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# Career Planning Syllabus

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Cooperative Work Training (CWT) I  
Mrs. Lee

- I. Introduction to CWT Week 1 (3 days)
  - A. Course content
  - B. Course expectations
  - C. Evaluation procedures
  - D. Forms and procedures
  
- II. Preparing for the world of work Week 2 (2 days)
  - A. Who are you?
  - B. Choosing a career
  - C. Work-what is it and why do people do it
  - D. Developing your career skills
  
- III. Interests and aptitudes Week 2 (3 days) & Week 3
  - A. Self identity
  - B. Personality
  - C. Interests
  - D. Skills and aptitudes
  - E. Values
  - F. Resources
  - G. Data, people, and things
  - H. Leisure time choices
  
- IV. Goals and objectives Week 4 (3 days)
  - A. Defining goals and objectives
  - B. Identifying yours
  - C. Tying your goals and objectives into your career choice
  
- V. Education and training Week 4 (2 days)
  - A. High school preparation
  - B. On the job training-civilian and military
  - C. Apprenticeship programs
  - D. Vocational technical programs
  - E. Community college
  - F. Colleges and universities

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- VI. Career search Weeks 5 - 7
- A. Planning your search
  - B. Career clusters
  - C. Career match
  - D. Spectrum of careers in each cluster from entry level to the top
  - E. Finding job leads and acting on them
  - F. Personal data sheet
  - G. Portfolio components
    - 1. Cover letter
    - 2. Resume
    - 3. Thank you letter
    - 4. Acceptance letter
    - 5. Refusal letter
    - 6. Pocket resume
    - 7. Networking (business) cards
    - 8. Story of self
    - 9. Awards, honors, personal touches
- VII. Job applications Week 8 (3 days)
- A. Definition and how to complete
  - B. Generic application
  - C. Pre-employment tests
  - D. Drug testing
- VIII. Job interviews Weeks 8 - 10
- A. Making a good impression-what to do, wear, and say
  - B. What to expect and do/how an interview is conducted
  - C. 16 Lean Mean Questions
  - D. Legal and illegal questions
  - E. What you should ask at the interview
  - F. How to end an interview
  - G. Practice
  - H. Videotaped mock interviews
- IX. Responsibility Week 11
- A. Attitude
  - B. Your new job
  - C. The foundation of career success
  - D. Teamwork

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- X. Problem solving Weeks 12 & 13
  - A. The decision making process and how to implement it in daily life
  - B. Self knowledge and career decisions
  - C. Decisions and goals for your future
  - D. Preparing for graduation or district transition program
  
- XI. Communication Weeks 14 & 15
  - A. Initiating, listening and responding
  - B. Written communication-various formats (reports, tech writing, notes, etc.)
  - C. Guided practice/rehearsals
  
- XII. Three weeks left open Weeks 16 - 18
  - A. Prepare presentations or guided review for final
  - B. Catch up on units as some run longer due to student needs
  - C. Student choice activities if time allows (Video Book Club, etc.)
  
- XIII. Finals Semester 1 Week 19
  
- XIV. Problem solving Part 2 Weeks 20-23
  - A. Review problem solving process
  - B. Interpersonal skills
  - C. Conflict resolution
  - D. "Isms" (Race, gender, religion, age, etc)/Diversity
  - E. Harassment
  - F. Dealing with difficult people
  - G. Dealing with difficult situations
  - H. Adapting to your special needs in the workplace
  - I. Etiquette on the job and in the community
  
- XV. Making progress on the job Weeks 24 & 25
  - A. Fitting in
  - B. Getting along with your supervisors and co-workers
  - C. Labor unions
  - D. Health and safety on the job
  
- XVI. Roles, rights, and responsibilities Weeks 26 & 27
  - A. Evaluations
  - B. Ethics
  - C. Federal rules and regulations-DOL/ADA/EEO/OSHA
  - D. Work schedule
  - E. Workplace training and education

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- XVII. Changes Week 28
- A. Lateral and vertical job changes
  - B. Losing your job
  - C. The changing role of women in the workplace
  - D. Coping with loss and stress
- XVIII. Managing your income Weeks 29-31
- A. Your paycheck
  - B. Fringe benefits
  - C. Financial services-banks, credit unions
  - D. Borrowing
  - E. Credit
  - F. Money management/budgets
- XIX. Consumer choices Weeks 32 - 34
- A. Needs and wants
  - B. Advertising/propaganda
  - C. Finding a place to live
  - D. Consumer rights
  - E. Buying a car
  - F. Insurance
  - G. Investments
  - H. Dream budget/reality budget
- XX. Lifestyle Weeks 35 & 36
- A. Health
  - B. Medical care
  - C. Substance abuse
  - D. Family life/lifestyle choices
  - E. Civic and social responsibilities
  - F. Stages of life
- XXI. Concluding weeks Weeks 37& 38
- A. Catch up on "trailing units"
  - B. Job shadowing in community
  - C. Conclude and assimilate information learned this year
  - D. Prepare for final
  - E. Student choice activities if time allows
- XXII. Final exam Week 39

## *Career Planning Syllabus*

Two or three flex weeks have been left in each semester due to the diverse needs, skills, motivation, and behaviors of the students. Parts of units are pared down or eliminated due to time factors and student needs (some students are limited cognitively and will do parts of activities or parallel activities). We will often take more time to complete a unit or activity than the time indicated on the syllabus.

While writing, communication, problem solving, and other critical skills are taught as separate units, they are also embedded in most of the other activities. There is a strong need to reinforce these skills on a daily basis as they present significant challenges to many of the students.

Students will be assisted to recognize and discuss adaptations and supports they need in class and on the job. Some students will be given adapted assignments and tests as needed.

This is an outline. More detail is to be provided for each unit in unit notes and lesson plans.

### ACTIVITIES AND INSTRUCTIONAL STRATEGIES (others to be developed)

Read books and articles

Write answers to questions, guided practice, other written assignments

Discussions

Presentations and reports

Role play and rehearsals

Games and activities

Journal

Computer research

Small group activities

Case study/problem solving groups

Community trips

Job shadow and create a resource book of findings to share with other district students

Create brochures

Simulations

Guest speakers

Community service projects

Video book club

Students as “guest instructors”

Standardized inventories-interests, values, skills

Research using Occupational Outlook Handbook and other career information sources

## Career Planning Syllabus

### COOPERATIVE WORK TRAINING

Instructor: Mrs. Lee

Grade Level: 10, 11, 12

Prerequisites: Department Recommendation

Course Credits: 2

**COURSE OBJECTIVE:** The purpose of the course is to allow students to explore different career opportunities and to gain work experience in their chosen field(s).

**COURSE DESCRIPTION:** The classroom phase of CWT centers around job seeking skills, job retention skills, and the worker's place in today's society. Club activities (VICA) are available to students who join the organization. Guest speakers, job shadowing, career exploration, work experience and other activities will be used to broaden the students' occupational awareness and to increase their skill levels.

#### SUPPLIES NEEDED:

1. Folder for handouts and worksheets
2. Pen or pencil (please bring a spare)
3. Classroom materials and handouts
4. Access to internet in CAI lab and/or at home

**ABSENCES:** Students are expected to attend both school and work each day they are scheduled. If you call in sick to school you are not allowed to go to work that day (district policy). Tests must be made up within 5 days of your return to school and homework made up within 3 days.

**EVALUATION:** Evaluation of student progress will be done in the following manner: students will earn a grade for their work experience and will receive a separate grade for their classroom component. Employers will assist in the assignment of work grades. The teacher-coordinator will determine the final grade based on the employer report and completion of assignments such as weekly logs and required paperwork. Classroom grades will be based on participation, written and verbal assignments, projects-group and individual, tests, your work portfolio, and others tasks as assigned.

GRADES:	90-100%	A
	80-89%	B
	70-79%	C
	60-69%	D
	Below 60%	F

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EXPECTATIONS: You are expected to behave and perform in class in the same way that you do on the job. This class is your preparation and rehearsal for “the real thing” so work rules apply-attendance, promptness, respect, compliance, and follow-through. You are expected to follow directions and complete tasks in the time allotted. If you do not understand a directive or assignment, please ask. If you need accommodations, please inform me so that we can schedule a meeting to discuss how we can best meet your needs. If you have concerns about your work situation, explain the situation to me as soon as you can so that we can work together to resolve the situation. You will be given positive reinforcement for your efforts and honest feedback, with support and assistance, in both the classroom and work setting.