

# **CAREER PLANNING AND TRANSITION CLASS**

## **Class Outline**

### **I Career Services**

#### **A. Career Orientation**

1. Intake and Early School Leaver Application
  - a. individual discussion with student about goals for completing secondary level of education
  - b. long and short term goals for employment, post-secondary training or college
  - c. student and teacher expectations
2. Class assignments
  - a. detailed orientation regarding packet/portfolio assignments
  - b. timeline for completing of classroom activities and required outside work hours

#### **B. Values Inventory**

1. Completion of packet values inventory.
2. Complete written assignment on values and work.

#### **C. Career Assessment**

1. Complete CDM (Career Decision Making System).
2. Complete Career Matchmaker in Career Cruising.

#### **D. Career Awareness**

1. Complete reading and take mastery test for “Making Career Decisions” in From School to Work
2. Complete research assignment on “Using Labor Market Information” using [careeronestop.org](http://careeronestop.org)
3. Complete research project on four careers chosen from the CDM.
  - a. use provided worksheets
  - b. use [cdmcareerzone.com](http://cdmcareerzone.com), Occupational Outlook Handbook and Illinois Career Information System and Career Cruising for information.

### **II Job Readiness Skills**

#### **A. Developing an Employment Plan**

1. Use newspapers, the internet, and local listings compiled by the Illinois Employment Center to determine the job market and local openings.

#### **B. Seeking and Applying for Employment Opportunities**

1. Complete assignments mastery tests for “Preparing Resumes”, “Filling Out Applications” and “Interviewing” using prepared classroom materials.
2. Prepare a resume and “standardized” cover letter using information in student packet and individual consultation with teacher.
3. Watch interviewing video and complete worksheet or use virtual interview at [western.edu](http://western.edu).
4. Plan a schedule for making telephone calls and obtaining and completing job applications.

#### **C. Accepting Employment**

1. Checking with the Better Business Bureau to make sure a company is legitimate.

2. Awareness of the Department of Labor rules and regulations about when teens can and cannot work, as well as what type of jobs they can do and whether the employer is complying with the law.
3. Feeling comfortable with the work, environment, employer and co-workers.
4. Whether the hours will fit with school schedule.
5. Preparation of training memorandum with employer.

### **III Workplace Competencies**

- A. Pre-Employment Competencies readings in Career Success: The Attitude Advantage, including, “Punctuality”, “Attendance”, “Positive Attitude and Behaviors”, “Presenting Appropriate Appearance”, “Exhibiting Good Interpersonal Relations”, “Completing Tasks Efficiently”. Students complete mastery tests.
- B. Students participate in a computer class to achieve technological literacy. In addition, most portfolio activities require competency in internet usage, Microsoft Word and resume software applications.

### **IV Career Portfolio**

- A. Career Assessments
  1. CDM
  2. Career Matchmaker in Career Cruising
- B. Values Assessments
  1. Work Values Inventory with reflective writing assignment or
  2. Values Card Sort in Illinois Career Information System
- C. Four Researched Careers
  1. Completed by using [cdmcareerzone.com](http://cdmcareerzone.com), Occupational Outlook Handbook, Career Cruising and other print and internet resources.
- D. Wage Report
  1. Complete the report with information from paycheck stubs.
- E. Informational Interview
  1. Ask and record answers to questions provided in student packet.
- F. Resume
  1. Use resume worksheet and skills lists provided in student packet to prepare a rough draft.
  2. Consult with teacher for additional suggestions and modifications.
  3. Prepare finished resume for portfolio using Microsoft Word or WinWay Resume.
- G. Sample Cover Letter
- H. Autobiography
- I. Employment History
- J. Mock Job Application

K. Three Letters of Recommendation

L. Written plan for transition to post-secondary education/training, employment, military.

**V Entrepreneurship Education**

A. Readings and chapter tests in From School to Work to cover definitions of entrepreneurship, entrepreneurial person, opportunity and the components of a business plan.