

Unit #4 Title: Getting a Job

Grade Level: 9-12

Number of Lessons in Unit: 5

Time Required for Each Lesson: 55-70 minutes

Lesson Titles:

Grade 9

Lesson #1: Career Portfolio

Material/Special Preparations Required:

Career portfolio format for each student. This may be done within a computer program or created by the counselor.

Grade 10

Lesson #2: Personal Code of Ethics

Material/Special Preparations Required:

Code of Ethics worksheets

Personal Code of Ethics activity sheet

School discipline policy (or other school policy documents that provide guidelines for student behavior)

Copies of ethical standards for a variety of professions (e.g., American Counseling Association, American School Counselor Association, American Medical Association, Hippocratic Oath). The ethical standards may be available from the websites of professional organizations.

Lesson #3: Completing Applications

Material/Special Preparations Required:

An example of a poorly completed application

Applications for postsecondary education/training institutions and programs and various employment opportunities for students to complete

Grade 11

Lesson #4: The Resume

Material/Special Preparations Required:

Samples of resumes. Strive to obtain actual resumes that are acceptable and nonacceptable to use as examples with names omitted.

Resume worksheet

Grade 12

Lesson #5: The Ultimate Senior Career Project

Material/Special Preparations Required:

Students' career portfolio information that has been accumulated over the last four years

Classroom equipped with technology. The use of appropriate computer training and access to compatible computer and media equipment are essential for the success of this activity.

Sample Creative Media Presentation Expectations

Mississippi College and Career Readiness Standards:

ELA: SL.9-10.1, SL.9-10.4, SL.9-10.6, SL.11-12.1

ELA: L.9-10.1, L.9-10.2, L.9-10.3, L.9-10.4, L.9-10.5, L.9-10.6

ELA: W.11-12.4 W.11-12.5 W.11-12.6

ELA: L.11-12.1, L.11-12.2, L.11-12.3, L.11-12.4, L.11-12.5, L.11-12.6

<https://districtaccess.mde.k12.ms.us/curriculumandInstruction/MississippiCurriculumFrameworks/ELA/2016-MS-CCRS-ELA.pdf>

American School Counselor Association (ASCA) Mindsets and Behaviors:

M 2, M 3, M 4, M 5, M 6

B-LS.1, B-LS.2, B-LS.3, B-LS.4, B-LS.5, B-LS.6, B-LS.7

B-SMS1., B-SMS.4, B-SMS.5

B-SS.1, B-SS.3, B-SS.5, B-SS.6, B-SS.7, B-SS.8, B-SS.9

<https://schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf>

Unit Essential Questions:

What is a portfolio? What are the benefits of having a portfolio?

How do people share their strengths and skills with others?

What are ethics?

What guides us when we don't know what to do in a difficult situation?

Why is it important to have ethical values on the job?

How do people share their strengths and skills with others?

Why is it important for people to know how to advocate their personal strengths for career success?

Unit Measurable Learning Objectives:

The students will gather five items for a portfolio to be used in job seeking.

The student will complete a personal code of ethics form.

The student will complete an advocacy plan to develop a school policy for an ethical school culture.

The student will apply knowledge of self to development information to be used for postsecondary applications.

The student will integrate career knowledge and self-knowledge into a resume.

The student will design a presentation utilizing the knowledge gained about his/her educational plans and career choice highlighting his/her strengths to promote himself/herself for the world of work.

Unit Instructional Strategies/Instructional Activities:

Direct (Structured Overview, Guided & Shared – reading, listening, viewing, thinking)

Indirect

Experiential

Independent study (Learning Logs)

Interactive Instruction (Brainstorming, Interviewing)

Unit Summative Assessment (acceptable evidence):

Summative assessment should relate to the performance outcome for goals and objectives. Assessment can be question answer, performance activity, etc.

The summative assessment for all units in the high school career development strand is The Ultimate Experience for Seniors. Students will create a media presentation chronicling their present career journey and showcasing their presentation to ninth grade students.

Brief Summary of Unit:

This unit addresses the concept of being a valued employee or employer—acting ethically and responsibly in any work environment. This unit will provide students with information and skills to resolve ethical issues in school and work situations, as well as the skills to actively seek and obtain employment.

Unit Goals and Objectives:

Students will apply personal, ethical and, work-habit skills, which contribute to job success, and utilize appropriate job-seeking skills to obtain employment.

Student Prior Knowledge: What prior knowledge do students need (e.g., the steps to solving a problem) to be successful in this unit?

Ability to use computers for research, to develop portfolios and resumes, and to compose presentations.