



September 24, 2018

Dear Grade 12 Parent/Guardian(s):

IMPORTANT: PLEASE TRANSLATE

Students in Grade 12 are required to complete a 4-credit course, currently entitled: **Career-Life Connections (CLC)**. This is a mandatory but non-enrolling course, which means that students are responsible for completing the required assignments **on their own time**. Although CLC is a pass/fail course, I will be reporting on your son/daughter's progress on his/her report cards.

There are four main components of the course:

- **Post-Graduation Plan (aka First Year After High School):**

Students must complete a comprehensive plan outlining what they plan to do in their first year after high school: further their education, work or travel. In their plan, students must answer the 5W's + H questions (who, what, where, when, why, how) plus include specific evidence that shows they are working towards their choice and preparing for a successful transition (e.g., acceptance letters, copy of transcript, updated resume, job applications, travel itinerary, copy of passport).

You can support your son/daughter by: asking about their plans; encouraging their choices (even if they don't align with yours); helping them find information or resources, and/or discussing logistics (e.g., finances, 'Plan B').

Graduation is exciting time but for many students the transition from high school to the 'real world' can also be overwhelming and the 'unknown' can create anxiety. Being able to openly talk about their choices and ask questions of supportive adults can ease the process. Please feel free to contact your son/daughter's counsellor or the school's career information advisor if you would like to discuss how to best support your son/daughter through this transition.

- **Reflections on Career-Life Areas**

Students will be asked to reflect on their growth, self-awareness, mindsets, ability to think innovatively and problem solve, achieve balance, and consider future intentions/choices and their impact on their career/life in each of the following areas —finances, personal well-being, career/education and community connections. There are **4 assignments** that address these outcomes.

- **30 Hours of Work/Volunteer Experience:**

Students must complete 30 hours of work or volunteer experience. To prove they have met this requirement, they must complete a 4-page form in which they reflect on their experience and have their performance assessed by a supervisor. They must also provide evidence of this experience (e.g., pay stub, T4 slip, letter of acceptance, certificate of participation). This form was recently given to your son/daughter in their Advisory class.

If your child does not currently have a part-time job or any volunteer experience they need to begin accruing these hours **NOW** in order to meet the April 1, 2019 deadline.

- **Capstone Project:**

A capstone project is a culminating project that allows students to demonstrate their learning using an area(s) of interest or passion as the basis for the project. Students must design, assemble, and present their project to an audience to demonstrate personal learning and achievement (in and out of school), growth in the core competencies (critical and creative thinking, communication and personal and social responsibility), and a reflection on their post-graduation plan. The presentations will take place at the **Capstone Celebration on June 20, 2019**. Please attend to celebrate your son/daughter's achievements and growth.

In the next few months, students will be given specific details about each of the above requirements. Some time will be allocated during Advisory to work on aspects of these assignments but a majority of them will have to be completed outside of school hours. **It is the responsibility of your son/daughter to finish ALL the requirements, on time, in order to graduate.** I will be working with Grade 12 Advisory teachers and students to monitor progress and provide support, as needed.

A list of due dates has been provided for your reference below. Although the dates seem far off there are many other competing agendas that come with being in Grade 12 (e.g., Provincial exams, preparing for and applying to post-secondary institutions, graduation events). Please support your child by checking in with their progress regularly and encouraging him/her to meet the deadlines in a timely manner.

Reminders will continue to be delivered to students via school newsletters and P.A. announcements. Copies of the Career-Life Connections assignments and a copy of the course overview will also be available to download on my webpage (which you can link to directly via the MacNeill Secondary School website (see below). If you or your son/daughter have any questions, please contact me at the school or by email.

Sincerely,

Catriona Dumansky (nee Misfeldt)
Career-Life Connections Facilitator

Email: cmisfeldt@sd38.bc.ca

Website: <http://tinyurl.com/y9f38732> (or link via the MacNeill School Website → School Info → Our Staff)

DUE DATES FOR CLC ASSIGNMENTS

REFLECTIONS ON CAREER-LIFE AREAS

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|---------------------------------------|------------------|
| • Personal/Professional Profile | October 1, 2018 |
| • Transferrable Job Skills Assessment | November 1, 2018 |
| • Personal Networking | January 8, 2019 |
| • Reflections on Personal Well-being | March 1, 2019 |

FIRST YEAR AFTER HIGH SCHOOL

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| • Option A (further education), B (work) OR C (travel) + evidence | February 1, 2019 |
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30 HOURS OF WORK/VOLUNTEER EXPERIENCE

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| • Form & reflections completed by supervisor & self | April 1, 2019 |
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CAPSTONE PROJECT & CELEBRATION

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| • Proposal | May 1, 2019 |
| • Capstone Celebration (Presentation of project + Q & A interview) | June 20, 2019 |

HELPFUL CONTACTS

COUNSELLORS:

Mrs. J. Cantwell (A – Le)
jcantwell@sd38.bc.ca

Mrs. D. Pasin (Lia – Z)
dpasin@sd38.bc.ca

CAREER INFORMATION ADVISOR:

Ms. M. Mayer
mmayer@sd38.bc.ca

Ms. Mayer's Career Centre Facebook page:
<https://www.facebook.com/pages/Ms-Mayer-Career-Centre/333673583360594>

