



**LINKS HIGH SCHOOL  
STANDARDS & PROCEDURES**

<b>Department or Subject:</b>	<b>Career Development</b>
<b>Teacher(s):</b>	<b>Lauren Costello</b>
<b>Cycle and Level Taught:</b>	<b>Autonomy Preparation Program</b>
<b>School Year:</b>	<b>2022-2023</b>

<b>Term 1 (20%)</b>		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
<p>Demonstrates adaptability and flexibility within dynamic work environments</p> <p>Demonstrates the ability to problem solve in real time.</p> <p>Adopts a proactive attitude</p> <p>Reflects on level of ability and the impact with regard to job suitability</p>	<p>Observation in the workplace</p> <p>Assessment from workplace supervisor</p> <p>Group discussions and self-reflections</p> <p>One on one sessions</p>	<p>Ongoing throughout the term</p>
<p><i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i></p> <p>-Agenda -Google Classroom -Phone calls and Notes in Agenda (when needed) -Progress Report -Report card</p>	<p><u><i>Other Pertinent Information</i></u></p> <p>Preparation for work stages</p> <p><u>Themes:</u> Personal and Occupational Identity Personal and Occupational Aspirations Characteristics and impact of the Job Market</p>	

<b>Term 2 (20%)</b>		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
<p>Demonstrates adaptability and flexibility within dynamic work environments</p> <p>Demonstrates the ability to problem solve in real time.</p> <p>Adopts a proactive attitude</p> <p>Reflects on level of ability and the impact with regard to job suitability</p>	<p>Observation in the workplace</p> <p>Assessment from workplace supervisor</p> <p>Group discussions and self-reflections</p> <p>One on one sessions</p>	<p>Ongoing throughout the term</p>
<p><i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i></p> <p>-Agenda -Google Classroom -Phone calls and Notes in Agenda (when needed) -Report card</p>	<p><u><i>Other Pertinent Information</i></u></p> <p>Preparation for work stages</p> <p><u>Themes:</u> Personal and Occupational Identity Personal and Occupational Aspirations Characteristics and impact of the Job Market</p>	

<b>Term 3 (60%)</b>		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
<p>Demonstrates adaptability and flexibility within dynamic work environments</p> <p>Demonstrates the ability to problem solve in real time.</p> <p>Adopts a proactive attitude</p> <p>Reflects on level of ability and the impact with regard to job suitability</p>	<p>Observation in the workplace</p> <p>Assessment from workplace supervisor</p> <p>Group discussions and self-reflections</p> <p>One on one sessions</p>	<p>Ongoing throughout the term</p>
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<i>End of Year Evaluation (e.g., evaluation situation, local exam, complementary exam, uniform exam, etc.)</i>	<i>Other Pertinent Information</i>
<p>-Agenda</p> <p>-Google Classroom</p> <p>-Phone calls and Notes in Agenda (when needed)</p> <p>-Report card</p>	<p>Year-end evaluation from teacher and workplace supervisor.</p> <p>Final self-evaluation and reflection from student</p> <p>Job Journals</p> <p>Certification from the Preworks Program is based upon the mastery of workplace competencies.</p>	<p>Preparation for work stages</p> <p><u>Themes:</u>            Personal and Occupational Identity            Personal and Occupational Aspirations            Characteristics and impact of the Job Market</p>