

LESSON PLAN FOR HIGH SCHOOL AND COLLEGE EDUCATORS			
Lesson Plan Title :	Career Direction 2 (CD2)	Common Core Standards:	RI.9-10.7,8 & 11-12.3,7 W.9-12.1,4,5,6,8,9 SL.9-12.1,2
Subject / Course:	College and Career Development / Applicable to any subject area and course		
Level:	Grades 9-12+	Lesson Duration:	3 hours, flexible scheduling
Lesson Objectives			
<p>After this lesson, if presented in its entirety, students will create a personal plan of action based on 16 steps:</p> <ul style="list-style-type: none"> <li>• Steps 1-5: Reflect on personal qualities such as priorities, personality, interests, skills, and motivation level as related to career planning</li> <li>• Steps 6-11: Calculate education expenses, examine college &amp; career related resources, and build a resume package</li> <li>• Steps 12-16: Complete a sample job application, determine effective interview skills and proper business protocol, distinguish facts from myths that are useful for healthy decision making, write down plans to help turn abstract concepts into concrete actions</li> </ul>			
Summary of tasks / Actions			
<p>Instructor will facilitate as students:</p> <ul style="list-style-type: none"> <li>• Participate in collaborative discussion based on information provided by PPT slides, videos, and student booklets</li> <li>• Write thoughts in CD2 booklets</li> <li>• Rate personal motivation levels</li> <li>• Estimate post-secondary education-related expenses</li> <li>• Create an online, password-protected resume package (cover letter, resume, thank you letter)</li> <li>• Evaluate interview strategies</li> <li>• Complete brief quiz and check answers regarding drugs, alcohol and other high-risk behavior/obstacles</li> <li>• Create personal plans of action</li> <li>• Complete student feedback sheet</li> </ul>			
Equipment / Materials / Online Resources			
Computer, projector, speakers, CD2 booklets, feedback sheets, CD2 website: <a href="http://www.careertrain.com">www.careertrain.com</a>			
Check for Understanding			
<ol style="list-style-type: none"> <li>1. What are some actions you can take to boost your motivation level?</li> <li>2. Name sources of financial assistance and ways to reduce costs of post-secondary education.</li> <li>3. How can you improve your chances of getting a job interview?</li> <li>4. Describe aspects of a "good interview."</li> <li>5. What are some things to avoid if you want to keep a job?</li> <li>6. Check students' responses to quiz items.</li> </ol>			
Extension Activity Ideas for Educators			
<ol style="list-style-type: none"> <li>1. Ask students to shadow an employee in a field of interest and write about the experience.</li> <li>2. Encourage students to dig deeper in their research related to career planning. Links on the CD2 website can help.</li> <li>3. Host a "Mock Interview Day" for students to practice interview skills with employers in the community.</li> <li>4. Ask students to complete their online resume and then share with others for feedback.</li> <li>5. Ask students to share and discuss the CD2 booklet with parents and/or a school counselor.</li> </ol>			

Note: Standards assigned to this lesson do not include optional extension ideas for educators.