



Career Exploration & Development

UNIT 1: Introduction to Work Based Learning

ESSENTIAL QUESTION

How will you prepare for your future?

BIG IDEAS

Students will:

- Explore personal strengths and career interests.
- Identify different types of careers in their desired career field.
- Distinguish the traits, skills, and educational requirements needed for a successful career.
- Understand the importance of networking and begin building a network.

GUIDING QUESTIONS

- **Content**
 - What are your personal strengths?
 - What is work based learning?
 - What type of careers are possible within your desired career field?
 - What skills are necessary for various careers in your preferred field?
- **Process**
 - How do your personal interests align with the different career options?
 - How does a college degree or trade school prepare you for your future career?
 - How do soft skills play a part in getting the job of your dreams?
- **Reflective**
 - Why is networking essential to your future?
 - Why do companies hire the people they hire?
 - Why is it important to find a career that you enjoy?

FOCUS STANDARDS

- Benchmark 1.0: Focused Partnerships
 - Enhance Individual Plan of Study (IPS).

- Benchmark 3.0 Student Perceptions
 - Assess abilities, interest, aptitudes, preferences, personalities, and attitudes in regards to a career choice.
 - Interpret and apply standard workplace policies.
 - Rules and regulations related to safety.
 - Punctuality and dependability.
 - Responsibility and initiative.
 - Accuracy to details.
 - Compile evidence of work experience and technical skill development.

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UNIT 2: Employability Skills

ESSENTIAL QUESTION

How will you obtain your dream job?

BIG IDEAS

Students will:

- Know and understand the importance of employability skills.
- Develop personal traits and behaviors to foster career advancement.
- Utilize critical thinking and decision-making skills to exhibit qualifications to a potential employer.
- Understand how to prepare a resume and cover letter.
- Demonstrate interviewing skills.

GUIDING QUESTIONS

- **Content**
 - What are the components of a professional cover letter and resume?
 - What are traits and behaviors of successful professionals?
- **Process**
 - How do you prepare for a job interview?
 - How do companies compare similar candidates?
- **Reflective**
 - Why is your digital footprint important?
 - Why is your resume important?
 - Why should you start preparing for your future career now?

FOCUS STANDARDS

- Benchmark 1.0: Focused Partnerships
 - Enhance Individual Plan of Study (IPS).
- Benchmark 3.0 Student Perceptions
 - Assess abilities, interest, aptitudes, preferences, personalities, and attitudes in regards to a career choice.
 - Interpret and apply standard workplace policies.
 - Rules and regulations related to safety.
 - Punctuality and dependability.
 - Responsibility and initiative.
 - Accuracy to details.
 - Compile evidence of work experience and technical skill development.

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UNIT 3: Work Based Experience

ESSENTIAL QUESTION

How does work based learning prepare you for your future?

BIG IDEAS

Students will:

- Secure a position (paid, unpaid, or volunteer) with an established local business, industry or organization in an identified career field.
- Utilize knowledge and skills to perform job duties to industry standards.
- Demonstrate effective communication skills when working with co-workers and clients.
- Develop a work based learning portfolio.

GUIDING QUESTIONS

- **Content**
 - What is the job description for your position?
 - What safety skills does your position require?
 - What workplace policies are in place at your position?
- **Process**
 - How can technology enhance your productivity in the workplace?
 - How do you know you are being successful in your position?
- **Reflective**
 - What was the highlight of your work based learning experience?
 - Did your work based experience change your viewpoint on your future career choice?
 - How did your work based learning experience prepare you for your future career?
 - How is it important to effectively communicate with your co-workers and clients?
 - What kind of orientation did you get for your position? Do you feel this was adequate?

FOCUS STANDARDS

- Workplace Experience -Application level workplace experience/internship completed by students at a business location or within the school that is an engineering occupational experience.
 - Employ effective listening skills when working with client.
 - Employ customer service principles when working with consumers.
 - Evaluate and follow-up provided on customer service skills and equipment usage in appropriate ways.
- Benchmark 2.0: Relevant Work-based Experiences
 - Develop career competencies to enhance employability and advancement in given Career Cluster.

- Develop good work habits and attitudes necessary to become a responsible employee at school and the work site.
- Demonstrate attendance and communication.
- Apply knowledge and technical skills related to current trends in industry.
- Create and maintain effective and productive work relationships.