

# CAREER LIFE CONNECTIONS

12

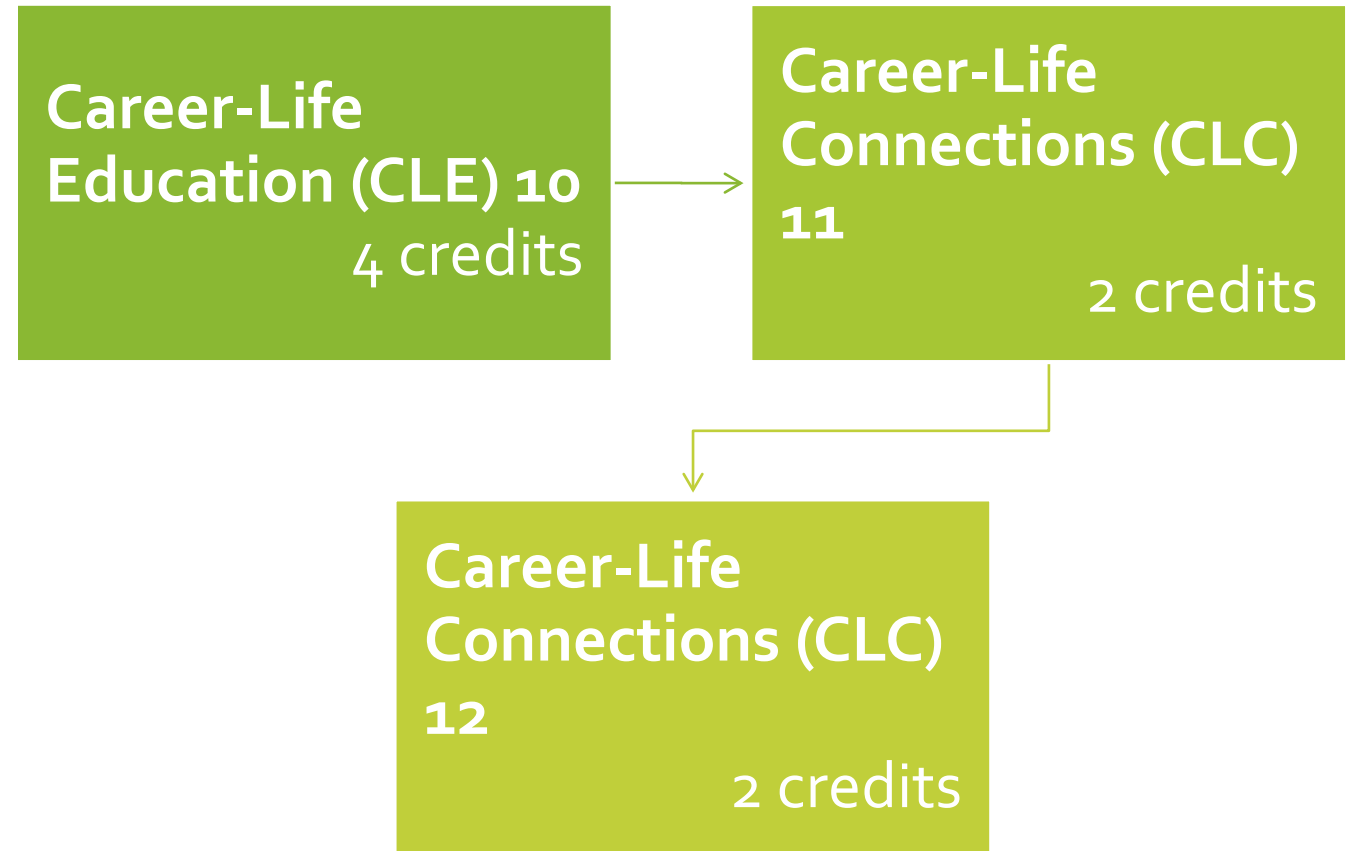
---

Mr. Kwan

Ms. Kuang

**8 Credits are dedicated to Career Education and are required for graduation!**

**CLE/CLC  
Credits**





# Missing CLE 10?

## What are your next steps?

- ✓ Chat with your counsellor!
- ✓ Possible options:
  - Enrollment into CLE10 at South
  - Take it online with Burnaby Online
- ✓ Need to complete and pass CLE 10 to meet the graduation requirements



# Missing CLC 11?

## What are your next steps?

- ✓ We will add you to a Office365 Team called **CLC 12 Endgame** to finish your CLC11.
- ✓ At the end of the session, **put your name on the list** to ensure Mr. Kwan/Ms.Kuang is aware you are missing CLC 11!

# CLC GRADUATION PROJECT

What you need to know!

# What is the CLC Graduation Project?

The CLC Graduation Project is the culminating project for CLC 12.

**All students in BC are required to complete the Graduation Project (AKA Capstone Project)**



# What is the CLC Graduation Project?

**YOUR GOAL:** plan, design, document, create and present a project on a topic of your choice.

**Your topic can focus on** a passion or career area of interest. Through exploring this topic, we want you to develop a skill set and acquire new knowledge.



Fuel Your Passion

**This project is student-centered, and allows you to personalize their learning in an area you are passionate about**



**This project should be something you value, care about, or find interest in. Only then will it be meaningful and purposeful.**



# Why are we doing this project?



In addition to it being a graduation requirement, the Grad Project is a celebration of your learning.



This project is designed to encourage you to think critically, solve problems and develop existing or new skills.



It will allow you to connect with the world outside of school and to demonstrate that you have the skills to go on to further your education and enter the workforce.



Furthermore, it's a good project to add to your portfolio.

# The project consists of 4 components:



A large green arrow pointing to the right, with a white arrowhead on the left side. Inside the arrow is a light green rounded rectangle containing the text.

# **1. Final Plan**



- June 2021, you should have already drafted a proposal for your project idea.
- Your plan should focus on developing a skill/skillset in a **career area** or a **passion**.
- **NOW:** You will need to submit a **FINAL PLAN by Nov 5<sup>th</sup>** through Teams.

## CLC 12 – Final Plan

First and Last Name: \_\_\_\_\_

Student # \_\_\_\_\_

Here is an example...



Project Title	<i>Give a title that would summarize your project.</i>
Project Description	<i>1. What is your project topic?</i> <i>2. List the skill/skill set you want to develop.</i> <i>3. What type of project are you doing? Circle one.</i> <i>a) project (creating)</i> <i>b) business plan</i> <i>c) planning an event/raising awareness</i> <i>d) experiment</i> <i>e) community improvement project</i> <i>4. Explain in detail what you will be doing for your project.</i>
Project Goal/Objective	<i>What <u>end goal/objective</u> do you hope to achieve through this project?</i> /

# GRAD PROJECT FINAL PLAN

- Please refer to the example in the assignment as a reference to help you fill out the final plan.
- Provide as much detail as you can.

# Possible Project Types (not limited to):

**See handout for examples of projects**

**Creating** – Develop, design and build/create

**Event** – Research, plan and host an event

**Entrepreneurship** – Prepare a FULL business plan.

**Community Improvement** – Research an issue in your community, develop and implement a solution.

**Experiment** – Conduct an experiment (along with research) to develop new arguments or insights about a topic.

For more information on types of projects, check out the guide in Teams.



**Career Life Connections  
Graduation Project  
Student Guide**





## **2. Process**



- After submitting your Final Plan, you will start working on your project.
- This step, will allow you to engage in deeper learning as you investigate, explore and assemble your project.



- We recommend that you **dedicate a minimum of 20 hours** towards your project from October – March.
- This time includes:
  - ✓ Exploration
  - ✓ Research
  - ✓ Accessing information from people/interviews
  - ✓ The “do” component i.e. putting your research to use, creating, testing, implementing.
- This **EXCLUDES** the time spent preparing for your presentation.



- To track these hours, you will submit **3 Action Logs.**
- The hours dedicated to this project is **separate** from your 30 Hours of Work/Volunteer Experience.

## CLC 12 – Action Log #1

Action Log #1 is due November 26<sup>th</sup>.

Use this document to log the time spent working on your project goal. It will be reviewed as one of the ways to demonstrate your effort on your project.

Minimum of 20 hours of engaging in the process between October to March. This time includes:

- Exploration
- Research
- Accessing information from people/interviews
- The “do” component i.e. putting your research to use, creating, testing, implementing.

Time spent preparing for your final presentation is excluded – do not include in log.

Parent/Guardian Signature Required (sign on line above)



Date	Time Spent on Project	Answer <u>the two questions</u> : 1. What did you accomplish (Description of activities)? 2. What needs tweaking?	Resource Used (if applicable) or people consulted. 1. Provide the resource type (webpage, blog, forum, book, mentor) 2. Provide the link or info (if book/person)
Example: Oct 1, 2021	45 mins	1. Read blogs online and took notes on how to design a room using CAD design. 2. Need to find someone who knows how to use CAD to develop better understanding of software use.	Resource type: blog Link/info: <a href="http://www.blogsrus.com">www.blogsrus.com</a>
			Resource type: Link/Info:
			Resource type:

# ACTION LOG TEMPLATE

- Refer to the example as a reference to help you fill out the log.
- Provide as much detail as you can.
- **Parent/guardian Signature Required:** Take a picture and upload to Teams or digital signature.



- Remember to **visually document** your project for the presentation (e.g. photos, videos, physical/digital evidence/artifacts)
- Use a variety of resources to help you complete your project:
  - ✓ Websites/blogs/forums
  - ✓ Books/e-books
  - ✓ Interviews/Mentors
  - ✓ Videos

A green arrow pointing to the right, with a white arrowhead on the left side. The arrow is positioned behind a light green rounded rectangle that contains the text.

# 3. Portfolio



- The Portfolio is a collection of all the documentation for your project that will be collected through Teams.
- This includes: Final Plan, Action Logs, Mentorship Log, and Project Reflection





# Mentorship

- A mentorship can be a powerful and rewarding experience
- A mentor(s) can support and guide you through completion of your project by providing their knowledge and expertise.



## How will the mentorship look like?

- The length of time you spend with your mentor is up to you and dependent on your individual needs.
- How the mentorship looks will vary from person to person.
- E.g. some may meet once for resources/interview, others may meet monthly for project feedback.
- Mentorship Programs e.g. YWCA



## How will the mentorship look like?

- Communication methods include: email, phone call, Zoom, in-person.
- Ensure you communicate with your mentor:
  - How would you like to be supported?
  - What do you need help?
  - What do you want to learn more about?
  - How long will the mentorship be?
  - How will communication take place?



## Choosing A Mentor

- Mentor should be an adult with knowledge of your topic.
- Check Teams for more information about choosing a mentor.

## CLC 12 – Mentorship Log

Use this document to log your interactions with your mentor.

**Who is your mentor? Tell us a little bit about them.**

Mentor's name: \_\_\_\_\_

Your relationship to your mentor: \_\_\_\_\_

What else can you tell us about your mentor? (e.g. background, position, how you plan to communicate – face-to-face, email, phone, Zoom?):

\_\_\_\_\_

Mentor contact information: Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Things you can talk about:

- Discuss your Capstone goal, question and action plans.
- Get advice on your topic/direction of project/ideas.
- Do they have any feedback on your plan, or suggestions on how to move forward?
- Help you find good resources or possible opportunities in the community.
- Transition Plans ideas-what you hope to do next year.
- Advice on how to create the final representation of your project for the presentation.



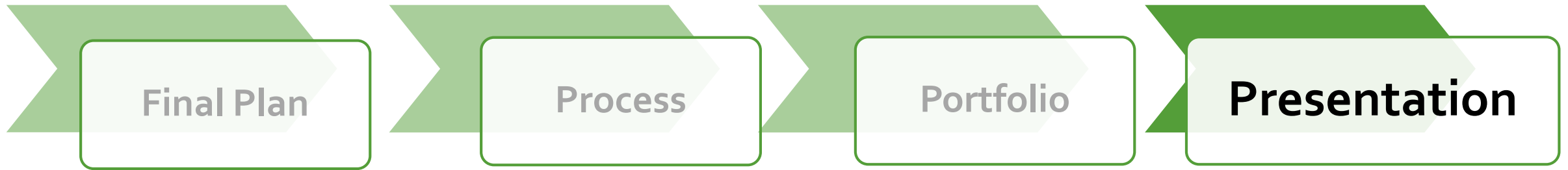
Meeting Date	Reflect on the interaction. Share what was discussed

# MENTORSHIP LOG

- Provide as much detail as you can.

A large green arrow pointing to the right, with a white arrowhead on the left side. The arrow is partially obscured by a white rounded rectangle with a green border.

# **4. Presentation**



- In this final step of the project, you will:
  - showcase and present your learning journey
  - share what you accomplished for your Grad Project
  - discuss your plans for post-graduation
- A **mandatory Grad Project presentation meeting will be held in Semester 2 (TBA)** to go over presentation expectations.
- Presentations will be held **starting early April.**

# PROJECT EXAMPLES FROM LAST YEAR

---

Please refer to the handout that was distributed during the session.



# What does a good Graduation Project look like?

## A good Graduation Project:

- ✓ Reflects your personal interest in a certain career area or passion.
- ✓ **Shows your process.**
- ✓ Clearly communicates new learning.
- ✓ Evolves over a period of time and is not rushed.
- ✓ Clearly shows the amount of time and consideration you have put in to completing it.
- ✓ Shows the depth of your exploration **i.e. using a variety of resources.**



# Graduation Project Timeline & Assignments

## Semester 1

1. Final Plan due by **Nov 5<sup>th</sup>**
2. Action Log #1 by **Nov 26<sup>th</sup>**
3. Action Log #2 by **Jan 14<sup>th</sup>**

If you have any questions, concerns or need help, please come see Mr. Kwan or Ms. Kuang at the Career Programs Office.

\*\* Mr. Kwan – please see him in-person.

\*\*Ms. Kuang – will be available in-person in period 4.

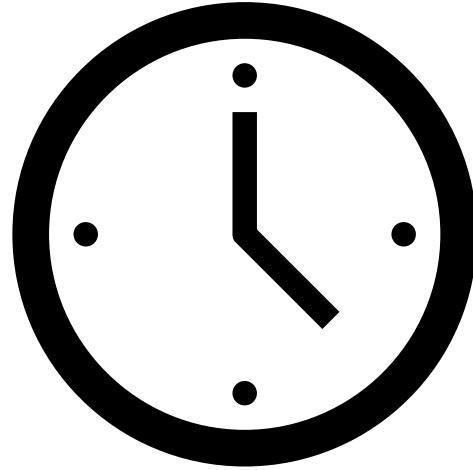


# Graduation Project Timeline & Assignments

## Semester 2

1. Action Log#3 by Mar 11<sup>th</sup>
2. Mentorship Log by Mar 11<sup>th</sup>
3. Project Reflection due by Mar 11<sup>th</sup>
4. **Mandatory** Preparation Meeting to prepare you for your presentation (TBA)
5. Presentations (Starting early April)

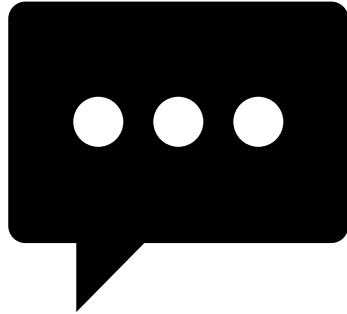
**\*\*\*All assignments will need to be submitted in Teams. A hard copy of your Portfolio will be collected during your presentation.**



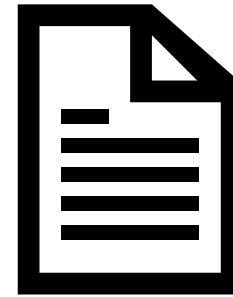
**PLEASE HAND-IN ASSIGNMENTS ON TIME**

---

# Reporting



In Semester 1, you will be given a progress report in the comment section only.



A the end of Semester 2, a final percentage and letter grade will be issued.



**Your final mark is a cumulative mark.**

# How will you be assessed?



## Portfolio

- Final Plan, Action Logs, Mentorship Log and Reflection Page.
- They contribute to 30% of your grade.

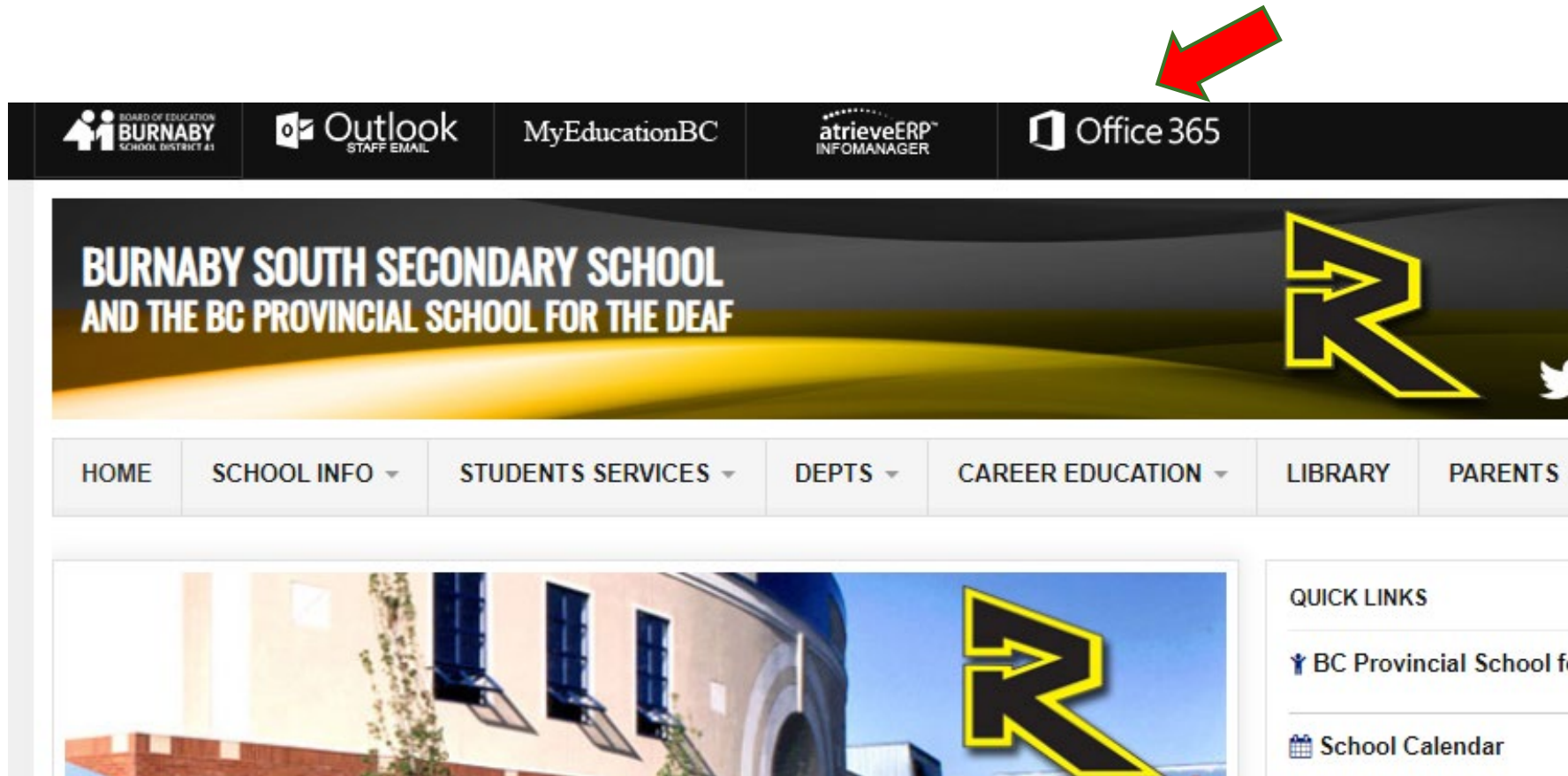
## Project Presentation

- Assignments contribute to 70% of your grade.



All meetings and assignments **MUST** be completed to pass the course.

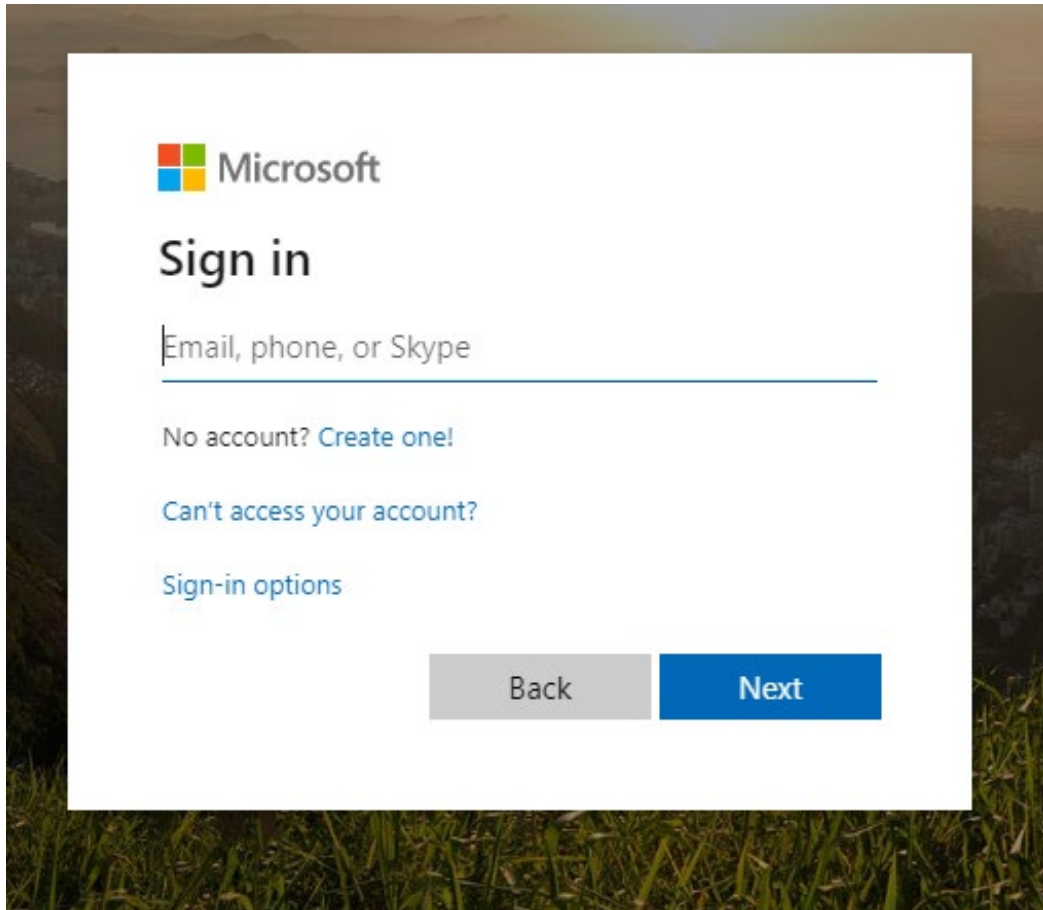
# Where to find the Assignments?



The screenshot shows the top portion of a school website. At the top, there is a dark navigation bar with several icons and links: a logo for the Board of Education Burnaby School District #1, Outlook Staff Email, MyEducationBC, atrieveERP Infomanager, and Office 365. A red arrow points to the Office 365 link. Below this is a banner for Burnaby South Secondary School and the BC Provincial School for the Deaf, featuring a large yellow 'R' logo. Underneath the banner is a horizontal navigation menu with the following items: HOME, SCHOOL INFO (with a dropdown arrow), STUDENTS SERVICES (with a dropdown arrow), DEPTS (with a dropdown arrow), CAREER EDUCATION (with a dropdown arrow), LIBRARY, and PARENTS (with a dropdown arrow). Below the navigation menu is a section with a photograph of a school building and a large yellow 'R' logo, and a 'QUICK LINKS' section with two items: 'BC Provincial School for' and 'School Calendar'.

1. Go to the school website.
2. Click on "Office365"

# Where to find the Assignments?



3. Sign in to Office365:

**User name:**

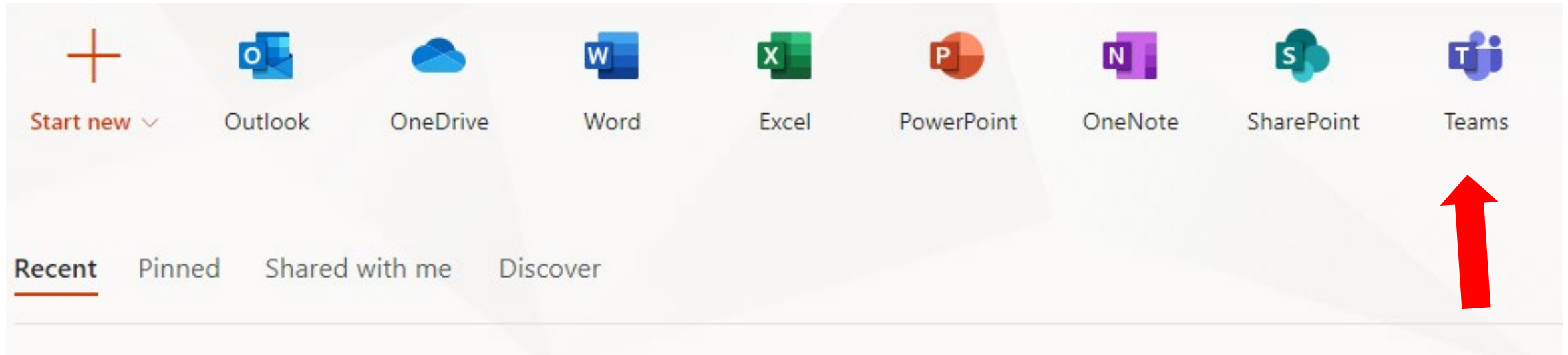
student# @edu.burnabyschools.ca  
123456@edu.burnabyschools.ca

**Password:**

Same as your school computer login.

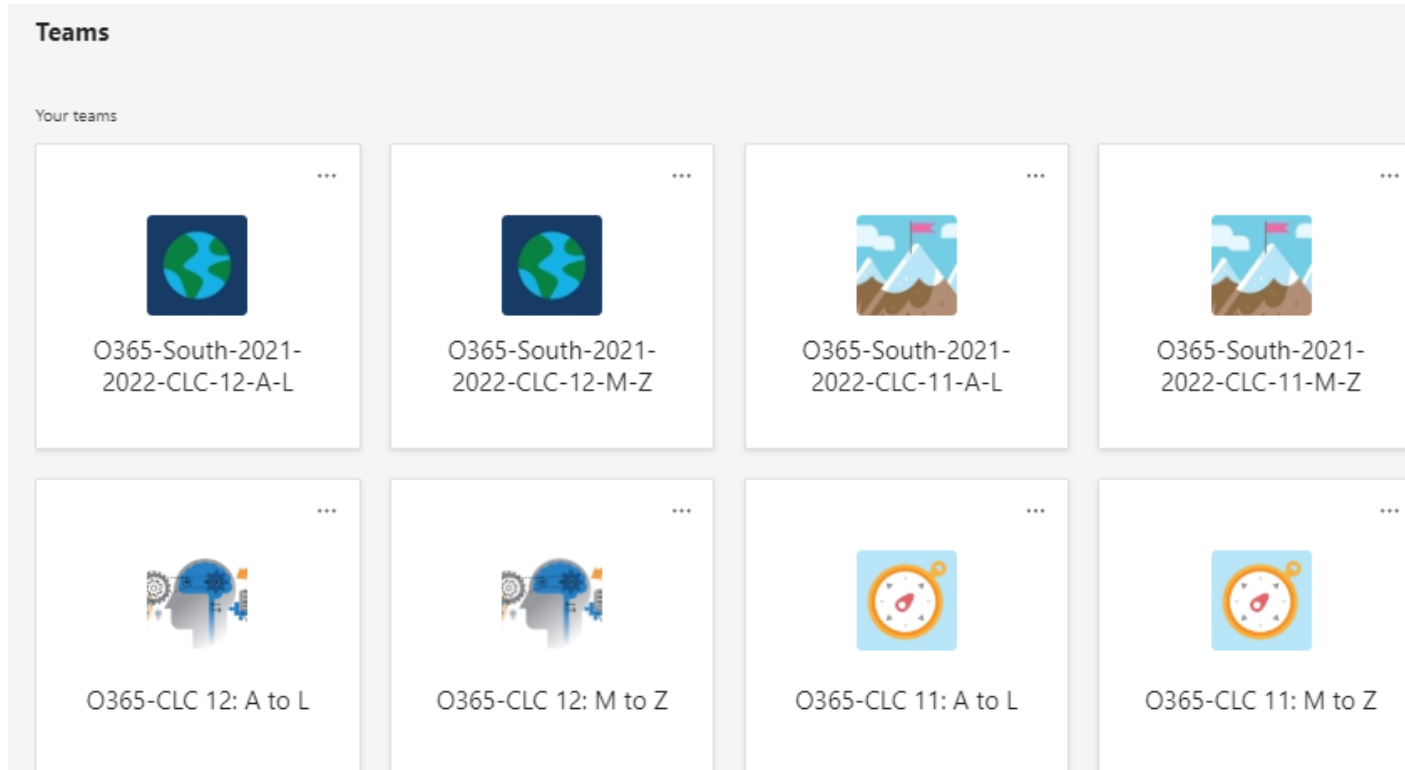


# Where to find the Assignments?



4. Click on  
"Teams"

# Where to find the Assignments?



5. Click on your Team.

For CLC 12 Teams:

**CLC12 – A to L**


**CLC 12 – M to Z**

# CLC BLOG



PROVINCIAL SCHOOL FOR THE DEAF



HOME	STUDENTS SERVICES	DEPTS	CAREER EDUCATION	LIBRARY	PARENTS
			30 HOURS OF WORK EXPERIENCE	QUICK LINKS	
			90 HOURS WORK EXPERIENCE	BC Provincial School for	
			<b>CLC</b>	CLC 11/12	
			INDUSTRY TRAINING (GRADES 11 & 12)	Student Services Dept.	

# Burnaby South Career Life Connections



[Home](#)

[Career Life Connections 12 \(2021-2022\)](#)

[Career Life Connection 11 \(2021-2022\)](#)

[Archive](#)



# Contact Us



## Ms. Kuang (Last Names A – Le)

- **Email:** [anna.kuang@burnabyschools.ca](mailto:anna.kuang@burnabyschools.ca)

## Mr. Kwan (Last NAMES Li – Z)

- **Email:** [kenneth.kwan@burnabyschools.ca](mailto:kenneth.kwan@burnabyschools.ca)

## Blog:

<http://blogs.sd41.bc.ca/south-gradtransitions/>

Instagram page: [clc\\_burnabysouth](#)

**Visit us in person:** Career Programs Office at Student Services (C105)

# EXIT SLIP

Please complete the exit slip and place into the box by the exit when you leave.

Print your name and student number

**CLEARLY!**

# GRAD WEAR SURVEY

Please scan the QR Code below and complete the survey. This will help determine the design of Graduation wear this year!

