

Wallenpaupack Area School District

Wallenpaupack Area High School

Course Title: Career Discovery

Length of Course: Full Semester - 0 .5 credit

District Policies:

Academic Integrity:

Academic integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited.

Assessment:

The goal of grading is to report student progress and achievement to the parents to strengthen the home-school connection. The grade should accurately reflect the student's performance in mastering the PA Standards and the WASD curriculum.

Attendance:

Regular school attendance is vitally important to academic success. Not only does attendance reinforce and enrich the learning process; it also establishes patterns and attitudes that will carry forward into adult work habits. Regular, consistent attendance is a prerequisite to successful school life. Children should be absent only in cases of illness or emergency.

Special Education:

Our commitment to each student is to ensure a free appropriate public education which begins with the general education setting, with the use of Supplementary Aids and Services. Inclusive education describes the successful education of all students with the appropriate supports and services to participate in and benefit from the general classroom settings and other educational environments.

Course Description:

Career Discovery provides the student with the opportunity to gather research about a wide variety of careers, their educational requirement, and expected outlooks. Students will complete self-assessments to analyze interests, skills, and abilities which they may eventually capitalize on for their career pathway. Through investigation of the 16 career clusters students will narrow their future career goals from expansive to focused, allowing them to rule out certain possibilities while still in high school. Emphasis will be placed on job search activities including resume writing, interview skills and career related correspondence.

Pennsylvania State Standards:

13.1.11.A: Relate careers to individual interests, abilities, and aptitudes.

13.1.11.B: Analyze career options based on personal interests, abilities, aptitudes, achievements and goals

13.1.11.C: Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.

13.1.11.D: Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to:

- Career days
- Career portfolio
- Community service
- Cooperative education
- Graduation/senior project
- Internship
- Job shadowing
- Part-time employment
- Registered apprenticeship
- School-based enterprise

13.1.11.E: Justify the selection of a career.

13.2.11.A: Apply effective speaking and listening skills used in a job interview.

13.2.11.B: Apply research skills in searching for a job.

- CareerLinks
- Internet (i.e. O*NET)
- Networking
- Newspapers
- Professional associations
- Resource books (that is Occupational Outlook Handbook, PA Career Guide)

13.2.11 A. Apply effective speaking and listening skills used in a job interview.

B. Apply research skills in searching for a job.

- CareerLinks
- Internet (i.e. O*NET)
- Networking
- Newspapers
- Professional associations
- Resource books (for example: Occupational Outlook Handbook, PA Career Guide)

C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:

- Job application
- Letter of appreciation following an interview
- Letter of introduction
- Postsecondary education/training applications
- Request for letter of recommendation
- Resume

E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards, Act, OSHA, Material Safety Data Sheets)
- Personal initiative
- Self-advocacy
- Scheduling/time management
- Team building
- Technical literacy
- Technology

13.3.11. A. Evaluate personal attitudes and work habits that support career retention and advancement.

B. Evaluate team member roles to describe and illustrate active listening techniques:

- Clarifying
- Encouraging
- Reflecting
- Restating
- Summarizing

C. Evaluate conflict resolution skills as they relate to the workplace:

- Constructive criticism
- Group dynamics
- Managing/leadership
- Mediation
- Negotiation

- Problem solving

13.3.11.F: Evaluate strategies for career retention and advancement in response to the changing global workplace.

13.3.11.G: Evaluate the impact of lifelong learning on career retention and advancement.

National Business Education Standards by National Education Association:

I. Self-Awareness

Achievement Standard: Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.

II. Career Research

Achievement Standard: Utilize career resources to develop a career information database that includes international career opportunities.

III. Workplace Expectations

Achievement Standard: Relate the importance of workplace expectations to career development.

IV. Career Strategy

Achievement Standard: Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

V. School-to-Career Transition

Achievement Standard: Develop strategies to make an effective transition from school to career.

Course Objectives:

Students will demonstrate the ability to:

- Make connections between school, career, and lifestyle
- Develop a career plan
- Recognize skills that are transferrable to the workplace—no matter which career path is chosen
- Conduct efficient career research using the Internet to help select a career pathway
- Use the complete employment process—job search, resume building, interview techniques, networking, and succeeding on the job.
- Demonstrate a positive attitude, and explain how it relates to success in a career
- Market oneself in the career world.
- Budget for the future

Students will master the skills of:

- Career planning
- Career research
- Self-assessment
- Career exploration
- Setting goals
- Finding and applying for jobs
- Developing a career portfolio

Major Activities to Support Course Objectives:

Research Projects: Marketing, etc.

Activities: See pacing guide

Student Responsibilities:

Attendance expectations:

Attendance is essential in a class such as Career Discovery. Due to the nature of this class, the coursework is primarily completed during the class block. Therefore, frequent absences will result in the student missing work which must be completed

Homework expectations:

Due to the unique nature of this course, the coursework is completed during the block. Should a student be absent, he/she will be held accountable for any missed work and will be given one day for each day missed to make up work

Late Work: Any work that is turned in late will receive a reduced grade. If the work is late more than five (5) days the student will receive a grade of 0 for that particular assignment.

Assessment:

Grading Components:

All work completed will be assessed using a weighted grading system.

Grading components will include:

Classwork	=	60%
Projects	=	40%

Content Pacing Guide:

Topic	Major Assignments	Estimated Time
Business, Marketing, and Sales and Management	Marketing Research Project Celebrity Apprentice Management Styles	5 Blocks
Hospitality and Tourism	Pennsylvania Brochure Everyone's a Food Critic Hospitality of NEPA	4 Blocks
Job Application Documents	Creation of the student's resume Practice Interviewing Process	4 Blocks
Finance	Let's Invest—Making Sound Investment Recommendations How do Insurance Companies Do It?	3 Blocks
Law, Public Safety, and Corrections	Working for the CIA, DEA, or FBI Different Types of Lawyers	1 Block
Government and Public Administration		1 Block
Human Services	Making Lemonade Out of Lemons Counseling	3 Blocks
Education and Training	Teach the Teacher	3 Blocks
Health Science	ER Dietician to the Rescue Doctor Doctor	3 Blocks
Transportation and Distribution	Warehouse and Distribution Center Organization Duties of the DOT	3 Blocks
Architecture the Construction	Design/Pre-Construction of the Ultimate Business Building	2 Blocks
Manufacturing	Analyzing the Mass Production Process Inventory Control. Intro to OSHA	2 Blocks
STEM	Predicting the Weather Fly Me to the Moon	2 Blocks
Arts and Communications	Anchorman/Anchorwoman Acting Out the Part	3 Blocks
Info Technology	How Did it All Start—the History of the Internet Best vs. Worst—Software Development Game Ideas	3 Blocks
Agriculture, Food and Natural Resources		1 Block