



PERSONAL ORIENTATION PROJECT

Politics and Public Service

Teacher's Guide

This document¹ provides information for teachers that will facilitate students' use of tool kits in the POP classroom. It also contains inventory sheets to manage the materials contained in the associated boxes of materials.

The information contained in this guide for teachers is given for reference purposes only and is not intended to be comprehensive. The tools kit activity guides contain various links that may be outdated, or wherein the contents may have changed by the time you access them.

The tool kit² activity guides are categorized online on the MEES website POP Index at www.repertoireppo.qc.ca/en. Use the search function to easily find the activity guide you are looking for. The activity guides are available in a digital format on the POP Links website at www.liensppo.qc.ca. On the POP Links websites students will find all of the associated URL links, videos and documentation needed to complete the tool kit activities. Both of these websites should be permanently available on each student workstation to ensure access to updated activity guides and associated resources.

The Commission Scolaire de la Beauce-Etchemin assumes no responsibility for any omission or error in these tool kits, and is not liable for any putative consequences attributed to making use of the information in any of them.

Recommendations

It is essential for teachers to support students throughout their career explorations, including the use of tool kits. Conceivably, planning in the use of tool kits helps to avoid students having certain difficulties. Fundamentally, the role of the teacher in this context is to provide guidance; advising students rather than directing them, and providing strategies and direction so that students can answer their own questions and solve their own problems. The intent of this guide is to have a reference document that will assist teachers in this process without having to master the content of each tool kit. However, the activities in the tool kit guides vary in degree of difficulty. It is recommended that teachers try the activities marked as difficult beforehand to be able to assist students. It is also recommended that students follow the sequence of activities within the activity guides as activities can build upon previous information.

Different materials are required to complete each activity found in the tool kit activity guides. Most of the associated boxes of materials can be stored on shelves. It is recommended that the teacher lock some of these materials away until needed (i.e.: digital camera, needle, etc).

¹ The teacher's guide can be downloaded from: http://www.learnquebec.ca/en/content/curriculum/career_dev/pop/tool_kits.html

² Tool kits consist of a binder (called an activity guide) and may be accompanied by a box of materials or exist without a box of materials.

Change history and previous versions

The activity guides that are part of the tool kits currently available in Québec secondary school POP classrooms will be updated in the years ahead. Activities will be improved, added or removed; websites will change, etc. To know what tool kits have been updated please visit the POP Links website at <http://liensppo.qc.ca/>

On the home page, all recently updated activity guides are listed under Recent Updates. You can also consult the Activity Guide page of the website to determine whether the activity guides in your classroom are the most recent version. Consult the **version number** which is written on the lower right of the cover page of each activity guide.

Other documentation

In addition to this teacher's guide, other documentation exists to support your POP classroom, such as a catalogue of materials to purchase for tool kits and an information document on POP classroom technical requirements. Consult the page dedicated to POP tool kits on the following Career Development LEARN webpage:

http://www.learnquebec.ca/en/content/curriculum/career_dev/pop/tool_kits.html

Legend

The following icons have been created to give you a quick reference of what is required for each activity. This will allow for better planning and classroom management.

	Time. Approximate time required to complete the activity. Make sure the students have enough time to set-up, to complete the exercises and to clean up afterwards. Note that this is approximate and may vary depending on the student.
	Degree of difficulty. Some activities are more difficult than others and may require the help of a teacher, classmate or other professional. Note that this is approximate and may vary depending on the student.
	Material required. Lists the material included in the tool kit that is needed to complete the activity. Also includes hardware needed such as computer, digital camera, printer, etc.
	Group activity. Another person may be required to carry out the exercise.
	Evaluation. An answer key is provided in the activity guide for this exercise.
	Print. Some pages in the activity guide will need to be printed or made available for students.
etc	Miscellaneous. Other useful information regarding the activity.

Politics and Public Service
This activity has been revised

1	Municipal Politics: Research	 30-45 mins	 Easy
	Websites (Computer) Printer		
2	Municipal Politics: Budget	 30 mins	 Easy
	Research from Activity 1 (including photos) Skate Park Criteria (Appendix A) Skate Park Rules and Regulations (Appendix B)		
3	Municipal Politics: Focus groups	 30 mins	 Easy
	Group exercise (focus group)		
	Answer Key provided.		
	Students need to prepare questions for Exercise 1 and then record answers in Exercise 2.		
4	Municipal Politics: Policy Drafting	 45 mins	 Moderate
	Research from Activity 1 Group notes from Activity 3 Skate Park Criteria (see Appendix A) Skate Park Rules and Regulations (see Appendix B) Sample policy (see Appendix C) Exercise 2 requires a partner		
	Sample policy provided.		
	Students need results from Exercise 1 to complete Exercise 2.		

5	Provincial Politics: Policy Analysis	 45 mins	 Moderate
	Proposals (p. 25)		
6	Provincial Politics: Briefs	 45 mins	 Moderate
	Students need to write a brief and present it to a classmate or the teacher		
7	Federal Politics: Petitions	 45 mins	 Moderate
	Websites (Computer)		
	Answer Key provided.		

There is no tool kit for this activity guide.

 **creativecommons** 2004, http://creativecommons.org/licenses/by-nc-sa/2.5/ca/deed.en_CA



You are free to copy, distribute and transmit this work.



You are free to adapt this work.



Attribution. You must attribute the work to its original author.



Noncommercial. You may not use this work for commercial purposes.



Share alike. If you alter, transform or build upon this work, you may distribute the resulting work only under the same licence as this one.

Document number: 1
Document version: 4.0
Year: 2016

Property of the Commission scolaire de la Beauce-Etchemin