

CAREER PREPAREDNESS

Unit	Academic Planning and Career Development	Time on Task: 600 minutes
-------------	---	----------------------------------

Course Content Standard(s)	<p>6. Examine the employment process, including searching for a job, filling out a job application, writing a résumé, developing and practicing interview skills, and completing required employment forms (e.g., W-4, I-9).</p> <p style="margin-left: 20px;">a. Utilize word processing software to demonstrate professional writing skills by producing and editing business and personal correspondence documents.</p> <p>13. Utilize an online learning-management system to engage in collaborative learning projects, discussions, and assessments beyond the traditional classroom that are goal-oriented, focused, project-based, and inquiry-oriented. Examples: Moodle, Edmodo, Blackboard, Canvas</p>
-----------------------------------	---

College and Career Readiness Standards

(Teachers should select the appropriate grade span standard(s) as it pertains to reading and writing.)

Reading Standards for Literacy in Science and Technical Subjects 6-12 or Reading Standards for Literacy in History/Social Studies 6-12	Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects 6-12	Standards for Mathematical Practice
1	7	

Learning Objective(s)	<p>The student will:</p> <ol style="list-style-type: none"> 1. Examine the employment process. 2. Investigate the job search process. 3. Complete a job application. 4. Develop or update a resume. 5. Identify interview skills. 6. Practice being interviewed and interviewing. 7. Complete employment forms.
------------------------------	--

21st Century Competencies	<input checked="" type="checkbox"/> Critical Thinking <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Collaboration <input type="checkbox"/> Creativity	<small>Source: Partnership for 21st Century Skills (www.p21.org/)</small>
---	---	---

Essential Question(s)	<p>What is the employment process?</p> <p>How is a job search conducted?</p> <p>How do you file out a job application?</p> <p>How do you write a resume?</p> <p>What are interview skills?</p>
------------------------------	--

	<p>How do you interview? What are employment forms? How do you complete employment forms?</p>
--	---

Content Knowledge	Suggested Instructional Activities	Suggested Materials, Equipment, and Technology Resources
<p>I. Employment Process</p> <p>a. Job Search</p> <p>b. Job Application</p> <p>c. Resume</p>	<p>A guest speaker from a local business or industry will inform students of their employment process.</p> <p>Students will learn work readiness skills and their importance to their careers.</p> <p>Students will learn important aspects of effective job searches.</p> <p>Students will conduct mock job searches through various resources.</p> <p>Students will read and analyze an article about job applications.</p> <p>Students will learn the importance of filling out a job application correctly, and vocabulary that is on an application will be explained.</p> <p>Students will fill out a sample job application.</p> <p>Students will be introduced to the concept of a resume as a part of the employment process.</p>	<p>Local business or industry professional.</p> <p>Junior Achievement Success Skills- Session One “It’s My Life”</p> <p>Teacher resource: http://content.moneyinstructor.com/1047/job-searching-begin.html, http://content.moneyinstructor.com/1109/career-networking.html</p> <p>Use various internet search options, local websites, staffing agencies, newspapers, cold calling, etc.</p> <p>Article on Job Applications: http://www.quintcareers.com/job_applications.html</p> <p>Teacher Resource: http://jobsearch.about.com/cs/jobapplications/a/jobapplication.htm</p> <p>Sample Job Application: http://www.quintcareers.com/employment_application.pdf</p> <p>Teacher Resources: http://www.bc.edu/offices/careers/skills/resumes/whatisaresume.html</p>

<p>d. Interview</p>	<p>Students will watch video on resume mistakes, one mistake will make you lose a job.</p> <p>Students will complete a resume worksheet.</p> <p>Students will complete a personal resume.</p> <p>Students will discuss the importance of job interviews.</p> <p>Students will research and find twenty important interview skills, and then find ten things to never do on an interview. Have the students post their findings on the online discussion board in their learning community, and then participate in a discussion with their peers.</p> <p>Students will learn the importance of an interview through discussions with a professional in business and industry.</p> <p>Students will participate in a mock interview with both peers and adults.</p> <p>Teacher will discuss the various employment forms including W-4, I-9, etc.</p>	<p>Resume Mistakes: http://www.youtube.com/watch?v=FCIWySJ6Sxs</p> <p>Resume worksheet: http://www.ccd.me.edu/careerprep/CareerPrepCurriculum_LP-4.pdf</p> <p>Word processing software</p> <p>Lesson plan, talking points, and worksheets about interviewing. http://www.ccd.me.edu/careerprep/CareerPrepCurriculum_LP-6.pdf, http://www.aces.edu/pubs/docs/H/HE-0770/</p> <p>Students will use an internet search engine. The online communities include: Moodle, Edmodo, Blackboard, Canvas</p> <p>Junior Achievement Success Skills- Session Seven “It’s My Future”</p> <p>Sample questions and an evaluation: http://www.ccd.me.edu/careerprep/CareerPrepCurriculum_LP-6.pdf</p>
<p>e. Employment Forms</p> <p>a. Word Processing Software</p>	<p>Students will correctly complete all the employment forms.</p>	<p>W-9 Form- http://www.irs.gov/pub/irs-pdf/fw9.pdf, I-9 Form-http://www.uscis.gov/files/form/i-9.pdf, A-4 Form- http://www.revenue.alabama.gov/withholding/FA4(11_10).pdf</p> <p>W-9 Form- http://www.irs.gov/pub/irs-pdf/fw9.pdf I-9 Form- http://www.uscis.gov/files/form/i-9.pdf</p>

	<p>Students will create a cover letter, business letter, and a business email using word processing software.</p>	<p>A-4 Form- http://www.revenue.alabama.gov/withholding/FA4(11_10).pdf</p> <p>Cover letter example: http://owl.english.purdue.edu/owl/resource/723/03/</p> <p>Business letter example: http://owl.english.purdue.edu/owl/resource/653/01/</p> <p>Business email: http://www.sampleemails.org/business-emails.html</p>
--	---	--

<p>Assessment of Learning</p>	<p>Formative Assessments (AQTS 2.8)</p> <ul style="list-style-type: none"> • Discussion of the employment process • Discussion of conducting job searches • Discussion of the importance of a job application • Discussion of the importance of a resume • Discussion of the importance of an interview • Discussion of employment forms 	<p>Summative Assessments (AQTS 2.9)</p> <ul style="list-style-type: none"> • Performance Assessment on mock job search • Written Paper on the importance of job applications • Performance Assessment on correctly filling out a job application • Written resume worksheet • Written resume • Written response of appropriate job interview skills • Written cover letter, business letter, and business email
--------------------------------------	---	---

<p>Sample Career Options</p>	<p>Human Resources Specialist, Personnel Manager, Business Manager</p>
<p>Online Experience</p>	<p>Does this lesson address the required online experience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate length of time in minutes. 60 minutes</p>
<p>Unit/Course CTSO Activity <i>(if applicable)</i></p>	

<p>Culminating Product</p>	<p>Employment documents are uploaded to student's career portfolio in ACPS – Kuder.</p>
<p>Course/Program Credential(s): <input type="checkbox"/> Credential <input type="checkbox"/> Certificate <input type="checkbox"/> Other:</p>	

