

Student and teacher: Use this cover sheet for mailing or faxing.

ASSIGNMENT BOOKLET 3B

PED0770 Career and Life Management
Module 3: Section 3 Assignment and Section 4 Assignment

FOR STUDENT USE ONLY	
Date Assignment Submitted: _____	(If label is missing or incorrect) Student File Number: _____
Time Spent on Assignment: _____	Module Number: _____

FOR OFFICE USE ONLY
Assigned Teacher: _____
Assignment Grading: _____
Graded by: _____
Date Assignment Received:

Student's Questions and Comments

Apply Module Label Here

_____	_____	_____	_____	_____	_____
Name	Address			Postal Code	

*Please verify that preprinted label is for
correct course and module.*

Teacher's Comments

Teacher

INSTRUCTIONS FOR SUBMITTING THIS DISTRIBUTED LEARNING ASSIGNMENT BOOKLET

When you are registered for distributed learning courses, you are expected to regularly submit completed assignments for correction. Try to submit each Assignment Booklet as soon as you complete it. Do not submit more than one Assignment Booklet in one subject at the same time. Before submitting your Assignment Booklet, please check the following:

- Are all the assignments completed? If not, explain why.
- Has your work been reread to ensure accuracy in spelling and details?
- Is the booklet cover filled out and the correct module label attached?

MAILING

1. Do **not** enclose letters with your Assignment Booklets. **Send all letters in a separate envelope.**
2. Put your Assignment Booklet in an envelope and take it to the post office and have it weighed. Attach **sufficient postage** and seal the envelope.

FAXING

1. Assignment Booklets may be faxed to the school with which you are registered. Contact your teacher for the appropriate fax number.
2. All faxing costs are the responsibility of the sender.

E-MAILING

It may be possible to e-mail your completed Assignment Booklet to the school with which you are registered. You also may be **required** to e-mail some of your assignments. Contact your teacher for the appropriate e-mail address.

Career and Life Management

Module 3

Career and Life Choices

ASSIGNMENT BOOKLET 3B

FOR TEACHER'S USE ONLY

Summary

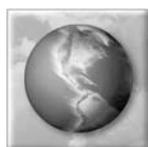
	Total Possible Marks	Your Mark
Section 3 Assignment	35	
Section 4 Assignment	65	
	100	

Teacher's Comments

Career and Life Management
 Module 3: Career and Life Choices
 Assignment Booklet 3B
 Section 3 Assignment and Section 4 Assignment
 ISBN 978-0-7741-2969-5

Alberta Education acknowledges with appreciation the Alberta Distance Learning Centre and Pembina Hills Regional Division No. 7 for their review of this Assignment Booklet.

This document is intended for	
Students	✓
Teachers	✓
Administrators	
Home Instructors	
General Public	
Other	



You may find the following Internet sites useful:

- Alberta Education, <http://www.education.gov.ab.ca>
- Learning Resources Centre, <http://www.lrc.education.gov.ab.ca>
- Tools4Teachers, <http://www.tools4teachers.ca>

Exploring the electronic information superhighway can be educational and entertaining. However, be aware that these computer networks are not censored. Students may unintentionally or purposely find articles on the Internet that may be offensive or inappropriate. As well, the sources of information are not always cited and the content may not be accurate. Therefore, students may wish to confirm facts with a second source.

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ASSIGNMENT BOOKLET 3B
CAREER AND LIFE MANAGEMENT: MODULE 3
SECTION 3 ASSIGNMENT AND SECTION 4 ASSIGNMENT

This Assignment Booklet is worth 100 marks out of a total of 200 marks for the assignments in Module 3. The value of each question is stated in the left margin.

Read all parts of your assignment carefully and record your answers in the appropriate places. If you have difficulty with an assignment, go back to your Student Module Booklet and review the appropriate lesson. Be sure to proofread your answers carefully before submitting your Assignment Booklet.

You can use a computer and word-processing program for many of these assignments. If you use a computer, be sure to attach a printed copy that has been proofread and is readable. Include your name, course name, and assignment number on each page.

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Section 3 Assignment: Planning Your Career

In this section, you set short and long-term goals and developed action plans to bring those goals into reality. You considered internships and volunteering as ways of developing employment skills. You learned about the concept of entrepreneurship and you looked at whether becoming an entrepreneur would fit with the lifestyle you want.

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1. In the space provided on the next page, describe some of your non-career goals. In writing your description, consider the following questions:

- What are your personal goals? (What type of person are you working on becoming?)
- What are your relationship goals?
- Do you have some spiritual goals?
- How have these goals changed as you have moved into young adulthood?

Assessment Criteria for Question 1

- The description is thoughtful and clear.
- Non-career goals have been clearly identified.
- The student has made a sincere effort to assess how his or her goals have changed as he or she has moved into young adulthood.

6 marks

2. Your task for this assignment is to set some career goals for the occupation you earlier selected and researched. Provide **two** main goals and **four** sub-goals.

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a. State your career goals as clearly and specifically as possible. Consider what career you want and what you want to achieve in that career.

• Goal 1: _____

• Goal 2: _____

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b. List the sub-goals (steps) you will have to complete to achieve your career goals.

• Sub-goal 1: _____

• Sub-goal 2: _____

• Sub-goal 3: _____

• Sub-goal 4: _____

When you have completed question 2, continue where you left off on page 86 of the Student Module Booklet.

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3. Develop action plans to achieve the goals identified in question 2. Consider these questions as you develop your action plans:

- What major actions do I need to take to achieve the goal?
- What are the detailed steps I need to do to complete each major action?
- What do I need to learn to reach my goal?
- What resources (money, skills, education) are needed to get to my goal?
- What do I need to do to get each of these resources?
- What is the timeframe required for each action?
- What do I need to do next?

List each goal or sub-goal. Then provide the specific actions you need to complete in order to achieve each goal.

Goal or Sub-Goal	Action Plan

When you have completed question 3, continue where you left off on page 92 of the Student Module Booklet.

DATA CONTROL CLERK

Permanent Part-Time Position

Performs data input of payroll and accounts payable. Transmits, prints, and files reports. Completes a variety of accounting and other related duties as per current job description.

Qualifications: candidate must be a high school graduate with supplementary business training and experience in accounting and knowledge of accounting software

Salary and Benefits: as per current General Service Workers' Agreement

Applications: must be submitted in writing at Suite 123, 5505-34th Avenue

MANAGEMENT TRAINEES

Fast-growing Canadian musical instrument chain is currently seeking management trainees. Career opportunities available for individuals with ability to achieve in sales, customer service, and merchandising.

LEGAL ASSISTANT

You will act as an assistant to two or more lawyers, transcribing legal documents, maintaining diaries, answering phone calls, making appointments, scheduling meetings, maintaining a filing system, drafting memos and letters, answering routine correspondence, plus other related duties.

Qualifications: Grade 12 including or supplemented by word-processing courses, plus several years related administrative experience preferably in a legal environment. Equivalencies considered. **NOTE:** This is a permanent part-time position.

HIGHWAY MAINTENANCE WORKER

You will be responsible for maintaining streets, roads, and highways. You must be able to operate the following: loaders, mowers, snowplows, dump trucks, and other service equipment. Duties include snowplowing, sanding, grading, patching, crackfilling, mowing grass, cleaning culverts, painting, snowfencing, and maintaining signs and guard rails.

Qualifications: Valid class 2 driver's licence, high school diploma, related experience in both summer and winter road maintenance, willingness to work weekends and odd hours, as emergency weather conditions require.

FASHION CONSULTANT

Retail Sales

The A & N Boutique is expanding, with the addition of three new stores. Candidates must be self-motivated, energetic, and fashion conscious.

Qualifications: Must have at least three years of sales experience.

PARTS COUNTER STAFF

Exciting opportunities with a fast growing auto parts chain. Entry level and experienced full and part time Counter Staff wanted. We offer a competitive salary and a flexible work environment. Apply online at www.monster.ca Keyword: Partsstore or send completed application information to Cam at cj@intersource.ca.

PLUMBERS REQUIRED

Established mechanical contracting firm requires Starter to Journeyman plumbers. Competitive wages, RRSP, and benefits. Fax letter, application, and resume to 555-555-5555.

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- a. Respond to the job advertisement you have chosen by completing the application form that follows.

Assessment Criteria for Question 2.a.	
<ul style="list-style-type: none"> • The application form includes the following: <ul style="list-style-type: none"> – personal information – educational background – work experience—business name and address, position title, dates worked, responsibilities – jobs and responsibilities at home or in the community—household responsibilities, babysitting, participation in community events – extra-curricular activities, recreational activities, hobbies, group or club memberships – references – action words – promotion of abilities, experiences, and skills • The application tool shows evidence of attention to detail, personalization, and professionalism. • The job application tool has been edited to eliminate errors in spelling, grammar, punctuation, and capitalization. 	<p>8 marks</p>

Application Form		Please Print	
Position Applied For		How did you learn about this competition?	
Surname	First	Middle	Permanent Temporary Part-time Seasonal
Mailing Address			
Telephone: Home:		Messages:	Are you under 18 years of age? Yes No
Canadian Citizen or Landed Immigrant		Yes	No
Date Available for Employment		Desired Salary	
Education	Institution	Year Left	Highest Grade Certificate/Diploma
Secondary			
Post-Secondary			
Other			

(The application form continues on the next page.)

Employment History	
Employer: Address: Telephone: Term of Employment: Supervisor: Reason for Leaving:	Position and Duties:
Employer: Address: Telephone: Term of Employment: Supervisor: Reason for Leaving:	Position and Duties:
Employer: Address: Telephone: Term of Employment: Supervisor: Reason for Leaving:	Position and Duties:

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b. Respond to the job advertisement you have chosen by writing a letter of application. There is space for your letter on the following page.

Assessment Criteria for Question 2.b.	
<ul style="list-style-type: none"> • The letter of application includes the following: <ul style="list-style-type: none"> – a clear focus on the job selected – the purpose of the letter – an explanation of personal capability, work experience, and education – a request for an interview – contact information • The application tool shows evidence of attention to detail, personalization, and professionalism. • A business letter format has been used. • The job application tool has been edited to eliminate errors in spelling, grammar, punctuation, and capitalization. 	<p>10 marks</p>

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- c. Respond to the job advertisement you have chosen by **listing** all of the relevant details you would include in a résumé when applying for the job. (**Note:** You do not actually complete a résumé for this assignment.)

There is space for your list on the following page.

Assessment Criteria for Question 2.c.	
<ul style="list-style-type: none"> • The résumé details include the following: <ul style="list-style-type: none"> – personal information – educational background – work experience—business name and address, position title, dates worked, responsibilities – jobs and responsibilities at home or in the community—household responsibilities, babysitting, participation in community events – extra-curricular activities, recreational activities, hobbies, group or club memberships – references – action words – promotion of abilities, experiences, and skills • The application tool shows evidence of attention to detail, personalization, and professionalism. • The application tool shows a clear focus on the job selected. • The job application tool has been edited to eliminate errors in spelling, grammar, punctuation, and capitalization. 	<p>8 marks</p>

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3. In Lesson 2 you explored employer and employee expectations. What qualities do you possess that will make you a successful employee? List **three** of them in the following chart. Explain how each quality fulfills an employer’s expectations. Explain your level of achievement of each quality; describe any qualities that you think you need to develop further.

Qualities of a Successful Employee I Possess	Employer Expectations	Your Level of Achievement of that Quality

When you have completed question 3, continue where you left off on page 128 of the Student Module Booklet.

STUDENT COURSE SURVEY

After you have completed the assignments in this course, please fill out this survey. Your constructive comments will be greatly appreciated, as future course revisions can then incorporate any necessary improvements.

We encourage you to go to www.tools4teachers.ca, choose the Surveys link, and complete and submit this survey electronically. If this is not possible, see the last page of the survey for other ways to submit the survey.

Age (optional): under 16 16 to 18 19 to 40 over 40

School Where You Are Registered to Take This Course: _____

Course Name: _____ Date: _____

Course Copyright Year (See back cover.) _____

Design

1. The recommended process for students is to work through the Student Module Booklet(s) as instructed and then complete the assignments when directed. Did you follow this process?

Yes No If no, explain.

2. The Student Module Booklet(s) contains a variety of self-assessed activities. Did you find it helpful to be able to check your work and have immediate feedback?

Yes No If yes, explain.

3. Were the questions and directions in the Student Module Booklet(s) easy to understand?

Yes No If no, explain.

4. Did you understand what was expected in the Assignment Booklets?

Yes No If no, explain.

5. The course materials were designed to be completed by students working independently. Were you always aware of what you had to do?

Yes No If no, provide details.

6. This distance learning course may have included an assortment of drawings, photographs, and charts.

a. Did you find the visuals in this course helpful?

Yes No Comment on the lines below.

b. Did you find the variety of visuals in this course motivating?

Yes No Comment on the lines below.

7. Suggestions for Internet use may be included in the course. Were these suggestions helpful?

Yes No Comment on the lines below.

8. Some activities may have called for the use of a course or textbook CD. Did you use such resources as instructed?

Yes No Comment on the lines below.

9. How did you submit your assignments?

mail fax e-mail drop off

10. The Student Module Booklet(s) may have directed you to work with your teacher or to consult with your teacher if you were having problems. How well did you work as a team?

Course Content

1. Was enough detailed information provided to help you learn the expected skills and objectives?

Yes No Comment on the lines below.

2. Did you find the workload reasonable?

Yes No If no, explain.

3. Did you have any difficulty with the reading level?

Yes No Please comment.

4. How would you assess your general reading level?

poor reader average reader good reader

5. Was the material presented clearly and with sufficient depth?

Yes No If no, explain.

6. Was a textbook required for the course?

Yes No If yes, explain where you got it. Did you have any problem getting it?

General

1. What did you like least about the course?

2. What did you like most about the course?

Additional Comments

Only students enrolled with the Alberta Distance Learning Centre need to complete the remaining questions.

1. Did you contact the Alberta Distance Learning Centre for help or information while doing your course?

Yes No If yes, approximately how many times? _____

Did you find the staff helpful?

Yes No If no, explain.

2. Were you able to fax or e-mail any of your assignment response pages?

Yes No If yes, comment on the value of being able to do this.

3. If you mailed your assignment response pages, how long did it take for their return?

4. Was the feedback you received from your correspondence or distance learning teacher helpful?

Yes No Please comment.

Thanks for taking the time to complete this survey. Your feedback is important to us. If you are mailing this survey, please use the address on the right. Or, you may e-mail or fax the survey, using the address or number below.

Distributed Learning Resources Branch
Box 4000
Barrhead, Alberta
T7N 1P4

E-mail: dllrbgeneral@gov.ab.ca
Fax: (780) 674-6561

If you are enrolled at the Alberta Distance Learning Centre and will be mailing your Assignment Booklets to ADLC, you may return this survey with the final Assignment Booklet in the course.