



## 2018 Future Fayette Workforce Teacher in the Workplace Program

### LESSON PLANS

Lesson Plan Title: Local Career Research

#### General Information

Author: Mahan/McManus

Email: kmahan@basd.org [cmcmanus@basd.org](mailto:cmcmanus@basd.org)

Subject(s): Business – High School

Topic: Career Exploration

Grade-Level(s): 9-12

Partner Company:

Summary: Students will learn to research a career using local resources like the CareerLink. Students will also take a STEM type quiz and personality test to help guide their research.

Resources: STEM quiz, personality quiz, Career research handout, Computers, Internet

#### Alignment to PA Standards for Career Education and Work

Career Awareness and Preparation 13.1.A-H

Entrepreneurship 13.4.B.

Career Acquisition 13.2.B-E.

#### Desired Results

##### Established Goals:

What relevant goals will this lesson address? This lesson will make students aware of local jobs available and the skills and personality traits needed to obtain the positions.

The student will be able to use the internet to research local job opportunities.

##### Overarching Understandings:

What are the big ideas? For the student to realize there are local opportunities to earn above average income regardless of their education.

What misunderstandings are predictable? That there are no jobs in Fayette County.

##### Essential Question(s):

What provocative question will foster inquiry, understanding, and transfer of learning.

What do you want to do when you leave high school?

What jobs are available to you in Fayette County?

Knowledge:

What key knowledge will students acquire as a result of this unit? There are good paying jobs in Fayette County that they are all qualified to apply for.

Skills:

What key skills will students acquire as a result of this unit? Research and analysis, computer, soft skills.

**Assessment Evidence**

Performance Task:

Through what authentic performance task(s) will students demonstrate the desired understandings? Completion of career research, STEM quiz, personality quiz, cover letter, resume, mock interview

By what criteria will performances be judged? Same as above.

Other Evidence:

Through what other evidence (e.g., quizzes, tests, academic prompts, observations, homework, journals, etc.) will students demonstrate achievement of the desired results? Same as above. How will students reflect upon and self-assess their learning? Wrap up roundtable discussion day on experiences researching, applying for and interviewing for a job.

**Lesson outline/activities (1-3 days)**

Day 1

STEM quiz <http://stemtype.com/quiz>  
Personality Quiz <http://www.humanmetrics.com/cgi-win/jtypes2.asp>

Students will complete each quiz and save their results. They should reflect on the outcomes and consider how accurate they believe them to be.

Day 2

Have students go to <https://www.bls.gov/ooh/>. They should research 4 careers to see different occupations expectations, education, and future outlook. They will complete a worksheet based on their research of each occupation. Worksheet will be used to narrow county job research.

Day 3

Students will go to <https://www.pacareerlink.pa.gov/jponline/JobSeeker/SearchJobs> to research jobs in Fayette County and then in the whole state of PA. Students should report their findings of the jobs available, skills needed for the jobs, and salary/benefits of the jobs.

### Day 4/5

Students will create a cover letter for one of the jobs researched. They should then create a resume specific to the job they intend to apply for. Students should use a Microsoft Word template or something similar to create the resume. Teacher will provide examples of quality cover letters and resumes for their reference.

### Day 6

Teacher will bring in outside business owners/decision makers (if possible) to mock interview the students. Interviewer will be given job description that students will be applying for in advance to review. Mock interview rubric will be given to interviewer to assess student's skills.

### Day 7

Wrap up roundtable discussion. Teacher will lead a roundtable discussion on thoughts of students on their quizzes, the job search process, the available jobs in Fayette County, the resume/cover letter creation, and the interview process. Teacher will make sure to address the large amount of available local jobs.

