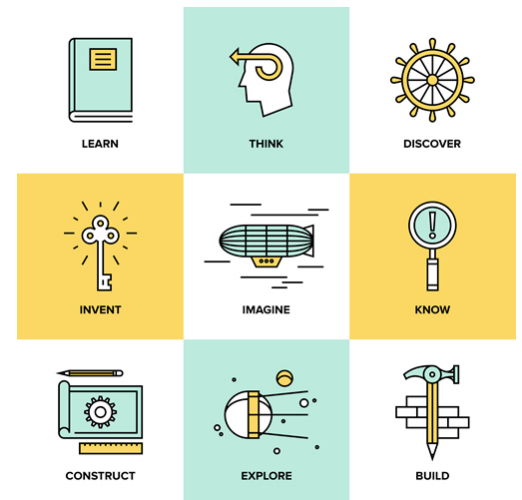| Fairview High School **Career & Technology Foundations** Course Outline 2022-2023	**Ms. Pinkard** Room: 35 (Art Room) Email: pinkardc@prsd.ab.ca Phone: TBA

Hello and welcome to Career and Technology Foundations! I am looking forward to working with you this semester and helping you develop the skills needed to succeed in this course. CTF may be unlike any other course you have taken so far in school so read through this outline to get a better understanding of what this course will involve, what you can expect to be doing in class, and how you will be evaluated.

What is CTF?

Career and Technology Foundations, or CTF, is a program that allows students to explore their interests and passions as they learn about various career possibilities and occupational areas called "*career clusters*." There are five clusters: Business, Communication, Human Services, Resources and Technology.

The clusters are common to Career and Technology Studies, or CTS, which is a senior high options program. CTF is not a *prerequisite* for CTS courses, but is instead meant to prepare junior high students for senior high option courses by trying new things to see what they might enjoy pursuing later in their educational career - please keep in mind that even though the course title and language in this outline often refers to c*areers* and *job skills*, the idea is **for students to discover new interests and passions in the learning process!**

CTF is a *project-based* program that explores career-related skills, but the actual goals of the course itself are a bit more generalized… The following are the **CTF Learning Outcomes** established by Alberta Education, and they are the skill sets that students will be building competencies in as they work through each challenge.

CTF is exploring interests, passions and skills while making personal connections to career possibilities.
- I explore my interests and passions while making personal connections to career possibilities.
- I use occupational area skills, knowledge and technologies.
- I follow safety requirements associated with occupational areas and related technologies.
- I demonstrate environmental stewardship associated with occupational areas.

CTF is planning, creating, appraising and communicating in response to challenges.
- I plan in response to challenges.
- I make decisions in response to challenges.
- I adapt to change and unexpected events.
- I solve problems in response to challenges.
- I create products, performances or services in response to challenges.
- I appraise the skills, knowledge and technologies used to respond to challenges.
- I communicate my learning.

CTF is working independently and with others while exploring careers and technology.
- I determine how my actions affect learning.
- I develop skills that support effective relationships.
- I collaborate to achieve common goals.

What will we be doing in CTF?

Throughout this course we will discuss and explore various career possibilities through *CTF challenges*. Challenges are designed to introduce students to job-related skills through hands-on projects, in class discussions, and self-reflection. The challenges can vary widely in the topics they cover and the time allotted to complete them, but they will always include:

- **Planning:** following a process that identifies problems, generates ideas and encourages empathy and investigation when designing a solution to a challenge.

- **Creation:** making a product, performance, or service by using one's own thoughts and/or imagination.

- **Appraisal:** using ongoing assessment and self-reflection to guide decision making and learning.

- **Communication:** sharing or receiving information in order to express ideas and gain understanding.

Student input is very important in this course! Your current interests and experience will influence some of the challenges the class will encounter. After reading this outline, you will be asked to <u>complete a survey about YOU</u> - your interests, previous experience, goals, and skills. You and your peers will influence what the course will look like for your specific class.

How will I be evaluated in CTF?

The CTF curriculum celebrates student diversity, and promotes inclusion and community. This learning process reinforces the development of literacy, numeracy, and important *life competencies* such as problem solving and working with others. Your course grade will be based on:

Planning/Investigation	20%
Creations/Products	20%
Self-Appraisal/Communication	60%

How can I be successful in this class?

A *significant* portion of your grade is dependent on your participation in class activities as it is not possible to complete the Self-Appraisal component of a challenge that you have not done. Thus, the most important factors in your academic success are:

- **Regular attendance** - be here, and be on time!
- **Demonstrating a willingness to participate** in class activities and exercises.
- Making a consistent and conscientious **effort** in the CTF Challenges.

CLASSROOM EXPECTATIONS:

BE *Respectful*

Everyone has a right to learn, please do not interfere with someone else's learning.
This means:

★ Wait for your turn to speak- allow your teacher or other students to finish what they are saying before you speak.

★ Keep your voice down while people are working, and make sure that if you are socializing you are also still doing your classwork.

★ People sometimes make mistakes - this is part of learning! Be kind and encouraging!

★ CTF is intended to be a place where students try new skills and discover their passions. This can sometimes be difficult and feel vulnerable. Be respectful of your classmates by encouraging them to persevere when they are struggling, and cheer them on when they succeed! Everyone has different strengths and skills, and all of them are part of your community.

➜ Please respect and follow all school procedures and rules.

➜ Ask for permission before touching or borrowing someone else's things. Respect others' personal space and property.

➜ Please respect any technology that is brought into the classroom. You will be instructed on proper, acceptable use. If something is not working, please tell Ms. Pinkard immediately!

BE *Responsible*

➜ Use your class time wisely. All assignments in this class have a purpose, so please make each one a priority.

➜ At the beginning of each class, check to make sure that you have all the supplies you will need. Keep your materials organized so that you will be easily able to find homework and notes.

➜ You are responsible for making up missed quizzes and exams on your own time, either at lunch or before or after class. Extended absences nearly always require time to be made up at lunch- asking for a missed assignment is good, but asking for help to complete the assignment is even better!

➜Maintaining a positive attitude and asking for help when you need it will help with this!

➜ If you need to leave the classroom, please ask. Only one person will be allowed to leave the room at a time and you will be required to leave any devices in the class (phones, etc.) unless they are medically necessary.

➜ Leaving during class time is a privilege - if you are gone for a long period of time, you will no longer be allowed to leave the room.

ELECTRONIC DEVICE POLICY:

Any device brought to class must be either out of sight, plugged in at the charging station, or placed in the phone box at my desk (cart). Volume must be turned off unless otherwise arranged with Ms. Pinkard.

Please be aware that none of the above locations are locked or secure; if you want to be certain that your device remains safe, leave it in your locker. If you need to use your device during class for some reason, ask Ms. Pinkard for permission first.