Assignments</th>
<th>60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Portfolio Project</td>
<td>20%</td>
</tr>
<tr>
<td>*Portfolio Presentation</td>
<td>20%</td>
</tr>
</tbody>
</table>

A course requirement is the preparation and presentation of a student portfolio, a useful tool and skill for potential jobs and careers. Students will also complete an interview (portfolio presentation) as their final exam. This will take place BEFORE the final grade in the course can be awarded. A student will not pass the course if either the portfolio or the interview is incomplete.

*One of the stated goals of CALM is to develop a quality career portfolio. Each student will submit a portfolio as a Final Project. Each student receives a checklist of required and recommended items to be included in the portfolio, and an explanation of how the portfolio contents and the presentation are graded. This portfolio accounts for 20% of the final grade.

*Throughout the CALM course, students will be required and encouraged to maintain and develop the portfolio. Any skills, certificates and high quality work acquired during the CALM course, in any other course taken at school, or any documentation from community involvement can and should be included. Each student will present their portfolio to a community member or to the classroom teacher and discuss its contents. This review will account for 20% of the final grade. Students and community members will receive criteria beforehand to prepare.

HCS 3000 (1 credit). Students require this module, as a pre-requisite, to register in any Work Experience credits. This online module provided through the Job Safety Skill organization covers fundamental aspects of safety and health in the workplace. The online program grade is recorded as the final module grade for PRHS purposes. Students receive a certificate of completion with a final score of 70% or higher.

HCS 3010 (1 credit) Students explore workplace safety principles and practices, and apply these principles and practices to a variety of contexts using the online Job Safety Skills program. This certificate is also a recommended prerequisite for the Registered Apprenticeship Program.

AGR3000 (1 credit) Agricultural basic safety and health is a third module offered through the Job Safety Skills organization. This module is optional, but is recommended for students interested in agricultural occupations.

HSS 1090 (1 credit) Students will explore the process of speaking and presenting. They will be analyzing what makes a successful speaker/presenter, as well as preparing and delivering their own presentations. Students may choose a topic from CALM subject matter, or of personal interest.

These modules are assessed separately from the CALM course and will be reported as individual credits on the report card.

Final portfolios are due on January 15.
Final Interviews will be scheduled during the week of January 22-26.
WEBSITE POSTING AND COMMUNICATING

Students and parents can access their current status on HomeLogic on the PRSD website using a secure student ID. Go to the PRSD website, click on “Parents and Students” and then “HomeLogic”. You will have to set up a log in with student information. You can check the website at any time to view progress.

Alberta Education provides the myPass program for students to access all previous grades. Information will be provided to students in class.

Any assignments submitted online can be emailed to plaiziet@prsd.ab.ca. If you have any questions please email me or contact me at the school.

PRHS- Home of the Nomads!