



**LINKS HIGH SCHOOL**  
**STANDARDS & PROCEDURES**

<b>Department or Subject:</b>	<b>Preparation for the Job Market</b>
<b>Teacher(s):</b>	<b>Gail Bernstein, Alison Aiken, Samantha Nepton</b>
<b>Cycle and Level Taught:</b>	<b>DÉFIS 1</b>
<b>School Year:</b>	<b>2023-2024</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>
To develop a functional skill and acquire behaviours compatible with the expectations of a work environment	<ul style="list-style-type: none"> <li>-Observation</li> <li>-Role play</li> <li>-Oral &amp; written quizzes</li> <li>-Checklists</li> </ul>	August 30 <sup>th</sup> – November 10 <sup>th</sup>
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i> <ul style="list-style-type: none"> <li>-Regular in-class feedback/guidance to students</li> <li>-TEAMS APP</li> <li>-Report cards</li> <li>-Parent-teacher interviews</li> <li>-Email/phone</li> </ul>	<u><i>Other Pertinent Information</i></u> <ul style="list-style-type: none"> <li>-To present themselves in a clean &amp; socially appropriate manner</li> <li>-To respect the rules for proper conduct as per established norms</li> <li>-To be able to organize themselves in a task</li> <li>-To show initiative</li> <li>-To have functional relationships with co-workers</li> <li>-To work efficiently</li> <li>-iPads &amp; TEAMS APP will be used to upgrade technology skills.</li> </ul>	

<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>
To develop a functional skill and acquire behaviours compatible with the expectations of a work environment	<ul style="list-style-type: none"> <li>-Observation</li> <li>-Role play</li> <li>-Oral &amp; written quizzes</li> <li>-Checklists</li> </ul>	November 13 <sup>th</sup> – February 23 <sup>rd</sup>
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<u><i>Other Pertinent Information</i></u> <ul style="list-style-type: none"> <li>-To present themselves in a clean and socially appropriate manner</li> <li>-To respect the rules for proper conduct as per established norms</li> <li>-To be able to organize themselves in a task</li> <li>-To show initiative</li> <li>-To have functional relationships with co-workers</li> <li>-To work efficiently</li> </ul>	
<ul style="list-style-type: none"> <li>-Regular in-class feedback/guidance to students</li> <li>-TEAMS APP</li> <li>-Report cards</li> <li>-Parent-teacher interviews</li> <li>-Email/phone</li> </ul>		

<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>
To develop a functional skill and acquire behaviours compatible with the expectations of a work environment	-Observation -Role play -Oral & written quizzes -Checklists	February 26 <sup>th</sup> – June 21 <sup>st</sup>
<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>
-Regular in-class feedback/guidance to students -TEAMS APP -Report cards -Email/phone	Summative assessment based on competencies acquired throughout the year.	-To present themselves in a clean & socially appropriate manner -To respect the rules for proper conduct as per established norms -To be able to organize themselves in a task -To show initiative -To have functional relationships with co-workers -To work efficiently iPads & TEAMS APP will be used to upgrade technology skills