Career Planning & Management

OUTLINE

DESCRIPTION:

Career Planning & Management is designed to assist student's transition from school to work, make career path decisions, and develop employment skills. Students will participate in a combination of classroom instruction and worksite learning by being placed in local businesses for a career internship. Career internship placements are available to eligible students, and may occur in a variety of job titles at a variety of worksite settings. Specific objectives to be achieved at work sites will be determined by the teacher and worksite coordinator/employer. These objectives will be annotated and monitored on Individualized Training Plans.

INFORMATION:

A. Pre-requisite: None
B. Abilities required: Transportation to training site
C. Dress requirement and grooming: As required by industry standards
D. Length: One semester (and up to 90 hours CC/CCTE)
E. Sector: N/A
F. Pathway: N/A
G. CALPADS: 7000 Exploratory CTE

Orientation

    A.   Introduce the course and facilities.
    B.   Discuss the syllabus and major objectives.
    C.   Explain applicable classroom management procedures, the ROP Student Rules of Conduct, and any operational guidelines.
    D.   Review instructor/student expectations.
    E.   Explain enrollment and attendance requirements and procedures.
    F.   Review grading and student evaluation procedures.
    G.   Discuss the community classroom aspect of the program if applicable.
    H.   Discuss the "next steps" related to additional education, training, and employment.
    I.   Review classroom safety, emergency, and disaster procedures.

1. Communication Skills

    A.   Demonstrate positive verbal communication skills using appropriate vocabulary, demeanor, and vocal tone in the classroom and/or worksite.
    B.   Read and interpret written information and directions.
    C.   Practice various forms of written communication appropriate to the occupation.
    D.   Practice positive body language skills.
    E.   Practice professional verbal skills for resolving a conflict.
    F.   Demonstrate active listening skills including techniques for checking for understanding, and for obtaining clarification of directions.

2. Interpersonal Skills

    A.   Demonstrate positive teamwork skills by contributing to a group effort.
    B.   Actively participate in classroom and workplace activities.
    C.   Identify and practice effective problem-solving techniques.
    D.   Demonstrate appropriate attendance and punctuality practices for the classroom and worksite.
    E.   Demonstrate effective customer service skills.
    F.   Demonstrate the use of time management skills.
    G.   Identify different personality types and strategies for working effectively with each type.
    H.   Practice business and social etiquette skills appropriate to the occupation.
    I.   Discuss the role of business and personal ethics in the decision-making process.
    J.   Evaluate various job-related scenarios and justify decisions based on ethics.
    K.   Demonstrate flexibility and adaptability in working with others.
    L.   Discuss the importance of diversity awareness and sensitivity in the workplace.

M. Utilize conflict resolution techniques.
N. Review company policies and current trends in employee compatibility screening, drug screening, and background checks.

3. Career Planning

A. Complete a self-assessment designed to identify skills, aptitudes, and possible career paths.
B. Identify education requirements and advanced training opportunities necessary for pursuing a chosen career.
C. Develop a career goal and create a career plan.
D. Research career options.
E. Research how technology is used in a chosen career pathway.
F. Research and identify fringe benefits associated with a chosen career.
G. Identify how transitional skills apply to a chosen career.
H. Outline entrepreneurial opportunities associated with a chosen career.
I. Describe factors involved in career decision making.
J. Research post-secondary education options/programs that prepare individuals for a chosen career.
K. Complete a college application and financial aid packet.

4. Job Search Skills

A. Research resources containing job listings/openings.
B. Complete an error-free application.
C. Complete an on-line application.
D. Prepare an error-free resume in proper format.
E. Prepare an error-free cover letter in proper format.
F. Prepare resume, cover letters, and professional documents using MS Word.
G. Explain the importance of professional networking.
H. Identify the steps to completing an on-line application packet.
I. Explain the importance of obtaining professional references.

5. Interviewing Skills

A. Identify steps for preparing for an interview.
B. Identify appropriate dress and grooming for interviews and the workplace.
C. Practice answering commonly asked interview questions with thorough and concise information.
D. Practice answering interview questions using proper English.
E. Demonstrate professional body language (e.g., handshake, posture, eye contact).
F. Identify appropriate questions to ask at the end of the interview.
G. Write a follow-up thank you letter.

6. Personal and Occupational Safety

A. Demonstrate procedures to be followed in the case of emergencies.
B. Discuss ways to report a potential safety hazard to a supervisor.
C. Identify and discuss cyber ethics, cyber safety, and cyber security.
D. Define sexual harassment in the workplace and identify the employee's role and responsibility.
E. Apply personal safety practices to and from the job.
F. Recognize good housekeeping as a safety issue.
G. Explain importance and role of CAL-OSHA.
H. Recognize the effects of substance abuse in the workplace.

7. Personal Finance

A. Identify the impact negative attendance has on personal finances.
B. Identify and explain payroll deductions.
C. Research Social Security and disability benefits.
D. Calculate the cost of employer health and welfare benefits.
E. Identify up-front costs associated with a chosen career.
F. Identify various retirement savings plans (e.g., 401k, pensions, IRA).
G. Calculate Federal and State taxes.
H. Explain pre and post-tax payroll deductions.
I. Explain the need and responsibility of having a bank account.

8. Career Success Strategies

A. Identify and practice job retention skills.
B. Explain the proper procedure for leaving a job.
C. Identify opportunities for advancement.
D. Identify skills necessary for a promotion.
E. Demonstrate follow-through techniques.

9. Leadership

A. Define leadership and identify the responsibilities, competencies, and behaviors of successful leaders.
B. Work with peers to promote divergent and creative perspectives.
C. Demonstrate how to organize and structure work, individually and in teams, for effective performance and the attainment of goals.
D. Explain multiple approaches to conflict resolution and their appropriateness for a variety of situations in the workplace.
E. Employ ethical behaviors and actions that positively influence others.
F. Use a variety of means to positively impact the direction and actions of a team or organization.

G. Analyze the short-term and long-term effects a leader's actions and attitudes can have on productivity, morale, and organizational culture.

Key Assignments

Assignment	Competencies	Career Ready Practices	Anchor Standards	Pathway Standards	CCSS
1. Students will participate in mock interviews that represent current industry practices (e.g., skills demonstrations, resumes, applications, portfolios, personal websites, etc.).	1A, B, D 3B, C, D, I, J	2 3 10	2 3		LS 11-12.6 SLS 11-12.2
2. Students will develop a career plan that compares and contrasts multiple career choices based on a variety of preset variables.	1B, C, F 2C, L, N 3A-J 4A 7C, E, F 8C, D	3 11	3.0		SLS11-12.2
3. Students will participate in Community Classroom.	1A-F 2A-N 4B-D, F-H 5A-F 6A, B, D-H 7A 8A-E 9A-G	1 2 4 5 7 8 9	5.0 6.0 7.0 9.0		RLST 11-12.4 SLS 11-12.1 SLS 11-12.1b

Standards Assessed in this Program

Career Ready Practices

1. **Apply appropriate technical skills and academic knowledge.**
2. **Communicate clearly, effectively, and with reason.**
3. **Develop an education and career plan aligned to personal goals.**
4. **Apply technology to enhance productivity.**
5. **Utilize critical thinking to make sense of problems and persevere in solving them.**
6. **Practice personal health and understand financial well-being.**
7. **Act as a responsible citizen in the workplace and the community.**
8. **Model integrity, ethical leadership, and effective management.**
9. **Work productively in teams while integrating cultural/global competence.**
10. **Demonstrate creativity and innovation.**
11. **Employ valid and reliable research strategies.**
12. **Understand the environmental, social, and economic impacts of decisions.**

Anchor Standards

2.0 Communications
- Acquire and use accurately sector terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats.

3.0 Career Planning and Management
- Integrate multiple sources of career information from diverse formats to make informed career decisions, solve problems, and manage personal career plans.

4.0 Technology
- Use existing and emerging technology, to investigate, research, and produce products and services, including new information, as required in the sector workplace environment.

5.0 Problem Solving and Critical Thinking
- Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques.

6.0 Health and Safety
- Demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the sector workplace environment.

7.0 Responsibility and Flexibility
- Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the sector workplace environment and community settings.

8.0 Ethics and Legal Responsibilities
- Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms.

9.0 Leadership and Teamwork
- Work with peers to promote divergent and creative perspectives, effective leadership, group dynamics, team and individual decision making, benefits of workforce diversity, and conflict resolution.

10.0 Technical Knowledge and Skills
- Apply essential technical knowledge and skills common to all pathways in the sector following procedures when carrying out experiments or performing technical tasks.

Common Core State Standards

ENGLISH LANGUAGE ARTS

Language Standards

LS 11-12.6: Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the (career and college) readiness level, demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

Reading Standards for Literacy in Science and Technical Subjects

RLST 11-12.4: Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context.

Speaking and Listening Standards

SLS 11-12.2: Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions, and solve problems, evaluating the credibility and accuracy of each source and noting any discrepancies among the data.

SLS 11-12.1: Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners, building on others ideas and expressing their own clearly and persuasively.

SLS 11-12.1b: Work with peers to promote civil, democratic discussions and decision making, set clear goals and deadlines, and establish individual roles as needed.

SLS 11-12.1d: Respond thoughtfully to diverse perspectives, synthesize comments, claims and evidence made on all sides of an issue, resolve contradictions when possible, and determine what additional information or research is required to deepen the investigation or complete the work.

Writing Standards

WS 11-12.6: Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback including new arguments and information.

WS 11-12.7: Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem, narrow or broaden the inquiry when appropriate, synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.