

A5-L2

Career Portfolio		Core Competency: A5	Level 2, Intermediate
Select an immediate job goal			
Time to complete: 120 minutes			
Objectives	Upon completion of this lesson students will be able to: 1. Develop a research paper on a career choice 2. Job Shadow individuals in career areas of interest		
Cross Competencies	G41 Apply critical thinking skills G55 Apply the problem solving process to complex problems H77 Demonstrate ability to self-evaluate and develop a continuous improvement (career development) plan		
Core Standards	Career and Vocational/Technical Education: Content Standards 1 and 4 Workplace Competencies: Content Standards 5 and 6		
Resources			
Materials in Lesson Plan		Other Supplies Required	Supplemental Resources
<ul style="list-style-type: none"> • A5L2ACT1 Exploring Your Career Choices Project • A5L2WS1 Career Research Project (if students decide on this as part of their project) • Job Shadowing Handouts (8 items): <ul style="list-style-type: none"> ○ A5L2JS1 General Information ○ A5L2JS2 Plan ○ A5L2JS3 Agreement ○ A5L2JS4 Brochure ○ A5L2JS5 Parent Authorization ○ A5L2JS6 Medical Authorization ○ A5L2JS7 Student Question Sheet ○ A5L2JS8 Student Reflection Sheet 		<ul style="list-style-type: none"> • Supplies for projects selected by individual students. 	<ul style="list-style-type: none"> • Montana Career Information System www.mtcis.intocareers.org • Guidance Information System • Career Occupational Preference System • O-Net (The Occupational Information Network) • <i>Occupational Outlook Handbook</i>

MCA	Portfolio Project	Guest Speakers	Program of Work
			Careers
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events
			Career Exploratory Notebook



Suggested Instructional Approach		Notes
Introduction	Students should be ready at this point, to make a commitment to a career choice and be able to relate in writing what that choice entails, why it is of interest, what education or training is needed to obtain the career of choice, the employment outlook, salary range, advancement opportunities, etc.	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. 	
	<p>1. Discuss with your students:</p> <p>What should you know about yourself when selecting a career?</p> <ul style="list-style-type: none"> • What are your interests? • What are your strengths and weaknesses? • (Abilities, aptitudes, ability to cope with change, leadership traits, etc.) • What kind of lifestyle do you wish to have? • (Leisure time, full family life, adventuresome life, etc.) • What are your physical characteristics (capabilities) and interests? • (Work outdoors/indoors, lots of/little physical demand, etc.) • What are your personality characteristics? • (Ability to get along with people, temperament, work alone, work with people, etc.) • What do you want out of work? • (Good earning power, challenge, chance for advancement, prestige, job security, work for yourself, etc.) <p>What factors should you look at when selecting a job?</p> <ul style="list-style-type: none"> • Does it match your interests, aptitudes and abilities? • Does it match your short- and long-term goals? • What is the demand and supply for your career choice? • What are the job requirements (required training/education, licensure/certification, etc.) • What are the working conditions (indoors/outdoors, physical demands, regular work hours/non-regular work hours, etc.). • What are the promotional opportunities? • What is the employment outlook? • What are the salary and fringe benefits? 	

<p>Once you have selected a career choice, what actions should you take?</p> <ul style="list-style-type: none"> • Set your goals, both short- and long-term, for reaching the career choice. • Assess where you are at in relation to your goal. Have you/are you taking the right classes in high school? Are you gaining experiences that will help you in meeting your goal, such as job shadowing, work experience, volunteer experience, leisure activities? • Meet with your career counselor and/or job specialist to fine-tune your plan. • Complete the following, as appropriate, if further education or training is part of your plan. <ol style="list-style-type: none"> (1) Apply at the school or schools of your choice. (2) Complete a scholarship and financial aid package. (3) Apply for on-the-job training and/or apprenticeship training. (4) Apply for internships or cooperative education programs. <p>2. Review directions and expectations for the <u>A5L2ACT1 Exploring Your Career Choices Project</u>. Have students determine which projects they would like to complete to research 2 careers of their choice. Allow them to do more projects if desired.</p> <p>3. While students are working on career projects, arrangements of job shadowing experiences need to happen. Handout documents <u>A5L2JS 1-8</u> as necessary for students to complete before, during and after completion of job shadow.</p>	
Assessment	The completed career research project will be the assessment
Supplemental Activities	<ul style="list-style-type: none"> • <u>A5L2WS1 Career Research Project</u> use <u>A5L2R1 Rubric</u> to evaluate. • Provide field trips to Career or Job Fairs so students can have exposure to a wide range of postsecondary education and/or careers. • Set up a career resource center for students, including postsecondary school information, apprenticeship sources, videos, employment sources, job search resources, reference materials, telephone, computer, etc. • Invite a person from the Job Service Workforce Center to conduct a short workshop on job search techniques, job application completion, etc. • Visit elementary or middle school classrooms and share job shadowing experiences.