

Guidance 7-12

Time frame	Concepts	Competencies	Vocabulary	Standard	Assessment(s)	Educational Resources
			interests	13.1.8.A 13.1.8.B	Career Portfolio	Exploring Careers textbook
			technology	13.1.8.C 13.1.8.D	Individualized Career Plan	Student activity workbook
			interest inventory	13.1.8.E 13.1.8.F	Personal Fact Sheets	Dictionary of Occupational Titles(DOT)
			values/work values	13.1.8.G 13.1.8.H	Skills Resume	Occupational Outlook Handbook(OOH)
			economic values	13.2.8.A 13.2.8.B	Cover Letter	Internet
			skill	13.2.8.C 13.2.8.D	Sample job applications	Library
			ability	13.2.8.E 13.3.8.A	Thank you letters	Wyotech
			aptitude	13.3.8.B 13.3.8.C	notebooks	Triangle Tech
			transferable skills	13.3.8.D 13.3.8.E	Lifestyle budget	Act 339 Advisory Council
			learning styles	13.3.8.F 13.3.8.G	Goal writing	
			self awareness	13.4.8.A 13.4.8.B	workbook activities	
			occupation/ career	13.4.8.C		
			full-time/ part-time/ temporary			

			lifestyle			
			e-commerce			
			flextime			
			telecommute			
			outsourcing			
			job sharing			
			workforce diversity			
			global economy			
			career clusters			
			career interest areas			
			exploratory interview			
			job shadowing			
			internship			
			service learning			
			cooperative program			
			short-term/ medium term/ long-term goals			
			chronological order			
			work permit			

	<p>How to relate careers to personal interests, abilities, & aptitudes. Explain traditional & nontraditional careers. Explain the relationship of career training programs to employment opportunities. Analyze the economic factors that impact employment opportunities. Analyze the relationship of school subjects, extra curricular activities, & community experiences to career preparation. Create an individualized career plan. How to choose electives & extra curricular activities based on career interests, abilities, & academic strengths. Identify effective interview skills. Evaluate available resources for researching job opportunities. How to prepare career documents. Develop a career portfolio. Explain the career acquisition process & work place skills. Determine attitudes & work habits needed to hold & advance in a career setting. Determine the role of each team participant. Explain & demonstrate conflict resolution skills. Analyze budgets & pay statements. Proper time management strategies. Explain the Americans With Disabilities Act & how it impacts</p>	<p>Complete an interest inventory to help guide you to a future career. Create a lifestyle budget. Create short, medium, &</p>	<p>job lead networking referral school-to-work program database resume W-4 Form Form I-9 corporate culture overtime salary commission benefits business etiquette ethics performance reviews human resources conflict resolution/ compromise/ mediator</p>			
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8TH GRADE	<p>jobs & employment. Identify formal & informal lifelong learning opportunities. Explain entrepreneurship & its character traits. Describe the basic components of a business plan.</p>	<p>long-term goals. Construct personal fact sheets & job-lead cards. Create a Skills resume, cover letter, & Thank you letter to use in future endeavors. Come up with an Individualized career plan. Start a career Portfolio for future use.</p>				
10th Grade	<p>How conflict resolution skills are important within the workplace.</p> <p>Important attributes involved in working on a team, problem solving and personal initiative.</p>	<p>Apply constructive criticism, group dynamics, managing/leadership, mediation, negotiation, and problem solving when diffusing a workplace conflict scenario.</p> <p>Acquire and demonstrate employability skills such as working on a team, problem solving and personal initiative.</p>	<p>Conflict Resolution</p> <p>Constructive Criticism</p> <p>Group Dynamics</p> <p>Leadership</p> <p>Negotiation</p> <p>Problem Solving</p>	<p>13.3.11.C</p>	<p>Group projects</p>	<p>Grading Rubrics</p>
	<p>Relationship between personal budget and career choice.</p> <p>Factors that impact personal career choices.</p>	<p>Develop an estimated personal budget based on the average income of a chosen career including variables such as charitable contributions, expenses, income, savings and taxes.</p> <p>Select some career options that are based on your personal interests, abilities, aptitudes, achievements and goals.</p>	<p>Budget</p> <p>Income</p>	<p>13.1.11.A</p> <p>13.1.11.B</p> <p>13.1.11.C</p> <p>13.1.11.D</p>	<p>Survey</p> <p>PowerPoint</p>	<p>YTI Representative Presentation</p> <p>School to Career textbook</p>

Relationship of personal interests, abilities, and aptitudes to career goals.	Locate, evaluate, and interpret career information	Career	13.1.11.E	ASVAB Test	Online
			13.2.11.C		
School-based opportunities for career awareness/preparation.	Write research paper and speech to justify the selection of a career.	Education	13.2.11.E	Graduation/Senior Project Checklist	Army Representative ASVAB Test
			13.3.11.C		
Post secondary career preparation opportunities.	Complete and assemble final career acquisition documents such as letter of application and resume.	Career Portfolio	13.3.11.D	Career Portfolio	Community Service Opportunities
Varied sources of career information.	Apply constructive criticism, group dynamics, managing/leadership, mediation, negotiation, and problem solving when diffusing a workplace conflict scenario.	Opportunities		Research Paper	Career and Educational Field Trips
Traditional and non-traditional careers.	Acquire and demonstrate employability skills such as working on a team, problem solving and personal initiative.	Community Service		Speech	Grading rubrics
Relationship of changing roles in the workplace to new career opportunities.		Graduation/Senior Project		Resume	
Requirements of developmental planning in a portfolio process including identifying, collecting, maintaining and applying documents and skills.		Resume		Group Projects	
How conflict resolution skills are important within the workplace.		Skills			

11th Grade	Important attributes involved in working on a team, problem solving and personal initiative.		References Conflict Resolution Constructive Criticism Group Dynamics Leadership Negotiation Problem Solving Internship			
	School-based opportunities for career awareness/preparation. Requirements of developmental planning in a portfolio process including identifying, collecting, maintaining and applying documents and skills . Parts of a cover letter and resume.	Complete required graduation/senior project. Complete and assemble final career acquisition documents such as letter of application and resume. Using a variety of technical applications, develop a cover letter and resume for use in an actual job search.	Graduation project Resume Header	13.1.11.D 13.2.11.C 13.2.11.E 13.3.11.D	Grading rubrics for senior project presentations Resume Group projects	Grading rubrics YTI Representative Presentation

12th Grade	<p>Important attributes involved in working on a team, problem solving and personal initiative.</p> <p>Relationship between personal budget and career choice.</p>	<p>Acquire and demonstrate employability skills such as working on a team, problem solving and personal initiative.</p> <p>Develop an estimated personal budget based on the average income of a chosen career including variables such as charitable contributions, expenses, income, savings and taxes.</p>	<p>Skills</p> <p>Education Background</p> <p>Work Experience</p> <p>References</p> <p>Letter of Interest</p> <p>Cover Letter</p> <p>Constructive Criticism</p> <p>Group Dynamics</p> <p>Leadership</p> <p>Negotiation</p> <p>Problem Solving</p> <p>Budget</p> <p>Income</p> <p>Career</p> <p>Education</p>		<p>Survey</p> <p>Power point</p>	
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