

SENIOR ASSESSMENT PROGRAM

Faculty: HSIE	Subject: Work Studies	Topic: Managing Work/School and Life Commitments
Teacher: Mr. Nonnenmacher		Student:
<p>Task Description: Assessment Task 1 <u>Topic : Managing Work/School and Life Commitments</u></p> <p>It can be very difficult to manage the commitments you have to school, a job and regular life. Sometimes you are faced with difficulties such as how to prioritize the commitments and best manage your time. This task will have you considering the various commitments you will have throughout your <u>life and strategies in which to best accomplish those duties.</u></p>		
<p>Outcomes/Content Assessed:</p> <ul style="list-style-type: none"> • Outcome 3 – analysis employment options and strategies for career employment • Outcome 5 – communicates and uses technology effectively • Outcome 6 – applies self-management skills • Outcome 8 – assesses influences on people’s working lives 		
<p>Weighting(s): 25% This activity contributes to your semester report.</p>		
<p>Date Given: Week 3, Term 4, 2020</p>	<p>Date of Completion: Week 6, Term 4, 2020</p> <p>This task will be submitted in the library, within the morning of the due date between 8:30-9am.</p>	
<p>Task Guidelines: (steps/marking scale/grid)</p> <p>Refer to attached sheet.</p>		
<p>Penalties:</p> <p>If you know you are going to be away you must make alternative arrangements with your teacher beforehand. If you are away on the day you must contact your teacher on your return to school. Documentation will be required in both cases. Failure to follow the above procedures may result in a zero award.</p>		
<p>Please Note: that plagiarism, the using of the work of others without acknowledgement, will incur serious penalties and may result in zero award. Any cheating will also incur penalties.</p>		

Assessment Task Instructions

Part 1 – Graphs: In this section you are to create your own graphs as seen below. You are then going to populate the graphs with your ideas and thoughts, in accordance with the scaffold provided. The quality and quantity of the information you enter into the graphs will determine the grade you receive. Short sentences or point form would be appropriate for the graphs. Pair one work/school commitment with one life commitment and propose one management strategy that could help in achieving both commitments.

Graph 1: EARLY LIFE - Considering your current School and Life Commitments

For this graph, you are considering the commitments that would be typical for someone your age and still going through High School. This should be the easiest graph because it's your life right now. The life category in this graph could also include a job you currently have.

School Commitment	Life Commitment	Management Strategy
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

Graph 2: MIDDLE LIFE – Predicting the commitments of your life two decades from now

For this graph, you will be considering the duties that you may have 20 years from now. This will take a little predicting and forethought. Think of how your life may be different when you're in your mid-30's. You may have a career, maybe children, perhaps a spouse. Using your predictions, complete the graph.

Work Commitment	Life Commitment	Management Strategy
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

Graphs Marking Rubric

Outstanding 18-20	<ul style="list-style-type: none"> • graphs contain all realistic, detailed and thorough school/work/life commitments • management strategies for commitments are expertly explained and implementable • information is organized to a high quality degree
High 14-17	<ul style="list-style-type: none"> • graphs contain mostly realistic school/work/life commitments • management strategies are mostly explained and reasonably implementable • information is well organized
Sound 9-13	<ul style="list-style-type: none"> • graphs contain some detailed and thorough school/work/life commitments • management strategies are somewhat explained and potentially implementable • information is partially organized but could be improved
Basic 4-8	<ul style="list-style-type: none"> • graphs contain few realistic school/work/life commitments • management strategies are poorly explained and probably not implementable • a lack of organization of information
Limited 0-3	<ul style="list-style-type: none"> • graphs contain no school/work/life commitments • management strategies are not explained and have no real-life implementation value • poor organization of the information or the graph

Part 2 – Long Response: In this section you will be taking the information you have compiled from your graphs to create an essay-style long response on managing life commitments. An introduction, three body paragraphs and a conclusion are expected, as is proper spelling, grammar and formatting. There is no specific word count, the length will be up to you to interpret for the quality and quantity of your response. As a guideline however, a bare minimum of 500 words and a maximum of 1,500 words would be reasonable. The response is further scaffolded below.

Introduction: Use this paragraph to introduce the larger topic of commitment management. Speak to the importance of using time well to accomplish goals. Describe the need to plan ahead and prioritize your objectives. Finally, quickly introduce the topics that will further be discussed in the three body paragraphs.

Paragraph 1 – Early Life Commitments: In this paragraph, you will be going into more detail regarding the four school and life commitments you currently have in your life. Be as descriptive and specific as possible. Discuss how some of these commitments may clash with each other, forcing you to make difficult decisions. But do not yet, discuss management strategies, which is for a later paragraph.

Paragraph 2 – Middle Life Commitments: This paragraph is very similar to the first, except that you are evaluating how commitments often change by mid-life, in this case mid to late 30's. Also go into detail about the four work and life commitments you may have in the future (using a bit of prediction). But make the main focus of this paragraph about the change in commitments.

Paragraph 3 – Management Strategies: In the final body paragraph, you will discuss the management strategies you currently use, could adopt/develop and could use in the future. The strategies for both early life and mid-life are included in this paragraph. Consider describing the management strategies in chronological order; current, potential and future. The focus of this paragraph is to evaluate how methods of organization and prioritization assist you in managing your commitments between school, work and life. Describing an end result to strategies you have tried, and potential benefits to strategies you may develop is key to this paragraph.

Conclusion: Wrap up everything you have discussed. A quick overview of your current and future commitments and current/future management strategies is a must. One more mention of the importance of planning ahead, organizing and prioritizing would be an excellent end.

Long Response Marking Rubric

Outstanding 26-30	<ul style="list-style-type: none"> • spelling, grammar and formatting is to an outstanding quality • Introduction and conclusion are thorough, detailed and expertly crafted • Life and work commitments are described in great detail with examples and specifics • Management strategies are highly developed and realistically implementable
High 20-25	<ul style="list-style-type: none"> • spelling, grammar and formatting is to an high quality • Introduction and conclusion are strong and detailed • Life and work commitments are described in detail with perhaps some examples • Management strategies are developed and potentially implementable
Sound 13-19	<ul style="list-style-type: none"> • spelling, grammar and formatting is to an reasonable quality • Introduction and conclusion are present but could have more detail • Life and work commitments have some detail with one or two examples • Management strategies are somewhat developed and possibly implementable
Basic 6-12	<ul style="list-style-type: none"> • spelling, grammar and formatting is to an basic quality • Introduction and conclusion are brief and lack detail • Life and work commitments lack descriptive examples • Management strategies are underdeveloped but probably not implementable
Limited 0-5	<ul style="list-style-type: none"> • spelling, grammar and formatting is poor • Introduction and conclusion are not present or poor • Life and work commitments and management strategies are not discussed

