

## Planning 10 Portfolio

The course evaluation is based on a *portfolio* that you will create as the semester progresses. There are a number of requirements for your portfolio, as outlined below. Although you will receive assessment and feedback on individual assignments, your portfolio will be evaluated as a whole before the reporting periods. The mark your portfolio receives depends on the degree to which it demonstrates the requirements, including the detail and accuracy evident throughout.

### Portfolio Rubric

<b>Masterful (6)</b>	All requirements either are fully met or exceed expectations. There is a high degree of polish, professionalism, and maturity evident in both the work and its presentation. Pride in the final product as well as the work that went into it is obvious. You have created a masterful portfolio that reflects of the outstanding work you put into the course.
<b>Excellent (5)</b>	All requirements are fully met up to expectations. There is a high degree of organization and professionalism evident in both the work and its presentation. Pride in the final product is evident. You have created an excellent portfolio that reflects the consistently good work you put into the course.
<b>Proficient (4)</b>	The majority of requirements are fully meeting expectations, and although some areas may only minimally meet expectations, there are no significant weaknesses or absences in your portfolio requirements. You have created a proficient portfolio that reflects the mostly good work you put into the course.
<b>Satisfactory (3)</b>	The requirements are all met to some degree at or above minimal standards, with no significant absences in your portfolio requirements. Although technical issues such as disorganization or language barriers may impede the quality of communication in your portfolio, overall you have created a satisfactory portfolio that reflects the work you put into the course and which is sufficient to earn course credit.
<b>Developing (2)</b>	Although some requirements may meet expectations, there are significant weaknesses and/or absences amongst them. While you are progressing towards a satisfactory product, there are still areas that need more development before course credit may be given.
<b>Insufficient (1)</b>	There are many requirements that either are missing or do not meet the minimal level of expectations. Significant weaknesses and absences make it difficult to properly evaluate your progress. Your portfolio is insufficient in its current state to earn you course credit.
<b>Incomplete (i)</b>	Very few requirements have been met at the minimal level of expectations; or, the portfolio has not been submitted for evaluation. No course credit will be given.

### Final Portfolio Assessment:

- You will hand in your portfolio before you present your First Year Project. But don't fret - it will be included in the assessment!

# Portfolio Requirements

*By the end of the course, you must be able to...*

## A. Grad Program

1. Identify the course and exam graduation requirements for Grades 10, 11, and 12.
  - **Grad Program Requirements quiz**
2. Identify an educational plan for your own career and life goals, including course options for Grades 11 and 12.
  - **Participation in course selection**
  - **Career Choosing**
  - **First Year Project**
3. Demonstrate progress in the Graduation Transition Program (to be completed in Grade 12 for an additional 4 required graduation credits) in the form of Daily Physical Activity and/or Community Connections documentation.
  - **DPA and/or Community Connections documentation**

## B. Health & Healthy Relationships

4. Identify aspects of healthy living, including nutrition and physical activity, and apply them to your own life.
  - **Participation in workshops on sexual health, substance abuse, gang life, active lifestyles**
  - **Participation in peer workshops on health topics**
  - **Healthy Living Project**
  - **Healthy Living quiz**
  - **My Fitness Plan assignment**
  - **First Year Project (weekly menu and grocery shopping list)**
5. Identify aspects of healthy relationships with family, friends, colleagues, and romantic/sexual partners.
  - **Participation in workshops on sexual health, substance abuse, gang life**
  - **Participation in peer workshops on health topics**
  - **Fully meet requirements on journals (trustworthiness, multiculturalism)**
  - **Breakfast Club essay**
  - **Healthy Living quiz**
6. Identify health decisions and their effects on sexual health, physical health, and emotional health.
  - **Participation in workshops on sexual health, substance abuse, gang life, active lifestyles**
  - **Participation in peer workshops on health topics**
  - **Fully meet requirements on journals (mental health)**
  - **Healthy Living Project**
  - **Healthy Living quiz**
  - **My Fitness Plan assignment**

## C. Finance

7. Demonstrate personal financial planning, including both short-term and long-term budgeting.
  - **Participation in Money Monday lessons**
  - **5-Minute Finance assignment**
  - **Credit Basics assignment**
  - **Credit Quiz**
  - **Classroom Economy bank ledger**
  - **Transportation Budgeting assignment**
  - **My Dream Vacation**
  - **Insurance Risk of Loss assignment**
  - **Canadian Taxes assignment**
  - **Finance Midterm and/or Finance Final Exam**
  - **First Year Project**

8. Identify the costs and financial steps associated with transitioning out of high school.

- **Transportation Budgeting assignment**
- **My Dream Vacation**
- **Career Choosing**
- **Insurance Risk of Loss assignment**
- **Canadian Taxes assignment**
- **First Year Project**

9. Identify the costs associated with your chosen post-secondary education & career options.

- **Career Choosing**
- **First Year Project**

#### **D. Identity Exploration**

10. Identify your personal interests, values, skills, and attributes.

- **Me Assignment**
- **Fully meet requirements on journals (trustworthiness, multiculturalism)**
- **Career Cruising**
- **Career Choosing**

11. Apply your self-assessment to your career and life planning.

- **Career Cruising**
- **Career Choosing**
- **First Year Project**

#### **E. Employment Skills**

12. Assess your skills, strengths, and interests in relation to employability skills.

- **Career Cruising**
- **Career Choosing**
- **First Year Project**

13. Identify your transferrable skills set, and identify how it can aid in various job settings.

- **Career Cruising**
- **Career Choosing**
- **Transferrable Skills assignment**

14. Demonstrate and apply the knowledge and skills needed to seek and obtain work, including interview skills.

- **Participate in workshops about job seeking and interview skills**
- **Mock Interview project**

15. Develop an employment portfolio, including a cover letter and résumé.

- **Job Portfolio, including résumé and cover letter**

16. *Demonstrate professionalism and "job keeping" skills.*

- *In-class behaviour and work ethic (e.g. no late work, asking for help when needed, etc.) WORK HABIT*

17. Identify employment standards and workplace safety in chosen workplaces.

- **Participate in work safety & standards workshops**
- **Career Cruising**
- **Career Choosing**

#### **F. Career & Education Exploration**

18. Identify multiple suitable careers and the skills, training, and/or volunteer work that will help in achieving each.

- **Focus Area quiz**
- **Career Cruising**
- **Career Choosing**

19. Develop a clear plan with realistic and attainable goals for reaching your chosen career, including the skills and credentials which will lead to your career goals.

- **Career Cruising**
- **Career Choosing**
- **First Year Project (if you will be pursuing career goals in your planned year)**

20. Demonstrate an understanding of the career-building process.

- **Career Cruising**
- **Career Choosing**
- **First Year Project**

### **G. Skills for Success**

21. *Set challenging goals with clear priorities based on personal strengths and limitations.*

22. *Habitually challenge your limits and work to extend your skills, demonstrating a willingness to take risks that may lead to failure.*

23. *Reflect accurately upon your progress, identifying strengths and weaknesses and using feedback to modify accordingly.*

24. *Identify the appropriate next steps in a process or plan, and act accordingly.*

- **WORK HABIT**

25. Select and organize artifacts for a presentation.

- **Create your Planning 10 Portfolio**
- **Career Choosing**
- **First Year Project**

26. Present information with a clear goal to inform, entertain, and/or persuade.

- **5-Minute Finance**
- **Healthy Living Project**
- **Career Choosing**
- **First Year Project**

27. Select an effective combination of visuals and words that take communication to a high level, superior to what could be accomplished with either alone.

- **5-Minute Finance**
- **Healthy Living Project**
- **Career Choosing**
- **First Year Project**

### **Work Habit is primarily based on:**

#### **Employment Skills**

Demonstrate professionalism and "job keeping" skills (Classroom Economy job skills, no late work, asking for help when needed, etc.).

#### **Skills for Success**

Set challenging goals with clear priorities based on personal strengths and limitations.

Habitually challenge your limits and work to extend your skills, demonstrating a willingness to take risks that may lead to failure.

Reflect accurately upon your progress, identifying strengths and weaknesses and using feedback to modify accordingly.

Identify the appropriate next steps in a process or plan, and act accordingly.

#### **Self-Assessment:**

G = Consistently meets or exceeds expectations

S = Often meets expectations

N = Consistently does not meet expectations