Career Life Connections Part A (CLCA) -- Task list

Dear Grade 11 students and Grade 12s who have not completed CLCA 12,

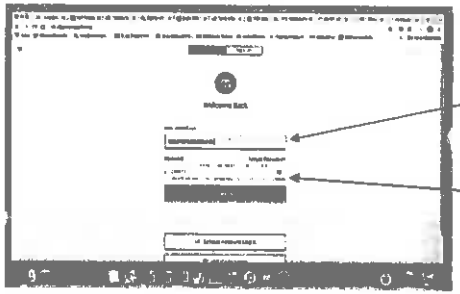
CLC A is the first part of Career Life Connections, it is completed during your grade 11 year to leave your grade 12 year free for your Capstone, CLC B. Success in this course is based on you completing these tasks. This is a MANDATORY COMPONENT for graduation and will complete 2 credits of your Career Education requirements.

CLC Components	Completion Month	Did you complete this?
Resume – update and perfect	September	
Cover Letter	September	
How to Write a Meaningful Reflection	September	
Goal Setting and Writing – Semester 1 goals, short term/long term	September	
Health & Safety in the Workplace Unit 1 WEX 12 A	October	
Fitness Goal Set for Semester 1	October	
Time Management Strategies	October	
Mental Health Awareness Activities	November	
4 activities		
Compatibility Surveys – 5	November	
Career Research Project #1	November/December	
Employability Skills Assignment	December	
Semester 1 Goals – Reflection	January	
Fitness Goal Semester 1 Reflection	January	
Nutrition Assignment	January	
Set new goals for Semester 2	February	
Interview Skills – how to land that job!	February	
Career Research Project #2	February	
Occupation/Post Secondary Program Search	April	
Post Secondary Budget	April	
Semester 2 Goals – Reflections	May	
Introduction to Capstone for Grade 12 year	June	

Logging in to MYBLUEPRINT (MBP)

Type the following in the URL myblueprint.ca

Click Log In



Type in the email address you used to create the account.

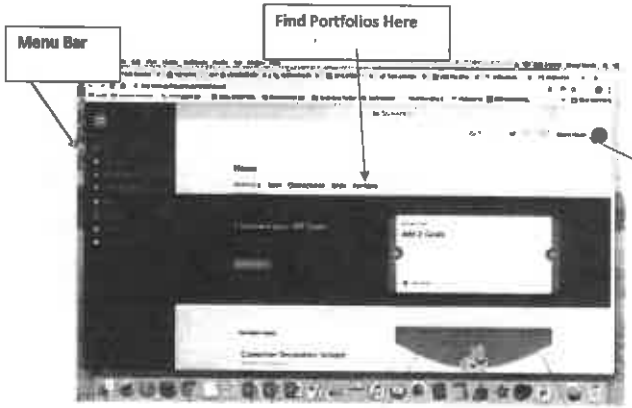
Type in your password

Hit "Log In"

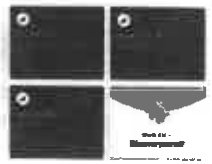
If you forgot your password click on the "Forgot password" above the Password box. Follow the instructions.

What you see next

This is called your Dashboard



Bottom Right Corner you should find your classes they will look like this



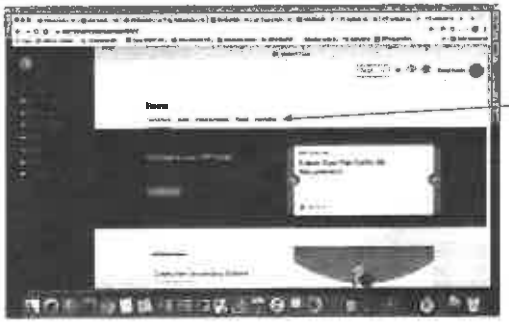
Using your Menu Bar is a fast way to Navigate about MBP

Who Am I

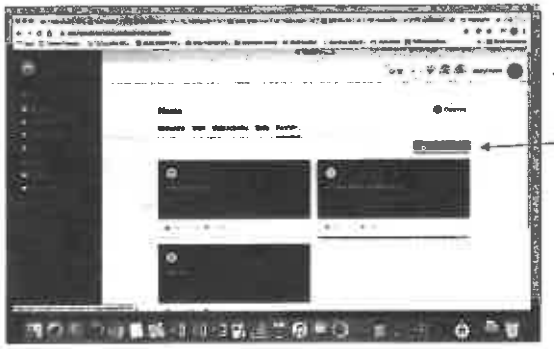
Complete the 5 surveys to get access to the Compatibility Surveys

You need to complete 5 Compatibility surveys for CLC credit

Creating Portfolios and Uploading to Portfolios

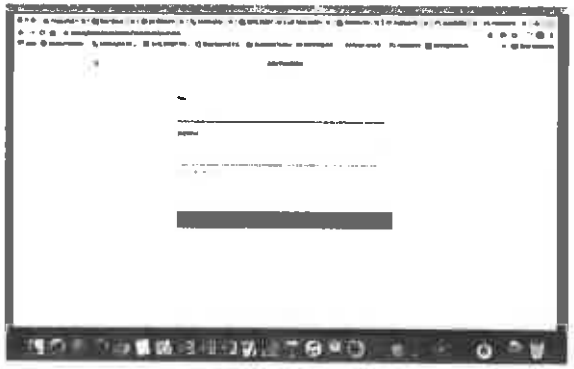


If you never created one yours will say "It's like a desert in here". Otherwise you will see this:



You will notice this page shows the 3 CLC portfolios you should create.

Give your portfolio a title, and perhaps a few examples what you want it to contain such as an

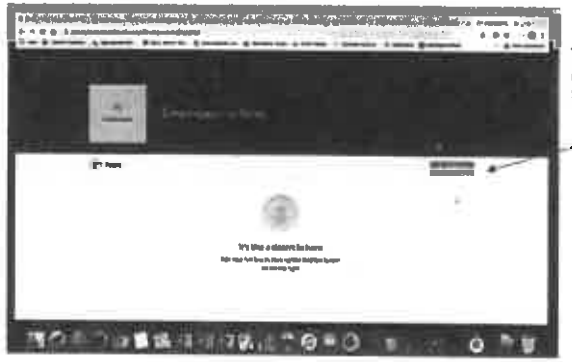


employability portfolio may contain cover letters and resumes, Personal Well being may contain things to do with being healthy (Thrive week, Fitness, etc).

Click "add Portfolio" and the new portfolio will appear on the main portfolio screen.

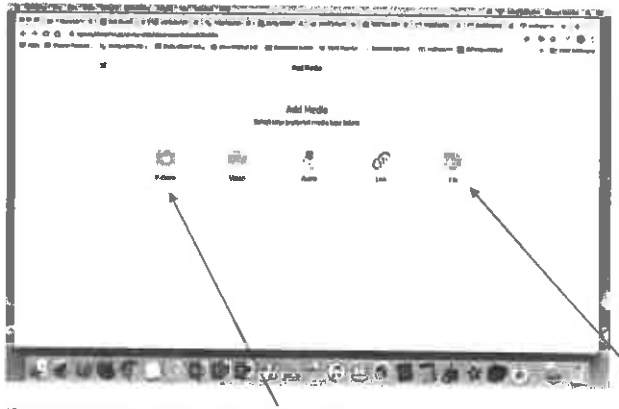
ADDING to a PORTFOLIO

I clicked on the Employability Skills Box



To add items choose the "add item" box

A drop down menu appears, choose "add Media"



If you want to take a picture choose picture, if it's a word doc or pic you've taken, choose "File"

If you choose "File" you will see this screen. The computer symbol indications the device you are on. Click in where the + sign is on the document. Find your document, etc.

Do this for all files that you have already on a computer or device.

For something you want to take a picture of use the camera if you are on your phone, log in as before, open your portfolio, add item, choose the camera, allow your camera to access and snap away!! This is the fast way for all hand written documents.

CREATING A RESUME IN MBP

Select **"Work"** in the Menu Bar

Next create a resume or update one. Choose Work from the Menu

It expands to give you more options.

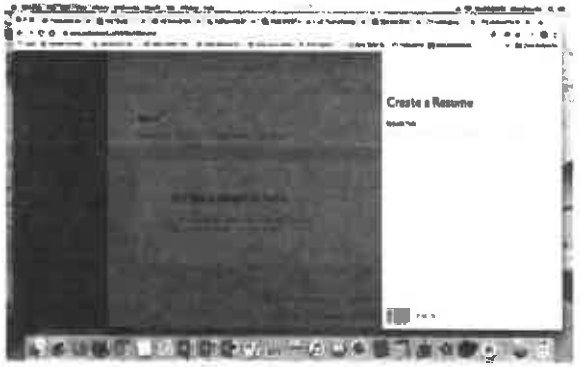
Choose Resume

If you have never created something before you get this screen.
Click on the "Create Resume" button and begin

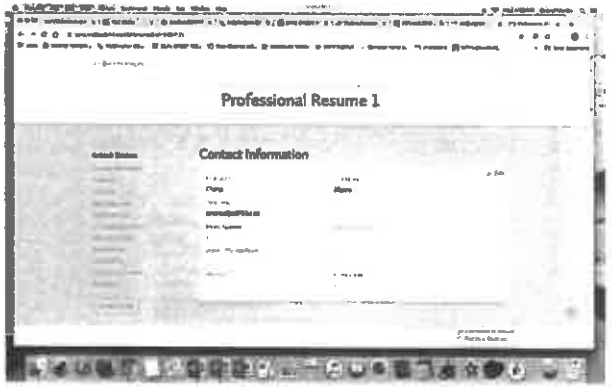
(At this point, parents, your children may start complaining that they already have a resume, in which case they could skip this step and go to the adding to a Portfolio instructions. Otherwise, keep following along.)

CREATING A RESUME IN MBP

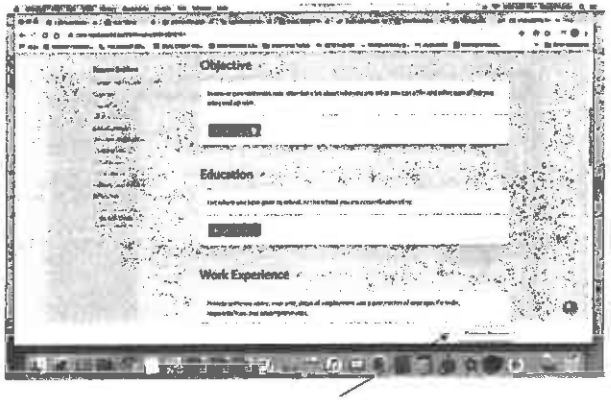
Give your resume a title and hit "save". After this MBP autosaves.



From here on fill in the blanks with as much detail as possible.

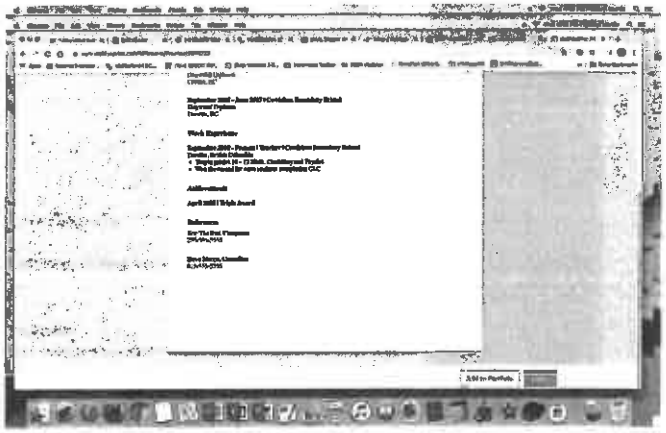


You will notice that you have several section options. The main ones should be Objective, Education, Work/Volunteer Experience, and References. Be as detailed in your description of each category. You could have Skills separate or talk about them within your jobs.



When finished entering stuff hit "Preview Resume" to see how it looks

You will notice, even though this is a fake resume, I have proper punctuation, capitalization and good grammar.



CREATING A RESUME IN MBP

If you already created a resume in a previous grade, take a close look at it. Ask yourself if you would give it out.

Criteria of a Good RESUME — its okay to ask someone to proof read

- No spelling mistakes
- Capitalize all proper nouns (Names of people and places)
- Proper sentences and grammar
- A minimum of two NON-FAMILY references

Once you've made your changes or created your resume choose ADD to PORTFOLIO and put it in the Employability Portfolio (creating Portfolios will follow)

You can now repeat this process for a cover letter. Go back to the home screen by going to the top of the screen above and keep clicking "back" until you get there.....

How Do I Write a Good Personal Reflection

How do I write a good personal reflection?

First it is useful to clarify, 'what is a personal reflection?'

> A personal reflection is an opportunity to reconsider events, thoughts and feelings from a fresh perspective. Many blog posts are written in this style. However you may also be required to write a *Personal Reflection* within an academic context.

The key to writing a successful personal reflection is to remember that it is a *personal* response made by *you*. Therefore, your responses are usually different from someone else's. Your response will be influenced by:

1) Your opinions, beliefs and experiences

2) Similarities or contrasts to your own life (i.e. experiences you can identify with)

3) How real or believable a subject / text is

4) Your emotional state at a given moment

5) Sympathy or empathy with characters

Even though you have been asked to provide a *personal response* you will still need to *justify* your opinion. This means you need to give reasons why you developed your ideas.You can support your response through:

1) Examples from the text

2) referring to specific events within a text

3) referring to specific quotes within a text

Remember when writing a personal reflection, you are offering *your* opinions. However you are also demonstrating that you have thought about the issue carefully.

Things to consider when writing:

1. Identify the audience, purpose

2. Identify the main idea.

3. Analyse the structure or organisation of the text. Is it clear? **Is it in full sentences?**

4. Evaluate the evidence: have you used examples, or facts?

9. Evaluate the language: is it appropriate for the message you are giving? For your audience?

10. Final (overall) evaluation

Does your reflection make sense to you and reflect what you wanted to convey?

SETTING "SMART" GOALS

Setting a goal can be a helpful tool in directing your focus towards an important task; from mastering a skill, or scoring well on a test, to saving up for a car, or kicking a bad habit.

Setting smart goals is important; setting an unachievable goal can lead to being discouraged and giving up. Meeting your goals can encourage you to set new goals and continue your progress.

Imagine being given an arrow but no target to aim for, or a target so far away that you couldn't possibly hope to hit it. Setting up a target at a reasonable distance for your skill level will hopefully allow you to succeed and progress, that's SMART!

SMART goals are:

- **S**pecific (simple, sensible, significant).
- **M**easurable (meaningful, motivating).
- **A**chievable (agreed, attainable).
- **R**elevant (reasonable, realistic and resourced, results-based).
- **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Here is an example of a SMART goal from a grade 11 student:

When I get my N on my 17th Birthday (Time bound) I will have saved $1500 (Measurable) to buy a 2001 Toyota Celica (Specific) - Achievable & Relevant

Now it is your turn to set some SMART goals.

Name: _____

Keeping in mind the SMART principles of goal setting, set 3 goals for yourself, these goals can be financial, personal, academic, etc. Explain why they are relevant and how you hope to achieve them.

1.

2.

3.

Please up-load a picture of this assignment to MyBluePrint and put it in the Personal Well-being Portfolio