

Work Experience in Transportation



UNIT 1: Introduction to Work Experience

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 field.
- Distinguish the traits, skills, and educational requirements needed for a successful career.
- Research and report on careers in transportation
- Prepare resume, cover letter and electronic portfolio
- Demonstrate interview skills

GUIDING QUESTIONS

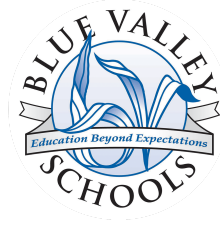
- **Content**
 - What are your personal strengths?
 - What is work based learning?
 - What type of careers are possible within your desired career field?
 - What skills are necessary for various careers in your preferred field?
- **Process**
 - How do your personal interests align with the different 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 do companies hire the people they hire?
 - Why is it important to find a career that you enjoy?

FOCUS STANDARDS

- **Benchmark 1.0: Employability Skills and Career Development Strategies**
- 1.1 Complete a Work-Based Learning experience plan.
- 1.2 Enhance Individual Plan of Study through interest assessment(s).
- 1.3 Research and report on careers in transportation.
- 1.4 Research licensing certification and credentialing in the transportation industry.
- 1.5 Create a professional portfolio to document activities completed while working with a mentor or through an internship in the transportation industry.

- 1.6 Prepare a resume to include in the Student Individual Plan of Study (IPS).
- 1.7 Prepare a letter of application to include in the Student Individual Plan of Study (IPS).
- 1.8 Demonstrate interview skills through mock or actual employment interviews.

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UNIT 2: Interpersonal and Employability Skills

ESSENTIAL QUESTION

How will you operate in a professional work setting?

BIG IDEAS

Students will:

- Demonstrate customer service skills
- Develop and maintain professional relationships with colleagues
- Apply verbal and written skills in the workplace

GUIDING QUESTIONS

- **Content**
 - What does a professional customer service interaction entail?
 - What are the traits and behaviors of successful professionals?
- **Process**
 - How do you prepare for a job interview?
 - What does a professional relationship with colleagues entail?
- **Reflective**
 - What self-evaluation and reflection skills are important in the workplace?
 - Why should you start planning for your future career now?

FOCUS STANDARDS

- **Benchmark 2.0: Interpersonal Skills – Making Informed Decisions to Continue Business Operations**
 - 2.1 Demonstrate sound customer services principles when working with customer or client to complete a client-driven project.
 - 2.2 Develop and maintain professional working relationships. Student:
- **Benchmark 3.0: Communication in the Workplace - Concepts, Strategies, and Systems**
 - 3.1 Apply verbal skills when obtaining and conveying information.
 - 3.2 Use appropriate grammar and word usage in the creation and delivery of a formal graphic presentation using current standards and technology.
 - 3.3 Develop and deliver oral presentations to provide information for specific purposes.

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UNIT 3: Technical Workplace Skills and Knowledge

ESSENTIAL QUESTION

How will I apply my learning to the workplace?

BIG IDEAS

Students will:

- Report on trends in transportation
- Report on trends in equipment, methods and techniques in the transportation industry
- Demonstrate an understanding of OSHA regulations and personal safety
- Access and utilize industry resources
- Demonstrate effective time management and workplace skills

GUIDING QUESTIONS

- **Content**
 - What are the current trends in transportation and the equipment and methods of the industry?
- **Process**
 - What does a safe workplace look like and how do I contribute?
 - What are the things I can do in the workplace to further my professional ambitions?
- **Reflective**
 - How will I use my workplace experience to further my professional ambitions?
 - What areas of my workplace experience were my strengths/areas of growth?

FOCUS STANDARDS

- **Benchmark 4.0: Professional Workplace - Technical Knowledge and Skills**
 - 4.1 Research and report on “Green” applications in the Transportation industry.
 - 4.2 Research and discuss modern & future trends in equipment, methods, & techniques.
 - 4.3 Conduct project and facility evaluations and critique their effectiveness.
 - 4.4 Understand MSDS (Material Safety Data Sheets) and other safety resources required for the workplace.
 - 4.5 Demonstrate an understanding of OSHA regulations for personal safety, including utilization of PPE, safe use of tools & equipment, and safe handling of hazardous materials.

- 4.6 Access and utilize industry resources.
- 4.7 Utilize knowledge and skills to perform job duties to industry standards.
- 4.8 Utilize effective management techniques to organize workflow.