

BUS COMM I: Business Commun. -- Career Exploration

Summary

This lesson plan has several resources including a job shadow packet, job application activities, resume resources, PowerPoint presentations, job search activities, and rubrics.

Time Frame

10 class periods of 60 minutes each

Group Size

Individual

Life Skills

Communication, Social & Civic Responsibility, Employability

Materials

The materials needed for these activities range from overheads, handouts, markers, LDC projector. Depending on how the instructor chooses to use the attachments, the materials will change.

Background for Teachers

Teachers should be familiar with the sequence of events leading up to obtaining a job. Also, it is helpful if the teacher knows individual talents and experiences of the students and how they relate to their future careers.

Student Prior Knowledge

Students need to know the importance of selecting a career and how it influences the rest of their lives.

Intended Learning Outcomes

Students will walk away from these activities being able to identify careers they may pursue. They will demonstrate effective job search techniques. They will create a job application and resume. This unit addresses more than the how to's, it addresses the How to Do it Right's!

Instructional Procedures

The use of the following materials should be according to the instructor's preference and timeline. The order of these activities should match the real sequence in real life.

Assessment Plan

To assess the resume, use the resume rubric which is attached. Either the instructor can evaluate, students can evaluate each other, or students can evaluate themselves.

Bibliography

Working, Career Success for the 21st Century, Bailey, South-Western. ISBN - 0-538-69966-3. JIST's Job Search Basics Series Instructor's Resource Manual, JIST, ISBN 1-56340-621-0 Career Success, A Lifetime Investment, Ryan & Ryan, South-Western. ISBN 0-538-69141-7

Authors

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