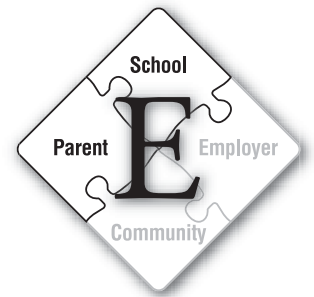


Out On My Own

Activity Summary

- In this activity, students will:
- ◆ Conduct two interviews (staff and parent/guardian/mentor)
 - ◆ Prepare two spreadsheets
 - ◆ Create charts (a floor plan and summary of living expenses)
 - ◆ Write in a Reflective Journal
 - ◆ Conduct Self-Evaluation



Prior Knowledge

- **Essential Skills**
- Salaries and Deductions
- Living Expenses (variable and fixed)
- Spreadsheets

Teaching Planning Notes

- Review assignment including prior learning required, evaluation criteria and due dates
- Provide students with a file folder for all components
- Provide students with a checklist with assignment and completion dates
- Provide an exemplar
- Reserve computer lab time for spreadsheets and charts

Assessment and Evaluation of Student Achievement

Task	Tool
Interviews	Evaluation Sheet
Advertisement	Evaluation Sheet
Spreadsheets	Evaluation Sheet
Living Expenses	Evaluation Sheet
Reflective Journal	Evaluation Sheet
Self-Evaluation	Evaluation Sheet

Activities and Evaluation Materials

- Assignment Sheet
- Assignment Checklist
- Assignment Evaluation



FOCUS ON LEARNING

Essential Skills:

Writing

Interviews
Advertisement
Living Expenses
Journal

Thinking Skills

All activities

Oral Communication

Interviews

Computer Use

All activities

Reading Text

Advertisement
Living Expenses

Working With Others

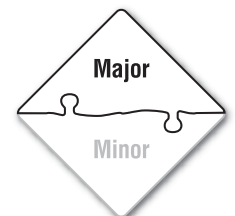
Living Expenses

Document Use

Checklist

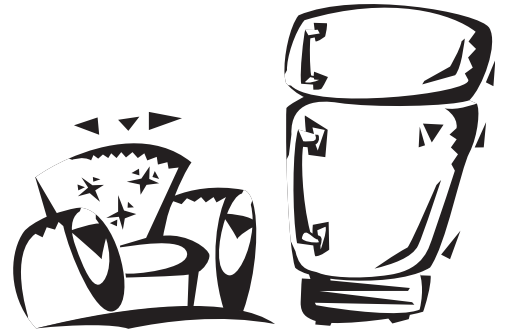
Numeracy

Living Expenses



Out On My Own

Reality: Ten years from now you will be “Out on Your Own” with your own apartment, further education, new work, new relationships, and much more. For some of you this is a scary thought and for others you can hardly wait to get there. This assignment will help you see into your possible future!



Essential Skills for Continued Success!

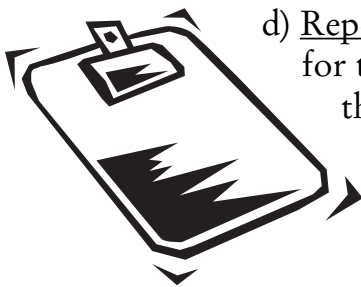
As we have discussed in class many times, understanding the importance of successfully applying and continuing to develop your **Essential Skills** will help ensure your success 10 years from now when you are “Out on Your Own”. In this assignment you will be demonstrating many of these **Essential Skills** and reflecting on how they will play a significant role in your future and how they have played a role in the lives of others!

Components of this Assignment

1. Careers and **Essential Skills**

Research a job that you would like to have 10 years from now. Prepare the following documents:

- a) An advertisement for this position including the **Essential Skills** required for this position, education requirements, past experience and salary expectations.
- b) Two spreadsheet charts that calculate annual gross income, all deductions (e.g. EI, CPP, Income Tax, EHT, optional employer deductions), and net income. Chart 1: yearly summary Chart 2: monthly summary)
- c) Interview (1 page): Arrange and conduct an interview with a member of our school staff. (Principal, Vice-principal, Teachers, Office Staff, Custodial Staff). The focus of your interview is to determine which **Essential Skills** are most used in their job.
- d) Report: In your report, identify the three most important **Essential Skills** for this job and the types of tasks performed using these skills. How do they compare to the **Essential Skills** you have identified in the job you researched?



Out On My Own

2. Living Expenses

Research all living expenses using a variety of sources (newspapers, magazines, flyers, parents, grandparents, teachers, older siblings) and prepare the following documents:

- a) Floor plan of the apartment; show the placement of all furniture. Be sure to include the cost of this furniture in your start-up costs.
- b) Weekly food budget.
- c) Start-up costs worksheet.
- d) Fixed living expenses worksheet.
- e) Variable living expenses worksheet.
- f) Spreadsheet summary of your income and all expenses.
- g) Prepare a summary (no more than two pages) comparing the expenses of your first year away from home with your income. Use annual figures.
- h) Arrange and conduct an interview with either a parent/guardian or a mentor. The focus of your interview is to ask them about what it was like when they first went “Out on Their Own”. This should be an open-ended interview that allows them to tell their story. Your job is to pick out the **Essential Skills** that helped them during this period. Prepare a one-page summary of your interview including a list of the questions you asked.



3. Personal Reflection (2 pages)

How Does it Feel, Living on Your Own? How do you manage your finances? What would you change knowing what you know now? Which **Essential Skills** do you believe are most important in making a successful transition from home to “Out on Your Own”?

4. Self-Evaluation (see attached)

Format

Assignment to include:

- A title page
- A table of contents
- Appendix with detailed sources
- Numbered pages

Out On My Own Assignment Checklist

COMPONENTS OF ASSIGNMENT	ESTIMATED TIME REQUIRED	COMPLETED ✓
PART 1: CAREERS AND <i>Essential Skills</i>		
Advertisement		<input type="checkbox"/>
Spreadsheets		<input type="checkbox"/>
Interview		<input type="checkbox"/>
PART 2: LIVING EXPENSES		
Floor Plan		<input type="checkbox"/>
Weekly Food Budget		<input type="checkbox"/>
Start-up Costs Worksheet		<input type="checkbox"/>
Variable Living Expenses		<input type="checkbox"/>
Summary of Income and Expenses		<input type="checkbox"/>
Comparative Summary		<input type="checkbox"/>
Interview (parent/guardian/mentor)		<input type="checkbox"/>
PART 3: REFLECTIVE JOURNAL		
Reflective Journal		<input type="checkbox"/>
PART 4: SELF-EVALUATION		
Self-Evaluation		<input type="checkbox"/>

Out On My Own Evaluation

COMPONENTS OF ASSIGNMENT	CRITERIA	MARKS
PART 1: CAREERS AND <i>Essential Skills</i>		
Advertisement	Completeness, neatness, creativity, correctness	/10
Spreadsheets	Completeness, accuracy, neatness	/10
Interview	Completeness, correctness	/10
PART 2: LIVING EXPENSES		
Floor Plan	Completeness, neatness, accuracy	/30
Weekly Food Budget	Completeness, neatness, accuracy	/15
Start-up Costs Worksheet	Completeness, neatness, accuracy	/20
Variable Living Expenses	Completeness, neatness, accuracy	/20
Summary of income and expenses	Completeness, neatness, accuracy	/10
Comparative Summary	Completeness, correctness, organization and conclusions drawn	/10
Interview (parent/guardian/mentor)	Completeness, correctness, insight	/10
PART 3: REFLECTIVE JOURNAL		
Reflective Journal	Completeness, correctness, insight	/10
PART 4: SELF-EVALUATION		
Self-Evaluation	Completeness, correctness, insight	/5
TOTAL		/160

Out On My Own Self-Evaluation

Name _____

Date _____

CRITERIA	SOMEWHAT	I COULD HAVE DONE BETTER	I'M SATISFIED WITH WHAT I'VE DONE	I DID A TERRIFIC JOB
I have read the assignment carefully & followed instructions				
I have checked my finished product for spelling, grammar and calculations				
I have produced a neat, clean, business-standard type document				
I have used the evaluation rubric as a guide when I did my project				

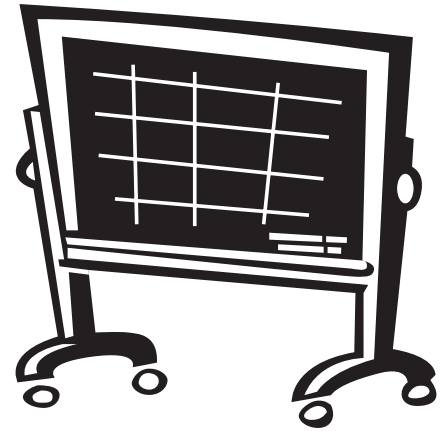
Comments on your work: (use a separate piece of paper to record your answers)

1. What I really liked about my finished project.
2. What could be improved?
3. What I learned about MYSELF when I did this project. (Refer to your work habits, *Essential Skills*, as well as the content of the project.)

Out On My Own Extension Activity Upon Completion (Visual)

Data Analysis

Using the data from their interviews with staff members at school, the class could prepare a bar graph chart comparing the **Essential Skills** for success for each of the different categories of staff members. Subsequently, a class discussion could take place about the **Essential Skills** necessary for being a successful student. This could be added to the chart. This could be displayed within the school. In addition they could do a similar chart for all careers chosen.



Extension Activity (Progress) (Visual)

As students begin the project, a large chart could be developed that has all of the **Essential Skills** listed and blank areas for examples of demonstration (tasks at complexity levels). Over the course of this unit, students would contribute to this chart by providing examples of how they demonstrated these skills and at what level of complexity. This is a daily reminder of how these skills are used over and over and over again and are essential for success.

Assessment: Formative