

Type of Assessment	Learning Outcome(s)	Learning Objective(s)	Purpose of Assessment	Activities that Support the Success of the Assessment	Weight (%)	Title of Assessment
Professional Conduct	1	1.1-1.3	To demonstrate professional conduct	<ul style="list-style-type: none"> Review the Professional Conduct for Justice Student matrix. Reflect on your achievement of each competency and set goals for strengthening your competence in at least 3 areas. This will be done at the start of the semester, at mid-term and at the end of the semester. 	10	Professional Conduct
Portfolio	1	1.1-1.3	To demonstrate mastery of Vocational Learning Outcomes for your program	<ul style="list-style-type: none"> Read the Vocational Learning Outcomes and Core Competences in the Community and Justice Services in the Ministry's curriculum document. Add evidence into your folders that demonstrate you've achieved an outcome and/or core competency; include a rationale for each piece of evidence. 	20	Portfolio
Final Report/Presentation	1, 2, 4	1.1-1.3 2.1-2.4 4.1-4.2	To apply research and writing skills to present a project that needs funding	<ul style="list-style-type: none"> Read the provided sample report. Identify strengths and areas of opportunity of each report. How can these observations help you in your own report? Watch the provided presentation videos. Identify strengths and areas of opportunity of each presentation. How can these observations help you prepare for your own presentation? 	30	Final Report/Presentation
Applied Activity 1	1	1.1-1.3	To demonstrate professional writing in emails	<ul style="list-style-type: none"> Write a professionally formatted email from a fictional character to another fictional character using Padlet. Provide feedback on peer submissions using the comment section. 	5	Email
Applied Activity 1	1	1.1-1.3	To demonstrate professional writing in letters and memos	<ul style="list-style-type: none"> Using the provided template, write a fictional memo. Share with the class. Peers will provide feedback on strengths and areas for improvement. 	10	Letter/Memo

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Applied Activity 1	1, 3	1.1-1.3 3.1-3.3	To demonstrate the ability to facilitate a workplace meeting including agenda + minutes	<ul style="list-style-type: none"> Attend a formal public meeting (virtually is fine). Access the agenda and take notes during the meeting. After the meeting, write your own version of minutes using the provided agenda and your own notes. 	10	Workplace Meeting
Applied Activity 1	2	2.1-2.4	To demonstrate the ability to make observations, interview and take notes.	<ul style="list-style-type: none"> Watch at least three professional interviews. Observe the interviewer's strengths and take note of areas for improvement. Reflect on how these observations can help you during your interview. 	15	Interview