Lesson – November 2, 2017

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| **Power Standard** |  |
| Learning Objective: | Students will identify a career that they will pursue after high school. Students will use resources like the Workkeys results, web-based job postings, and Career Cruising to identify a career of their choosing.  Students will be introduced to resumes and begin completing a resume for a future job using the experiences that they have to date. |

**Overview:**

ACP stands for Academic and Career Planning. The Wisconsin Department of Public Instruction ACP Model is KNOW, EXPLORE, PLAN, and GO. Senior year of the ACP process at HHS will focus on Go. This includes participating in activities that explore post-secondary planning, resumes, cover letters, interviewing, college acceptance. Advisement will focus on building relationships, applying to college, scholarship applications, job search and interview process.

**Materials:** Teacher Computer/Projector

**Lesson Plan:**

**Finding a job**

**I Teachers will introduce to students the process used to find a job and career. 3 electronic resources will be used**

**a)** [**http://foxcitieschamber.com/**](http://foxcitieschamber.com/)

**b)** [**http://www.thenewnorth.com/**](http://www.thenewnorth.com/)

**c)** [**http://newmfgalliance.org/**](http://newmfgalliance.org/)

**II. Understanding Workkeys Results**

1. **Go over what each test assesses**
2. **What different levels mean**
3. **Pass back the score report**
   1. **How to read**
   2. **- Use website to assist in interpreting the results**
   3. [**https://www.act.org/content/dam/act/unsecured/documents/UsingWorkKeysScores.pdf**](https://www.act.org/content/dam/act/unsecured/documents/UsingWorkKeysScores.pdf)
4. **What scores mean in relations to career choice**
5. [**http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/scores.html**](http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/scores.html)

**Resumes**

**III. Teachers will explain what a resume is, the importance of a good resume, and model what good resumes look like and consist of.**

**a) Follow up with the 10 minute video below: (10:21)**

[**https://www.youtube.com/watch?v=1tMBWQS2WV8**](https://www.youtube.com/watch?v=1tMBWQS2WV8)

**b) Brainstorm what resumes should consist of**

**b) Share some good resumes**

**c) Students should begin writing their own resume using the template website below:**

[**https://www.resume-now.com/builder/rbdesktop/edit-resume.aspx**](https://www.resume-now.com/builder/rbdesktop/edit-resume.aspx)

**IV. Scholarships & Activity Sheets**

**a) Teacher need to explain what scholarships are and the importance that scholarships play in post-secondary preparation.**

**b) Teachers will show students where scholarships are posted and updated on the HS webpage.**

[**http://www.hasd.org/schools/hs/**](http://www.hasd.org/schools/hs/)

**c) Teachers will explain the importance of Activity Sheets and model what good activity sheets look like.**

**d) Students will be given the remainder of time to work on their own Activity Sheet.**

* **Grade Checks:** Teachers, with remaining time check grades with 1 or 2 students.