



St. Joan of Arc
Catholic Secondary School



Culminating Assignment for Career Studies – Due:

This is the second part of your culminating task and worth 15 % of your final grade. Be sure to complete ALL the following tasks outlined below. These mini assignments connect our discussions and lessons from this course. Include a cover pages and table of contents to organize your information.

1. Visual Component: Occupation Comparison Research & Designing a Promotional Media Product.
Choosing one of your top 2 occupation choices you will design a 2-sided, 6 panel promotional brochure or a power point presentation or video that includes the information which answers the questions you need to know about a job. (See handout) (Communication & Thinking)
2. Cover Letter & Resume: Re-submit your first draft. It must be PERFECT! (Thinking)
3. Mock-Interview: This task will assess your interview skills. During class we will run an interview. You will apply for one of the faux job postings, by requesting an interview and applying with your cover letter and resume (same as above) and finally attending the interview. Be prepared to be evaluated on all the Do's and Don't's we discussed. First come first serve. (Application)

Interview Date:

Job Posting:

4. Pretend you are in the following situations and research the required information so that it is easy to read. You can compile the past research assignments and worksheets from class to complete the following. (Knowledge)
 - a) If I were to attend university or college I would: select the university/college of your choice and summarize the details of the program using the following subheadings: Name of the program/title or degree, Duration of the program, Prerequisites/program admission requirements, Yearly Tuition, Compulsory Courses for the first year, and Application Deadline.
 - b) If I were to enroll in an apprenticeship program I would: select the apprenticeship of your choice and summarize the details of the program using the following subheadings: Type of Apprentice, Wage, Preparation and Training, Description of Trade, Length of Program, Highlights.
 - c) List the courses that you plan to take for the remainder of high school (Grades 11 and 12)
 - d) If I were to study abroad I would: Find one program that allows you to do your studies in a different country. Summarize the following details. Name agency/company, Description of program, Cost, Requirements, Application deadline.
 - e) If I were to apply for a scholarship: insert two scholarships that you found interesting.
 - f) 101 things I want to do before I die: create a list of 101 things that you want to do throughout your life.

Item	Level 4	Level 3	Level 2	Level 1
Title/T of C	5 4	3	2	1
Table of contents & Title Page: neat, details included and functional (A)	Functional table of contents, clear & comprehensive, correct pages numbers. Excellent layout, use of Word tools. Follows a logical sequence.	Functional table of contents, clear & comprehensive, correct pages numbers.	Somewhat functional table of contents, clear & comprehensive, correct pages numbers. Most details are included	Pages numbers are missing/ table of contents is not functional. Messy/disorganized.
Overall	10 9 8	7.5 7	6.5 6	5.5 5
Overall presentation of the package. (C)	Excellent application of visual aides. Organized. Professional package. Sense of unity.	Good application of visual aides. Organized. Professional package. Sense of unity.	Some application of visual aides. Some of the package is consistent. Somewhat professional/organized.	Poor use of visual aides. No sense of style/design or unity. Not professional. Messy/organized.
Visual Component	5 4	3	2	1
Knowledge	Includes extensive information about career choices. Clearly and descriptively answers their 5 questions. Includes all topics (5a-g) listed.	Includes sufficient information about career choices Clearly y answers their 5 questions. Includes all topics (5a-g) listed.	Includes some information about career choices Answers their 5 questions. Includes most topics (5a-g) listed.	Includes limited information about career choices Does not answer all 5 questions. Includes a couple topics (5a-g) listed.
Communication	Excellent application of visual aides. Well organized and easy to follow.	Good application of visual aides. Organized and easy to follow.	Some application of visual aides. Some of the information is consistent. Somewhat organized and can be followed.	Poor use of visual aides. Messy/organized. Cannot be followed
Cover Letter & Resume	5 4	3	2	1
(K)	All required information is relevant, specific and accurate	Required information is sufficient and accurate	Quality of required information is inconsistent	Some of required information is lacking
(C)	Visual aspects are highly effective	Visual aspects are effective	Visual aspects are effective to some degree	Visual aspects lack effectiveness
(A)	Use of grammar is correct	Use of grammar is effective	Minor grammar errors	Some serious grammatical errors
Mock-Interview	5 4	3	2	1
(T)	Material is skillfully selected to be highly accurate, current and relevant.	Material is accurate, current and relevant.	Material is somewhat accurate and relevant.	Material is of limited accuracy and relevance.
(C)	Piece is skillfully suited to the purpose or audience.	Piece is appropriate to the purpose or audience.	Piece attempts to suit to the purpose or audience.	Piece reflects a limited sense of the intended purpose or audience.
If I Were to ...	10 9 8	7.5 7	6.5 6	5.5 5
(K)	Includes thorough information from outside sources. Has completed all the subheadings.	Includes sufficient information from outside sources. Has completed most the subheadings.	Includes some information from outside sources. Has completed some the subheadings.	Includes limited information from outside sources. Has completed very few the subheadings.
(T)	Contains many observations, accurate analysis and research.	Contains accurate observations, analysis and research.	Contains some observations, analysis and research.	Contains few observations, little analysis and little research.
(C)	Overall organization is sophisticated.	Overall organization is effective.	Overall organization is inconsistent.	Overall organization is limited.
(A)	Use of language conventions is virtually effort-free	Use of language conventions is effective	Use of language is inconsistent	Use of language conventions is limited
Bonus: 101 List	Y	N		

