

Career Investigations/9th - 12th Grade

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Content	Skills	Learning Targets	Standards	Assessment	Resources & Technology
<p>CEQ:</p> <p>HOW DO I CHOOSE AND ACHIEVE A CAREER PATH THAT IS RIGHT FOR ME?</p> <p>UEQ:</p> <ul style="list-style-type: none"> •<i>Why is it important to have a plan and why should career planning begin now?</i> •<i>What are career choice influences?</i> •<i>What are your strengths and interests and how do they determine some possible career paths?</i> •<i>What are current career trends and how with that effect my career choices in the future?</i> •<i>How can I use the decision making process to narrow my career focus?</i> 					

<p><i>What is involved in the process of setting career goals and developing action plans to achieve those goals?</i></p> <p>Career Planning/Preparation</p> <ol style="list-style-type: none"> 1. Career Expectations 2. Job-Occupation-Career 3. Career fit by personality and strength 4. The importance of career planning and doing it now. 5. Planning for career success 6. People Who Influence Career Decisions 7. Environmental Influences on Career Decisions 8. Influence of Values on Career Decisions 9. Learning about Yourself 10. Formal Assessments 	<p>Career Planning/Preparation</p> <ol style="list-style-type: none"> 1. Discuss realistic career expectations. 2. Compare the differences in job, occupation, and career. 3. Determine some career fits by personality and strengths. 4. Explain why career planning is important and why it should begin now. 5. Describe how career planning supports career success. 6. Describe how influences can affect career decisions. 7. Analyze how people influence you and your decisions. 8. Determine your preferences for a work environment. 	<p>Career Planning/Preparation</p> <p>LT1. I can discuss realistic career expectations.</p> <p>LT2. I can compare the differences in job, occupation, and career.</p> <p>LT3. I can determine some career fits by personality and strengths.</p> <p>LT4. I can explain why career planning is important and why it should begin now.</p> <p>LT5. I can describe how career planning supports career success.</p> <p>LT6. I can describe how influences can affect career decisions.</p> <p>LT7. I can analyze how people influence you and your decisions.</p> <p>LT8. I can determine</p>	<p>Career Planning/Preparation</p> <p>NBEA Career Development Standard I Strategic Career Planning</p> <p>NBEA Career Development Standard II Career Exploration & Research</p> <p>NBEA Career Development Standard III Career Readiness Exploration</p> <p>NBEA Career Development Standard IV School-to-Career Transition</p> <p>NBEA Career Development Standard V Lifelong Learning</p>	<p>Career Planning/Preparation</p> <p>CFA: Myers Briggs CFA: "Other" Personality Tests Sheets CFA: Career Assessments MNCIS Website CFA: Evaluate My Occupation Options CSA: Occupation Interview CSA: Career Cluster Presentation</p>	<p>Career Planning/Preparation</p> <p>Textbook: South-Western: Investigating Your Career, Chapters 1-4.</p> <p>Internet for student research</p> <p>Minnesota Career Information Systems: https://portal.mncis.intocareers.org/</p> <p>PowerPoint, Google Sheets, Google Documents, Google Classroom</p> <p><u>Key Vocabulary</u> inventory tests career job social influences</p>
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<p>11. Informal Assessment experiences</p> <p>12. Trends in Career Fields</p> <p>13. Nontraditional Employment</p> <p>14. Entrepreneurship</p> <p>15. Global Career Opportunities</p>	<p>9. Identify the values that influence you.</p> <p>10. Recognize how assessments can help focus your career journey.</p> <p>11. Identify types of formal assessments.</p> <p>12. Explain how to use formal assessment results.</p> <p>13. Describe types of informal assessments.</p> <p>14. Describe how trends can affect future careers.</p> <p>15. Explain how past and present changes in career fields can affect future careers.</p> <p>16. Examine how workplace and workforce trends are changing the way people work.</p> <p>17. Describe the characteristics of a successful entrepreneur.</p> <p>18. Explain the advantages of global careers.</p>	<p>your preferences for a work environment.</p> <p>LT9. I can identify the values that influence you.</p> <p>LT10. I can recognize how assessments can help focus your career journey.</p> <p>LT11. I can identify types of formal assessments.</p> <p>LT12. I can explain how to use formal assessment results.</p> <p>LT13. I can describe types of informal assessments.</p> <p>LT14. I can describe how trends can affect future careers.</p> <p>LT15. I can explain how past and present changes in career fields can</p> <p>LT16. I can examine how workplace and workforce trends are changing the way people work.</p> <p>LT17. I can describe the characteristics of a successful entrepreneur.</p>			<p>environmental influences</p> <p>career trends</p> <p>formal assessments</p> <p>informal assessments</p> <p>entrepreneur</p> <p>nontraditional employment</p>
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<p><i>UEQ</i></p> <ul style="list-style-type: none"> •What are the requirements and preparation options for your career? •How do you compare career preparation providers? <p><i>How do you implement your career plan?</i></p> <p><i>How do you apply for admission to your career preparation provider?</i></p> <p>Decisions</p> <ol style="list-style-type: none"> 1. Your Career Preparation 2. Your Education/Training Path 3. Apply for Admission 	<p>Decisions</p> <ol style="list-style-type: none"> 1. List requirements and preparation options for your career. 2. Analyze career preparation providers 3. Begin implementing a career path. 4. Describe how to apply for admissions. 	<p>LT18. I can explain the advantages of global careers.</p> <p>Decisions</p> <p>LT1. I can list the requirements and preparation options for your career.</p> <p>LT2. I can analyze career preparation providers.</p> <p>LT3. I can begin implementing a career plan.</p> <p>LT4. I can describe how to apply for admissions.</p>	<p>Decisions</p> <p>NBEA Career Development Standard IV School-to-Career Transition</p> <p>NBEA Career Development Standard V Lifelong Learning</p>	<p>Decisions</p> <p>CFA: Education Research - Career & College Choices</p> <p>CFA: Education Research</p> <p>CFA: Research My Options</p> <p>CSA: Individual Career Presentation</p>	<p>Decisions</p> <p>Thomson South-Western: Investigating Your Career, Chapters 8-9.</p> <p>Internet for student research</p> <p>Microsoft Word, Microsoft PowerPoint, Google Sheets, Google Documents, Google Classroom</p>
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<p>UEQ:</p> <ul style="list-style-type: none"> •How do you adjust to and become successful in your workplace? •What are some barriers to career growth? •How do you search for a job? •How do you create the documents that are needed to apply for a job? •How do you prepare for an interview? <p>Succeeding in and Applying for a Career</p> <ol style="list-style-type: none"> 1. Know Yourself to Market Yourself 2. Plan Your Resume 3. Write Your Resume 4. Write Effective Tailored Cover Letters 5. Know the Interview Essentials 	<p>Succeeding in and Applying for a Career</p> <ol style="list-style-type: none"> 1. Develop my Personal Brand Statement and 30 second commercial 2. Identify the purpose and role of a resume 3. Describe the main sections of a winning resume 4. Write and edit my resume. 5. Format resume for web and print. 6. Structure a cover letter 7. Apply effective writing 	<p>Succeeding in and Applying for a Career</p> <p>LT1: I can develop my personal brand statement and 30 second commercial</p> <p>LT2: I can identify the purpose and role of a resume</p> <p>LT3: I can describe the main sections of a winning resume</p> <p>LT4: I can write and edit</p>	<p>Succeeding in and Applying for a Career</p> <p>NBEA Career Development Standard I Strategic Career Planning</p> <p>NBEA Career Development Standard II Career Exploration & Research</p>	<p>Succeeding in and Applying for a Career</p> <p>CFA: Personal Fact Sheet</p> <p>CFA: Resume</p> <p>CFA: Cover Letter</p> <p>CFA: Mock Interview</p> <p>CFA: Personal Brand and 30 Second Commercial</p> <p>CSA: Individual Portfolio Website</p>	<p>Key Vocabulary:salary, bachelor's degree, associate degree, masters degree, doctorate, financial aid, tuition, reciprocity, scholarships</p> <p>Succeeding in and Applying for a Career</p> <p>Textbook: Cengage Learning - Your Career How to Make it Happen 9th Edition, Chapters 2, 4, 5, 8, 9, 10, 11</p> <p>Internet for student research</p> <p>Microsoft Word, Microsoft PowerPoint,</p>
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6. Prepare for Your Interview	tips and customize the cover letter	my resume	NBEA Career Development Standard III Career Readiness Exploration		Google Sheets, Google Documents, Google Classroom
7. Interview like a Pro	8. Prepare a personal data sheet	LT5: I can format resume for web and print			
	9. Know the elements of successful interviews	LT6: I can structure a cover letter	NBEA Career Development Standard IV School-to-Career Transition		Minnesota Career Information Systems: https://portal.mncis.intocareers.org/
	10. Learn the strategies for getting interviews	LT7: I can apply effective writing tips and customize a cover letter			
	11. Prepare for common interview styles	LT8: I can prepare a personal data sheet			
	12. Prepare answers to typical interview questions	LT9: I can know the elements of successful interviews	NBEA Career Development Standard V Lifelong Learning		
	13. Ask questions that stand out	LT10: I can learn strategies for getting interviews			
	14. Develop confidence by participating in practice interviews	LT11: I can prepare for common interview styles			
	15. Be physically prepared for the interview	LT12: I can prepare answers to typical interview questions			
	16. I can name and describe the two things to do after a job interview	LT13: I can ask questions that stand out			
	17. I can discuss how to respond to a job offer	LT14: I can develop confidence by participating in practice interviews			
		LT15: I can be physically prepared for the interview interview			
		LT19: I can name and describe the two things to do after a job interview			
		LT20: I can discuss how to			

<p><i>UEQ</i> <i>•What are some different career options that I have not thought about and what roles do these careers play in society?</i></p> <p>Hearing about "real life" career experiences 1. Training/education needed to succeed in various careers 2. The daily tasks in various careers 3. Working conditions in various careers 4. Job outlook in various careers 5. Advice on how to succeed in the workforce</p>	<p>Hearing about "real life" career experiences 1. Describe the training/education needed to succeed in various careers 2. Explain the daily tasks in various careers 3. Describe working conditions in various careers 4. Understand the job outlook in various careers 5. Use advice on how to succeed in the workforce</p>	<p>respond to a job offer</p> <p>Hearing about "real life" career experiences LT1: I can describe the training/education needed to succeed in various careers LT2: I can explain the daily tasks in various careers LT3: I can describe working conditions in various careers LT4: I can understand the job outlook in various careers LT5: I can use advice on how to succeed in the workforce</p>	<p>Hearing about "real life" career experiences NBEA Career Development Standard I Strategic Career Planning</p> <p>NBEA Career Development Standard II Career Exploration & Research</p> <p>NBEA Career Development Standard III Career Readiness Exploration</p> <p>NBEA Career Development Standard IV School-to-Career Transition</p>	<p>Hearing about "real life" career experiences</p> <p>CFA: Minimum of 2 meaningful questions for each guest speaker</p>	<p>Hearing about "real life" career experiences</p> <p>Instructor must make contact and arrange <u>10 plus guest speakers</u> in various careers dependent upon requests from students in the class.</p>
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