



**LINKS HIGH SCHOOL**  
**STANDARDS & PROCEDURES**

<b>Department or Subject:</b>	<b>Preparation for the Job Market</b>
<b>Teacher(s):</b>	<b>Gail Bernstein, Alison Aiken, Carolina Martinez</b>
<b>Cycle and Level Taught:</b>	<b>DÉFIS 1</b>
<b>School Year:</b>	<b>2022-2023</b>

<b>Term 1 (20%)</b>		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
To develop a functional skill & acquire behaviours compatible with the expectations of a work environment	Observation Role play Oral & written quizzes Checklists	Throughout the term
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<u><i>Other Pertinent Information</i></u> To present themselves in a clean & socially appropriate manner To respect the rules for proper conduct as per established norms	
Regular in-class feedback/guidance to students TEAMS APP Report cards Parent-teacher interviews Email/phone	To be able to organize themselves in a task To show initiative To have functional relationships with co-workers To work efficiently  iPads & TEAMS APP will be used to upgrade technology skills.	

<b>Term 2 (20%)</b>		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
To develop a functional skill & acquire behaviours compatible with the expectations of a work environment	Observation Role play Oral & written quizzes Checklists	Throughout the term
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<u><i>Other Pertinent Information</i></u> To present themselves in a clean & socially appropriate manner To respect the rules for proper conduct as per established norms	
Regular in-class feedback/guidance to students TEAMS APP Report cards Parent-teacher interviews Email/phone	To be able to organize themselves in a task To show initiative To have functional relationships with co-workers To work efficiently	

<b>Term 3 (60%)</b>		
<i>Competencies Targeted</i>	<i>Evaluation Methods (e.g., End-of-term Evaluation Situation, Tests, Projects, etc.)</i>	<i>General Timeline (e.g., end of term, midterm, etc.)</i>
To develop a functional skill & acquire behaviours compatible with the expectations of a work environment	Observation Role play Oral & written quizzes Checklists	Throughout the term
<i>Communication to Students and Parents (e.g., note home, website, agenda, report card, etc.)</i>	<i>End of Year Evaluation (e.g., evaluation situation, local exam, complementary exam, uniform exam, etc.)</i>	<i>Other Pertinent Information</i>
Regular in-class feedback/guidance to students TEAMS APP Report cards Email/phone	Summative assessment based on competencies acquired throughout the year.	To present themselves in a clean & socially appropriate manner To respect the rules for proper conduct as per established norms To be able to organize themselves in a task To show initiative To have functional relationships with co-workers To work efficiently iPads & TEAMS APP will be used to upgrade technology skills