

CAREER LESSON PLAN #1
(grades 4-5/Career Acquisition)

OBJECTIVE:

Apply appropriate speaking and listening techniques used in conversation, such as proper body posture, facial expression, head nodding, eye contact, summarizing/reflecting statements, throughout the conversation.

CAREER EDUCATION WORK STANDARD:
13.2.5. A.

MATERIALS:

List of speaking topics for students

TIME:

30-40 minutes

PROCEDURE:

1. Introduce topic of "active listening"
2. Discuss the importance of paying full attention to others during conversations (using examples of teachers, friends, and parents).
3. Discuss the importance of verbal and non-verbal communication in showing respect to others.
4. Discuss how the students can transfer these skills to the working world, while interacting with co-workers and supervisors, and while participating in a job interview.
5. Explain to the students that they will be participating in a role-play of active listening.
6. Explain that you will choose a pair at a time (listener and speaker) and that the audience will be observing the "listener" and giving him/her verbal feedback about their performance (positive and negative).
7. Demonstrate/model proper verbal and non-verbal active listening skills for students (listed above in "objective").
8. Ask for student volunteers to raise their hands if they would like to participate in the role-play (or select participants by your own method).
9. Select pairs of students (as many as time permits), with one being the "listener" and the other being the "speaker" (use your own judgment in deciding which role each student plays).
10. Show the "speaker" the list of topics, have him/her choose one and begin talking about the topic. (Topics may include a favorite movie, game, food, or toy; a time you were scared, a time you had lots of fun, something exciting you did/place you went, your family.)
11. At an appropriate pause in the conversation, thank/praise the role-players, ask the "listener" how he/she thinks he/she did, and ask the audience for both positive and negative comments about the "listener's" performance.
12. Summarize by restating the importance of both verbal and nonverbal listening skills in showing respect to others.

CAREER LESSON PLAN #2
(grades 4-5/Career Acquisition)

OBJECTIVE:

Identify and review resources available in researching job opportunities, such as, but not limited to:

- Internet
- Magazines
- Newspapers

CAREER EDUCATION WORK STANDARD:
13.2.5. B.

MATERIALS:

Computers with internet access, magazines, and newspapers

TIME:

30-40 minutes

PROCEDURE:

1. Introduce topic of job searching and discuss the use of the internet, magazines, and newspapers as methods of finding a job.
2. Have students try to find one job opportunity advertisement of his/her choice from each of the three resources (independently, in pairs, or in small groups).
Use the following websites:
 - ❖ Monster.com
 - ❖ Careerbuilder.com
 - ❖ Ydr.com
 - ❖ Pajobfinder.com
 - ❖ Pheaa.org
 - ❖ Educationplanner.org
 - ❖ Pacareerstandards.com
3. Have students discuss (independently, in pairs, or in small groups) their job-searching experience, including the efficiency (pros/cons) of each job resource and information that they found about each job opportunity advertisement.
4. Have students compare each of their job opportunities and rank each in order of preference (1 being first choice, 3rd being last choice).
5. Have each student write a review/summary of their job-searching experience (to be included in their career portfolio).

CAREER LESSON PLAN #3
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OBJECTIVE:

Compose and compare a business and a personal letter.

CAREER EDUCATION WORK STANDARD:
13.2.5.C.

MATERIALS:
Pencil and paper

TIME:
30-40 minutes

PROCEDURE:

1. Introduce topic of writing letters and discuss the two basic forms of letters -- business and personal, along with the purposes of the two different types of letters.
2. Give students a sample of each type of letter (a school newsletter and a personal letter of your own would be fine).
3. Have students work independently, in pairs, or in groups to compare the two sample letters (they can share their thoughts between themselves, then take turns sharing with you).
4. Assign students to write one of each of the two types of letters (either as class work or homework). For their business letters, encourage them to be creative, pretending to be the teacher or principal writing a letter to parents or other students about upcoming school events, or even to design their own business stationary. For their personal letters, encourage them to write a letter to a friend, family member, or even a special character (Santa Clause, a favorite famous person, etc.). You may even want to design the personal letter around a particular seasonal, educational, or historical theme.
5. Give students an opportunity to share their letters in class, either by trading with each other, or by reading them aloud.
6. Summarize the lesson by restating the differences between a personal letter and a business letter.

CAREER LESSON PLAN #4
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OBJECTIVE:

Identify individualized career portfolio components, such as, but not limited to:

- Achievements
- Awards/recognitions
- Career exploration results
- Career plans
- Community service involvement/projects
- Interests/hobbies
- Personal career goals
- Selected school work
- Self inventories

CAREER EDUCATION WORK STANDARD:

13.2.5.D.

MATERIALS:

Pencil

Worksheets

TIME:

30-40 minutes

PROCEDURE:

1. Introduce the topic and purpose of a "Career Portfolio", while displaying a sample portfolio to the class.
2. Give a brief overview of each of the contents of the portfolio.
3. Explain that the portfolio is a cumulative record of a student's career-related activities done in school, all of which will be used by the student's school counselor/advisor to help the student make career choices.
4. Explain that the portfolio should follow the student throughout their school years, until graduation, even if they move out of their current school and/or school district.
5. Introduce and explain any one of the attached lesson activities and have the students do them as a class work and/or homework assignment.
6. Have the students turn in their completed activities and explain that these activities will be filed in their portfolios.

CAREER LESSON PLAN #5
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OBJECTIVE:

Apply to daily activities, the essential workplace skills, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Personal initiative
- Scheduling/time management
- Team building
- Technical literacy
- Technology

CAREER EDUCATION WORK STANDARD:
13.2.5.E.

MATERIALS:

Pencil

Attached worksheet(s)

TIME:

30-40 minutes

PROCEDURE:

1. Review the topic of a “Career Portfolio” – purpose, contents, etc.
2. Explain that today, the students will be doing another “Career Portfolio” activity, which, upon completion, will be filed in their portfolios.
3. Discuss the importance of work habits (at school and at home) and how they relate to the working world - relate to how developing good work habits now can carry over into adulthood and help them in their jobs/careers.
4. Pass out the “WORK HABITS” worksheet (page 33 of the Careers Are Everywhere Activities Workbook), read the directions aloud as the students follow along.
5. Have the students complete the worksheet and ask questions, as necessary.
6. Pass out the “TRUE/FALSE QUIZ” worksheet (page 38 of the Careers Are Everywhere Activities Workbook).
7. Have students complete the worksheet and review the correct answers with the students.
8. Summarize the lesson by reviewing the topic – how students work habits carry over to the working world.