

# Course Outline

## Personal Orientation Project (POP 304)

### Secondary Cycle 2, Year 1

John Rennie High School  
514-697-3210 • <http://johnrennie.lbpsb.qc.ca>



#### Contact Information

Teacher : Mr. Mansour

Web Site : <http://mansour.webhop.net>

Google : mansour jrhs

E-mail : Concerns about assignments, projects and tests should be brought to the teacher's attention during class time or communicated through the student's agenda.

#### Class Location

Room 500

#### Course Description

POP is a new Quebec Education Program (QEP) course requirement for grade 9 students who have chosen the Applied General Education Path (non-advanced science option).

The educational aim of this course is to offer students the unique opportunity to discover various occupations that may correspond to their aptitudes, interests and aspirations. This program gives the students the central role, allowing them to explore various fields that interest them and to test their choices by trying out a variety of work functions. It allows them to continue constructing a personal and career identity through exploration on their own terms, and thus enables them to acquire resources they need to enrich their identity throughout their lives.

The POP class is designed to help students make sense of potential career opportunities, the education needed to practice them, and to help support students in their search for ways to achieve their potential and prepare for life in a changing world. POP provides opportunities for students to broaden their view of the world of work.

#### Course Objectives

The Personal Orientation Project (POP) course will be divided into 7 units:

- **Unit 1: Business communication** (business letters, envelopes, memos, CVs, cover letters, e-mails, social media)
- **Unit 2: Job interviews** (telephone and face-to-face)
- **Unit 3: Knowing yourself** (personality assessments, interests, learning styles, skills)
- **Unit 4: Career exploration**
- **Unit 5: Employability** (attitude, professionalism, adaptability, continuous learning, affiliations, collaboration, problem solving, information technology)
- **Unit 6: Employee rights** (Canada labour code, Quebec labour code, Normes du travail, CSST)
- **Unit 7: Starting your own business**

While taking this course, students will develop two competencies.

##### Competency 1: Carries out a process of career exploration

Students will explore career options and experience activities associated with various trades or occupations.

##### Competency 2: Contemplates his/her learning and work possibilities

Students will reflect on their learning regarding work possibilities in order to look at oneself, talk with others and envision oneself in the future.

## Textbooks and Resource Materials

Resource materials will be provided to students in printed and/or electronic format.

## Suggested Materials

- Binder, Blue 1" D-ring, 3-ring
- Glue stick
- Paper, construction, multicolour (8½" x 11")
- Paper, Ruled loose-leaf (3-hole punched)
- Pencils, eraser and pens (blue)
- Ruler, plastic (30 cm)
- Tab dividers, big write-on, 2 packs of 8 (Avery 23181)
- Calculator
- Highlighters (2 different colors)
- Paper, Graph 4:1" quad (3-hole punched)
- Poly report covers, clear, x7 (e.g.: Staples 520857)
- Scissors

## Attendance

- Attendance is recorded at the beginning of each class.
- If a student has been absent, a note signed by the parent is to be shown to the attendance monitor at the start of the day. Students will then receive a stamped note in their agenda which must be shown to the teacher in order to be admitted to class.

## Student Responsibilities

- Write down your homework in your agenda book.
- Make sure all your homework is completed. Refer to your class rules for the consequences of not submitting your homework on time.
- When you are absent, ask your classmates to help you catch up and for homework missed.
- Keep your course binder well organized.
- Always bring your binder, your workbook, pencils, pens, calculator, and ruler to class.

## Evaluation

The following will be used to assess and evaluate students:

- ♦ Evaluation Situations (ES);
- ♦ Formal assessments (tests);
- ♦ Take home assignments;
- ♦ In-class work;
- ♦ Learning and Evaluation Situations (LES);
- ♦ Participation;
- ♦ Projects; and
- ♦ Quizzes.

## Extra Assistance

If you have any problems, questions, or concerns, please feel free to ask. Extra assistance is always available upon request. Don't be shy to ask for help!

## Cheating and Plagiarism

Cheating refers to any dishonest or deceptive practice. Plagiarism is a form of cheating in which part or all of someone else's work is passed as one's own. For useful guidelines to help you avoid plagiarism, consult the following document:

<https://www.uottawa.ca/about/sites/www.uottawa.ca/about/files/plagiarism.pdf>

Penalties for cheating or plagiarism may include a mark of zero for the assignment, E.S., exam, L.E.S., project, test or the course. It may result in my reporting your case to the Vice-Principal and/or Principal for further steps to be taken at their discretion.