

Career Exploration 8

Unit 1 (Career Awareness & Preparation)

Estimated Unit Time Frames	Big Ideas	Essential Questions	Concepts (Know)	Competencies (Do)	Lessons/ Suggested Resources	Vocabulary	Standards/ Eligible Content
2-3/45 min lessons	Career choice and preparation are lifelong processes based on many influences and using many strategies	How will lifelong learning play a part in my career journey?	Factors that impact career choices	Describe the influences that impact personal career choices	Explain how personality traits relate to career choices and career success Explain how your attitudes, aptitudes, and abilities relate to making a career choice Complete Self-Assessments inventory	Resource Personality Self-concept Interest Self-assessment inventory Attitude Aptitude Learning style value	13.1.8.A Relate careers to individual interests, abilities, and aptitudes 13.1.8.B Relate careers to personal interests, abilities, and aptitudes
1-2/45 min lessons	Career choice and preparation are lifelong processes based on many influences and using many strategies	How do changes in the world effect my career options and choices	Varieties of traditional and nontraditional careers	Locate, evaluate, and interpret career information	Explain how the US economy is changing and how these changes relate to the workforce. Describe various factors that	Global economy Globalization Outsourcing Service Demographics Diversity	13.1.8.C Explain how both traditional and nontraditional careers offer or hinder career opportunities

					affect today's workplace		
1-2/45 min lessons	Career choice and preparation are lifelong processes based on many influences and using many strategies	How will lifelong learning play a part in my career journey?	Economic factors impact employment opportunities	Describe the influences that impact personal career choices	Describe the sources of advanced training and education programs	Critical thinking Articulated course Cooperative education Apprenticeship Intern Industry certification	13.1.8.D Explain the relationship of career training programs to employment opportunities
2-3/45 min lessons	There is a definitive relationship between education and career planning and choice	What high school courses will best prepare me for my career journey?	Effect of school subjects, extracurricular activities and community experiences on career preparation	Describe the influences that impact personal career choices	List and explain the importance of school subject choices, extracurricular activities, and community experiences on career preparation	Trait Education Training Skill Extracurricular	13.1.8.F Analyze the relationship of school subjects, extracurricular activities, and community experiences to career preparation 13.1.8.H Choose personal electives and extra-curricular activities based upon personal career interests, abilities and academic strengths

2-3/45 min lessons	There is a definitive relationship between education and career planning and choice	Will post-secondary education improve my career opportunities?	Components of a career plan	Create an individualized career plan such as a career portfolio	List the steps of the decision-making process Discuss strategies that can help you make wise career decisions	Decision-making process Alternative Implement Goal Career cluster Career pathway Career plan Personal program of study	13.1.8.G Create an individual career plan including, such as, but not limited to: <ul style="list-style-type: none"> • Assessment and continued development of career portfolio • Career goals • Cluster/pathway opportunities • Individual interests and abilities • Training/education requirements and financing
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Unit 2 (Career Acquisition – Getting a Job)

Estimated Unit Time Frames	Big Ideas	Essential Questions	Concepts (Know)	Competencies (Do)	Lessons/ Suggested Resources	Vocabulary	Standards/ Eligible Content
1-2/45 min lessons	Identification and application of sound research practices and networking strategies are essential in the	What are the best resources to use for my job search?	Using community job agencies	Locate community job agencies and internet websites and compare their usefulness by asking adults for their preference in the job search process	Describe resources for occupational information that are available from the US Department of Labor	Job shadowing Cooperative education	13.2.8.B Evaluate resources available in researching job opportunities, such as, but not limited to: <ul style="list-style-type: none"> • CareerLinks

	career acquisition process				List sources of career information that are available on the Internet		<ul style="list-style-type: none"> • Internet (i.e. O*Net) • Networking • Newspapers • Professional associations • Resource books
1-2/45 min lessons	Effective speaking, listening, and writing are essential in the career acquisition process	How can an effective cover letter and resume enhance the job search?	Written documents that convey the ideas, thoughts, feelings, and experiences necessary in the job acquisition process.	<p>Draft a letter of introduction and sample resume</p> <p>Complete a sample job application</p>	<p>List information that should be included in a printed or electronic resume</p> <p>Describe how to complete a job application form</p>	Resume Reference	<p>13.2.8.C</p> <p>Prepare a draft of career acquisition documents, such as, but not limited to:</p> <ul style="list-style-type: none"> • Job application • Letter of appreciation following an interview • Letter of introduction • Request for letter of recommendation • Resume
1-2/45 min lessons	Comprehensive planning leads to effective career decisions	How do I begin the assembly of my own career portfolio?	Parts of a high school academic plan	Create a high school academic plan connected to a developing career goal.	<p>Explain why and how to create a portfolio</p> <p>Compile information to be included in a</p>	portfolio	<p>13.2.8.D</p> <p>Develop an individualized career portfolio including components, such as, but not limited to:</p> <ul style="list-style-type: none"> • Achievements

					personalized portfolio		<ul style="list-style-type: none"> • Awards/recognition • Career exploration results • Career plans • Community service involvement/projects • Interests/hobbies • Personal career goals • Selected school work • Self-inventories
1-2/45 min lessons	Comprehensive planning leads to effective career decisions	How do I effectively manage my time?	Parts of a high school academic plan	Using a weekly planner, designate specific periods of time to complete homework, projects, family responsibilities and personal activities	<p>Describe ways to manage your time as a valuable resource</p> <p>Explain how using a computer relates to saving time and wasting time</p>	<p>Time management</p> <p>Time log</p> <p>Priority</p> <p>Procrastination</p> <p>Interruption</p> <p>Spreadsheet</p> <p>Distraction</p>	<p>13.2.8.E</p> <p>Explain, in the career acquisition process, the importance of the essential workplace skill/knowledge, such as, but not limited to:</p> <ul style="list-style-type: none"> • Commitment • Communication • Dependability • Health/safety • Laws and regulations • Personal initiative • Self-advocacy

							<ul style="list-style-type: none"> • Scheduling/time management • Team building • Technical literacy • Technology
1-2/45 min lessons	Understanding and demonstrating workplace skills and knowledge is paramount in the career acquisition process	Why is obtaining skills in technology important in today's workplace?	Types of technical literacy used for a job search	Demonstrate technical literacy skills/knowledge in a job search	<p>Describe how technology use has evolved</p> <p>Explain ways technology can be used at different skill levels in the workplace</p>	Smartphone Social media Blog Microblog Cyberbullying Copyright Fair use doctrine Plagiarism Patent Software piracy Hacking Phishing Search engine e-mail Information technology (IT)	13.2.8.E Explain, in the career acquisition process, the importance of the essential workplace skill/knowledge, such as, but not limited to: <ul style="list-style-type: none"> • Commitment • Communication • Dependability • Health/safety • Laws and regulations • Personal initiative • Self-advocacy • Scheduling/time management • Team building • Technical literacy • Technology
1-2/45 min lessons	Understanding and demonstrating workplace skills and	How will possessing knowledge of health, safety, and labor laws	Importance of health, safety, and labor laws in daily activities	Demonstrate health, safety, and labor laws in daily activities	Explain the importance of acting safely at work	Dismissal Grounded Fair Labor Standards Act	13.2.8.E Explain, in the career acquisition process, the importance of the essential

	knowledge is paramount in the career acquisition process	help me when I seek my first job?			Explain provisions of the Fair Labor Standards Act	Workers' compensation	workplace skill/knowledge, such as, but not limited to: <ul style="list-style-type: none"> • Commitment • Communication • Dependability • Health/safety • Laws and regulations • Personal initiative • Self-advocacy • Scheduling/time management • Team building • Technical literacy • Technology
1-2/45 min lessons	Understanding and demonstrating workplace skills and knowledge is paramount in the career acquisition process	How will possessing solid work habits help me when I seek my first job?	Essential workplace skills/knowledge that assist in career acquisition such as responsibility, dependability, integrity, and team building	Describe the importance of responsibility, dependability, integrity, and team building in the work setting	Discuss the importance of teamwork to workplace success Analyze behaviors and traits for effective teamwork	Teamwork Brainstorming Facilitate	13.2.8.E Explain, in the career acquisition process, the importance of the essential workplace skill/knowledge, such as, but not limited to: <ul style="list-style-type: none"> • Commitment • Communication • Dependability • Health/safety • Laws and regulations • Personal initiative

							<ul style="list-style-type: none"> • Self-advocacy • Scheduling/time management • Team building • Technical literacy • Technology
1-2/45 min lessons	Effective speaking, listening, and writing are essential in the career acquisition process	Why is the ability to speak and listen effectively important in an interview and job?	Effective delivery techniques used in an interview such as eye contact, body language, and enunciation	Identify three important listening skills or attending behaviors during a sample job interview	Describe ways to improve your speaking skills Identify ways people can communicate without using words	Verbal communication Etiquette Nonverbal communication Body language	13.2.8.A Identify effective speaking and listening skills used in a job interview

Unit 3 (Career Retention & Advancement)

Estimated Unit Time Frames	Big Ideas	Essential Questions	Concepts (Know)	Competencies (Do)	Lessons/ Suggested Resources	Vocabulary	Standards/ Eligible Content
1-2/45 min lessons	Career retention and advancement is dependent upon student's interpersonal skills, work habits, attitudes and effective time	What are characteristics of people who are successful in career retention and advancement?	How positive attitudes and work habits support career retention and advancement	Given a job description and a list of related career advancements, develop a list of attitudes, work habits, and teamwork roles that support retention of that career and	List behaviors and traits that help employees succeed. Discuss the importance of having a positive attitude regarding work	Constructive criticism Ridicule Sarcasm Conflict Compromise Argumentative	13.3.8.A Determine attitudes and work habits that support career retention and advancement

	management skills			advancement in that setting.			
1-2/45 min lessons	Career retention and advancement is dependent upon student's interpersonal skills, work habits, attitudes and effective time management skills	What are the characteristics of the role of each participant in a team setting?	Roles of each participant in a team setting.	Analyze the role of each participant in a group activity in relation to their contribution to the final product	Describe how groups operate. Explain the purpose of parliamentary procedure.	Agenda Parliamentary procedure <i>Robert's Rules of Order</i>	13.3.8.B Analyze the role of each participant's contribution in a team setting
1-2/45 min lessons	Career retention and advancement is dependent upon student's interpersonal skills, work habits, attitudes and effective time management skills	What are conflict resolution skills?	Use and importance of conflict resolution skills	Define and demonstrate conflict resolution skills including constructive criticism, group dynamics, managing/leadership, mediation, negotiation, and problem solving. Given a problem solving scenario, utilize four or more of the conflict resolution skills to solve the problem	Define conflict resolution Outline the steps and procedures to solving differences. Using scenarios, practice using conflict resolution skills	Conflict Cause and effect Paradigms	13.3.8.C Explain and demonstrate conflict resolution skills: <ul style="list-style-type: none"> • Constructive criticism • Group dynamics • Managing/leadership • Mediation • Negotiation • Problem solving

1-2/45 min lessons	Career retention and advancement is dependent upon student's interpersonal skills, work habits, attitudes and effective time management skills	How can using communication skills help resolve conflicts?	Use and importance of good communication skills	Define and demonstrate constructive criticism	Explain how using communication skills can help resolve conflicts	Assertive communication Nonassertive communication Mixed messages Aggressive communication Criticize Destructive criticism Constructive criticism	13.3.8.C Explain and demonstrate conflict resolution skills: <ul style="list-style-type: none"> • Constructive criticism • Group dynamics • Managing/leadership • Mediation • Negotiation • Problem Solving
2-3/45 min lessons	Personal budgeting is significantly impacted by career choice	How is personal budget impacted by career choice?	Parts of a pay statement and the relationship each has to a budget	Identify gross pay and net pay in a pay statement and use those figures along with charitable contributions, expenses, other income and savings to determine the feasibility of a provided budget	Describe typical pay periods and pay schedules Explain how wages are calculated Discuss the purpose of a Form W-4	Pay period Gross pay Deduction Net pay Tax Form W-4 Dependent	13.3.8.D Analyze budgets and pay statements such as, but not limited to: <ul style="list-style-type: none"> • Charitable contributions • Expenses • Gross pay • Net pay • Other income • Savings • Taxes
1-2/45 min lessons	Personal budgeting is significantly impacted by career choice	How do taxes impact your pay check?	Parts of a pay statement and the relationship each has to a budget	Identify taxes in a pay statement and describe the different types and what they are used for	Describe types of taxes, such as income taxes and Social Security taxes.	Internal Revenue Service (IRS) Income tax Social Security tax	13.3.8.D Analyze budgets and pay statements such as, but not limited to: <ul style="list-style-type: none"> • Charitable contributions

					Discuss methods of filing a tax return	Medicare Form W-2 e-filing	<ul style="list-style-type: none"> • Expenses • Gross pay • Net pay • Other income • Savings • Taxes
1-2/45 min lessons	Personal budgeting is significantly impacted by career choice	How can time management impact your career?	Necessity of time management strategies for balancing personal and work-related responsibilities.	Give a hypothetical list of personal and work-related responsibilities, develop an effective weekly schedule	Identify ways to manage your time wisely Describe factors that affect your energy level Determine ways to best manage your energy to reach your goals	Schedule procrastination	13.3.8.E Identify and apply time management strategies as they relate to both personal and work situations.
1-2/45 min lessons	Change as a factor and the role of lifelong learning, must be understood from a personal perspective and then as a workplace participant.	What is the Americans With Disability Act and what does it prohibit?	Changes taking place in the workplace and how these have a direct impact on employment	Identify five characteristics of the changing workplace and explain the impact of each characteristic of jobs and employment.	Discuss discrimination and harassment in the workplace. Identify issues related to balancing work and family responsibilities	Discrimination Equal Employment Opportunity Act Americans With Disabilities Act Harassment	13.3.8.F Identify characteristics of the changing workplace including Americans With Disability Act accommodations, and explain their impact on jobs and employment.
1-2/45 min lessons	Change as a factor and the role of lifelong learning, must	What career circumstance may require an	Formal and informal lifelong learning opportunities are	Choose a career and identify three formal and three informal lifelong learning	Explain how to use the Internet and other resources to	International Baccalaureate Diploma Program (IB)	13.3.8.G Identify formal and informal lifelong learning

	be understood from a personal perspective and then as a workplace participant.	individual to learn new skills?	an integral part of career retention and advancement	opportunities that would support retention or advancement in that career	research education options. Identify formal and informal lifelong learning opportunities.	Associate degree Bachelor degree Graduate degree Master degree Doctoral degree	opportunities that support career retention and advancement.
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Unit 4 (Entrepreneurship)

Estimated Unit Time Frames	Big Ideas	Essential Questions	Concepts (Know)	Competencies (Do)	Lessons/ Suggested Resources	Vocabulary	Standards/ Eligible Content
1-2/45 min lessons	Each student will achieve and maintain a personally and professionally rewarding career journey in a diverse and changing world	What is the difference between personal and professional success?	Importance of acquiring personal insight into one's own abilities, strengths, and weaknesses	Apply knowledge to new setting and situations Challenge the present Contribute	Explain what is meant by entrepreneurship	Entrepreneurship	13.4.8.B Evaluate how entrepreneurial character traits influence career opportunities
1-2/45 min lessons	Entrepreneurs tend to exemplify unique combinations of personal characteristics	What unique characteristics do entrepreneurs possess?	Entrepreneurship in the broadest sense as including all innovative and creative endeavors, the	Apply knowledge to new setting and situations. Challenge the present	Discuss the characteristics of those who want to start businesses of their own.	Entrepreneur	13.4.8.B Evaluate how entrepreneurial character traits influence career opportunities

	that tend to distinguish them from other people.		reorganizing of an existing enterprise, the discovery of a new technology, or the development of a solution to a social or political problem				
1-2/45 min lessons	Each student will achieve and maintain a personally and professionally rewarding career journey in a diverse and changing world.	What is the difference between entrepreneurship and traditional employment?	Importance of acquiring personal insight into one's own abilities, strengths, and weaknesses	Apply knowledge to new settings and situations Challenge the present	Compare the difference between entrepreneurship and traditional employment. Define and discuss entrepreneur and provide examples of famous entrepreneurs	Adaptability Creative thinking Ethical behavior Leadership Positive attitude Risk taking	13.4.8.A Compare and contrast entrepreneurship to traditional employment, such as, but not limited to: <ul style="list-style-type: none"> • Benefits • Job security • Operating costs • Wages
1-2/45 min lessons	Careful planning is fundamental to success	What are the main components of a business plan?	Why creating a business plan is an essential step for any prudent entrepreneur to take, regardless of the size of the	Explain the concept of management Explain the nature of scope of operations management Explain the concept of financial management	Identify and describe the basic components of a business plan	Comparative analysis Operations Finance Marketing	13.4.8.C Identify and describe the basic components of a business plan, such as, but not limited to: <ul style="list-style-type: none"> • Business idea

			project or business				<ul style="list-style-type: none">• Competitive analysis• Daily operations• Finances/budget• Marketing• Productive resources (human, capital, natural)• Sales forecasting
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