***Hanson School District 30-1***♦ *NCA Accredited Since 1941* ♦

**COURSE PLAN OF STUDY AND CURRICULUM GUIDE**

**HANSON SCHOOL DISTRICT**

**Alexandria, SD 57311**

[**http://hanson.k12.sd.us**](http://hanson.k12.sd.us)

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| **COURSE TITLE:**  Employability/Careers | |  |
| **COURSE NUMBER:** 22152  **GRADE LEVEL: 10th grade** | |  |
| **TOTAL CREDITS: 1**  **PRE-REQUISITES: None** | |  |
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| |  | | --- | | **TEACHER:** Kelli Endorf | |  | | **EMAIL:** ​[kelli.endorf@k12.sd.us](mailto:kelli.endorf@k12.sd.us) | | |  |

**COURSE DESCRIPTION:**

Career education is a year-long class that meets every day for 50 minutes. Students will get to know themselves through self-assessment to determine interests, values, work preferences, needs, and wants. Students will make decisions and set goals pertaining to the lifestyle they want and research what type of careers will best fulfill personal need and interests. Students will also learn how to develop employability skills and professional job search tools and good interviewing skills to assist with the job search process. The standards addressed are designed to promote successful transition from school to work.

**Instructional Philosophy & Delivery Plan**

Students will be expected to meet the course goals and content standards listed below and be able to demonstrate their understanding of the basic skills for each topic. Students will complete the assigned coursework, assessments, projects to demonstrate concept knowledge and important skills learned throughout the course.

**Course Goals & Content Standards:**

These standards are currently under review and revision.

**Course Projects:**

* SDMyLife Portfolio
* Self-Assessments
* About Me Collage
* Career Cluster Displays
* Personal Learning Plans
* Career Investigation Portfolio & Presentation
* ABCs of Career Exploration
* Job Skills Portfolio
* Mock Interview
* Employability Wordle

**Assessment Plan:**  
Students will complete all course requirements at a minimum of 70% level to pass the course. Student assessment will be based upon individual work, project rubrics, on task behavior, and attendance.

**RESOURCES:**

Edgenuity website, SDMyLife.com website & magazine, Succeeding in the World of Work textbooks, Careers & Career World magazines, Succeeding in the Real World book by Chad Foster

**HANSON SCHOOL DISTRICT VISION STATEMENT:**    
Hanson School District will provide a safe, supportive learning environment with opportunities for each student to develop the skills and knowledge to recognize and achieve their fullest potential and make their best contribution to society in an ever changing world.

  

**PLAN OF STUDY**

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| **Timeframe**  **(Quarter Taught)** | **Unit** | **Resources** | **South Dakota State Content Standards** |
| **1st semester- Careers** |  |  |  |
| **1st quarter** | The World of Work   * What is work & why we work * Changes in the workforce * Lifestyle | Reality Check Website, Edgenuity.com, SDMyLife.com | South Dakota State Content Standards for Careers is currently under review/revision |
|  | Self- Assessment   * Values * Lifestyle * Work Preferences * Skills * Aptitudes/Abilities * Hobbies/Interests * Learning Style | SDMyLife.com, online personality quiz, About Me Collage Project | ESF 1.3- Analyze personal assessment results to explore career options. |
|  | Decision-Making & Goal-Setting   * Decision-making process * Goal-setting * Career decision-making process | SDMyLife.com, Edgenuity.com, Goal-setting articles |  |
| **2nd quarter** | Career Clusters   * The 16 Career Clusters | SDMyLife.com, SDMyLife magazine, online career cluster videos, Edgenuity.com, Career Cluster Display project |  |
|  | Exploring Careers   * What to research & consider * Sources of career information * Job Outlook | Weekly Career Focus, SDMyLife.com, Succeeding in the World of Work textbook |  |
|  | Developing a Career Plan   * Future planning & career planning * Choosing a major & college * Career decision-making Process * Career investigation | Personal Learning Plans, SDMyLife.com, Edgenuity.com, Career Decision-Making Project, Career Investigation Portfolio & Presentation, Choosing a Major article |  |
| **2nd Semester- Employability** |  |  |  |
| **3rd Quarter** | Finding a Job   * Job Leads- online, networking, want ads, career centers, etc. * Skills Identification * Job SearchTools -Personal Fact Sheet, job applications, resume, cover letter | SDMyLife.com, Networking articles, Edgenuity website, JSAP book | ESF 1.2 Demonstrate job acquisition skills  ESF 1.3 Analyze personal assessment results to explore career options |
|  | Job Applications   * What it is, purpose, common components, tips & guidelines * References * Filling out a job application | JSAP book, Edgenuity website, SDMyLife.com, Job Application | ESF 1.2 Demonstrate job acquisition skills |
|  | Resume   * What it is, different types, common categories, tips & guidelines * Creating a Resume | Edgenuity.com, SDMyLife.com, Resume Writing article, JSAP book | ESF 1.2 Demonstrate job acquisition skills |
|  | Cover Letter   * What it is, format, tips & guidelines * Writing a cover letter | JSAP book, Edgenuity.com, SDMyLife.com | ESF 1.2 Demonstrate job acquisition skills |
|  | Interviewing   * How to prepare- tips & guidelines, appearance, do’s and don’ts, common questions * Mock Interview * Thank you letters | Interviewing articles, JSAP book, Edgenuity website, SDMyLife.com, Job Skills Portfolio | ESF 1.2 Demonstrate job acquisition skills |
| **4th Quarter** | Preparing for Work   * What to expect * How to prepare * Orientation | Edgenuity website, Succeeding in the World of Word textbook | ESF 1.1 Describe work ethic attributes for success |
|  | Employee Success   * Traits & qualities * Behaviors * Attitudes | Edgenuity website, Succeeding in the World of Work textbook, Succeeding in the Real World book | ESF 1.1 Describe work ethic attributes for success |
|  | Work Environment   * Being a healthy worker * Safety & wellness on the job * Rights & Responsibilities * Labor Laws | Edgenuity website, Youth At Risk Online Challenges, Succeeding in the World of Work textbook | ESP 2.1 Classify safe practices in work places  ESP 2.2 Differentiate employer and employee rights and responsibilities  ESP 2.3 Attribute diversity issues related to employment |
|  | Employability Skills   * Teamwork * Leadership * Communication | Edgenuity website, Succeeding in the World of Work textbook, teamwork articles | ESF 1.1 Describe work ethic attributes for success |
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| **Year-round** | Career Exploration, Career Planning, and Employability Skills   * Weekly Career Focus * Career Cluster Videos * Magazine Articles | Careers & Career World Magazine | All standards |
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| **Year-round** | Reading activities to help meet reading improvement goal for CTE Program Improvement Plan | Reading examples: Careers and Career World magazine articles, interviewing articles, networking articles, SDMyLife magazine, resume writing article, job application article, qualities/traits of good employees articles, managing emotions at work articles, working with difficult people article, success articles, choosing a major article, teamwork articles, goal-setting articles, dream jobs article, careers of the future articles, finding the right career article, Succeeding in the Real World book by Chad Foster | |
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\*The teacher reserves the right to change the course calendar at any time to ensure that all standards are covered.