**Teacher**: Ms. George

**Email:** [jenny.george@yesnet.yk.ca](mailto:jenny.george@yesnet.yk.ca)

**Room**: 209

**Class website:** PCSS teacher pages

**Course Objectives:**

This course is structured to give you real world experience in a career that you’re interested in exploring. This is a unique opportunity to make local connections, to be mentored by a professional, and it will provide you with skills and knowledge that will help you if you decide to enter this career. It will also help you to understand whether this career might be a good fit for you.

**How will the course be organized?**

We will meet for two weeks at the start, and then you’ll be on your placements until the new year. We’ll then meet back in class together for the last few weeks. You’ll be working for 90 hours.

* Jan 22-Feb 2: we are in class together
* Feb 5-May 25: you are on your placement
* May 28-June 8: we are in class together, creating and sharing our final projects

**Before your placement:**

You’ll need to attend class to do the work that we’re doing together. This will include class work on resumes and cover letters, interviews, job safety and effective communication.

Topics we’ll cover in the course:

* How to get a job: resumes and interviews
* Safety/hazards
* Rights and responsibilities of workers and employers
* Employment standards
* Effective workplace communication, conflict management and etiquette

I will also talk with you about your placement personally and we will set up a meeting together with your employer before you start your placement.

**During your placement:**

When you go to your placement, you’re representing our school. My expectations are that you’ll be professional and mature. This will include making sure you are:

* **Punctual**. It’s imperative to be on time and ready to work when you are scheduled.
* **Professional**. This includes respecting confidentiality, and being aware of how you present yourself in the workplace. Using cell phones on breaks only.
* **Hard Working**. There are things in every job that are not as exciting as others, and handling these challenges with grace will help you be successful. This also includes taking breaks when scheduled, and developing an independent work ethic.

If you do not meet these expectations, your placement will be terminated. We will talk a lot more about the placement before you go. I will be coming to check in on your placements, to make sure that everything is going well. I’ll be looking to make sure that your placement is providing you with engaging learning experiences, and that the supervisor is satisfied with the work that you are providing.

**After the placement:**

You’ll be graded on the coursework, as well as on my observations and the placement supervisor’s evaluations, and your own reflections. You’ll update your resume with your new experience, and will thank your employer. We’ll have an exit interview to assess the course, as well as a final project. We’ll discuss how this works in our first weeks together.

**Assessment:**

The work in our first two weeks is worth 15%, the placement is 70%, and the culminating project that you’ll share back is worth 15%.

We will co-construct our criteria for assessment in class so that you know what you’ll be assessed on for the placement and project.

Please let me know if you have any questions about this outline; I’d be happy to chat with you. I look forward to working with you this year!

-Ms. George