# COURSE DESCRIPTION

**Course Title:** Career Planning

**Course Number:** 10049

**Course Prerequisites:** None

**Course Description:** The Career Planning course guides students through the essential elements of the career planning process and the development of a defined career plan. Students will consider the many factors that impact career success and satisfaction. Using a process of investigation, research, and self-discovery, students will acquire the understandings critical to the career planning process. Upon completion of the course, students will have created a practical and comprehensive college or career transition portfolio that reflects their skills and abilities, as well as their interests, values, and goals.

**Suggested Grade Level**: Grades 9-12 **Length of Course:** One Semester **Units of Credit:** .5

**PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certifications:**

CSPG 79

To find the CSPG information, go to [CSPG](https://www.education.pa.gov/Educators/Certification/Staffing%20Guidelines/Pages/default.aspx)

**Certification verified by the WCSD Human Resources Department:** ☒Yes ☐No

# WCSD STUDENT DATA SYSTEM INFORMATION

**Course Level:** Academic

**Mark Types:** Check all that apply.

☒F – Final Average ☒MP – Marking Period ☐EXM – Final Exam

**GPA Type**: ☐ GPAEL-GPA Elementary ☐ GPAML-GPA for Middle Level ☒ NHS-National Honor Society

☒ UGPA-Non-Weighted Grade Point Average ☒ GPA-Weighted Grade Point Average

**State Course Code**: 22153

To find the State Course Code, go to [State Course Code,](https://nces.ed.gov/forum/sced.asp) download the Excel file for *SCED*, click on SCED 6.0 tab, and chose the correct code that corresponds with the course.

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# TEXTBOOKS AND SUPPLEMENTAL MATERIALS

**Board Approved Textbooks, Software, and Materials: Title:**

**Publisher:** Accelerate Education

**ISBN #:**

**Copyright Date:**

**WCSD Board Approval Date:** 2/8/2021

**Supplemental Materials:** You will need a functioning keyboard instrument (acoustic or electronic) and a way to record and submit a video performance to your instructor.

# Curriculum Document

**WCSD Board Approval: Date Finalized:** 1/12/2021

**Date Approved:** 2/8/2021

**Implementation Year:** 2021-2022

# SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student’s Individual Education Plan (IEP), Chapter 15 Section 504 Plan (504), and/or Gifted Individual Education Plan (GIEP).

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**Career Planning Syllabus**

**Course Description:**

The Career Planning course guides students through the essential elements of the career planning process and the development of a defined career plan. Students will consider the many factors that impact career success and satisfaction. Using a process of investigation, research, and self‐discovery, students will acquire the understandings critical to the career planning process. Upon completion of the course, students will have created a practical and comprehensive college or career transition portfolio that reflects their skills and abilities, as well as their interests, values, and goals.

**Major Concepts:** Knowing Thyself Career Options

Income and Opportunity Education and Training Plans Research Technology

Work Ready

Personal Career Project

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| **Module** | **Lesson Title** | **Objectives** | **Assessments** |
| ***Introduction to Career Planning*** | Course Welcome | * Read about the basic structure of this course. * Complete a review activity of the basic course features |  |
| Why Career Planning Matters | * Read about and consider the many benefits of career planning. * Introduce yourself to your teacher and other students through the course online discussion feature. * Use a threaded discussion to express your opinion of the value of career planning and the challenges it presents. | * 1.2 Introduce Yourself Discussion |

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|  | Using a Rubric to Evaluate Your Work | * Read and examine the features of rubrics used in this course. * Complete a non‐graded quiz, assessing and reinforcing your knowledge and understanding of course rubrics. |  |
| ***Who Am I?*** | Personal Profile I | * Decision making can be a complex process and is influenced by many factors of varying importance. * Interests and abilities are important considerations when choosing a career. * Knowing what you like and do not like is a key to relevant career planning. | * Personal Profile I Quiz 2.1 |
| Personal Profile II | * Record your self‐management skills, identify characteristics of your personality, and rank your values in the corresponding sections of your personal profile. * Reflect and write about the connections between self‐management, personality and values and your choices for the future. | * Personal Profile II Quiz 2.2 |
| Personal Profile III | * Record your academic record. * Evaluate your academic interests. * Identify your academic strengths. | * Personal Profile III Quiz 2.3 |
| Career Assessments | * Complete an online personality assessment. * Compare one aspect of your career report with the insights you gained when completing your personal profile. | * Online Assessments Quiz 2.4 |
| Soft Skills in the Workplace | * Reflect on the importance of soft skills in the workplace. | * Soft Skills in the Workplace Quiz 2.5 |

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|  |  | * Identify and rank soft skills that you use as a student or worker. |  |
| Final Personal Profile | * Gather the three sections of your Personal Profile and use them to create a clean, well‐presented Personal Profile. * Evaluate your Personal Profile using the rubric. | * 2.6 Complete Personal Profile Assignment |
| **Unit 2 Exam: Who Am I?** | | |
| ***Career Research*** | Introduction to O\*NET | * Begin the process of matching your abilities and preferences to a career in which you will find success and provide for yourself financially. | * Introduction to O\*NET Quiz 3.1 |
| Introduction to Career Clusters | * View Career Cluster videos for select careers. * Complete a Career Cluster survey to identify clusters that match your interests. | * Introduction to Career Clusters Quiz 3.2 |
| Career Pathways | * Complete further research using O'Net to identify one pathway and two careers of interest for each of your top Career Clusters. | * 3.3 Pathway and Careers Assignment * Career Pathways Quiz 3.3 |
| Researching Careers | * Research three careers or occupations using the O\*NET career   exploration website.   * Record your research in a comparison table. | * Researching Careers Quiz 3.4 |
| Researching Careers Part 2 | * Gather information from O\*NET for the remaining three of your six careers. | * Researching Careers Part 2 Quiz 3.5 |

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|  |  | * Complete a table that will help you compare these careers. |  |
|  | Exploring the Occupational Outlook Handbook | * Complete in‐depth career   research using the Occupational Outlook Handbook.   * Complete and Occupational Outlook Handbook chart highlighting key areas: significant points, training and educations, job outlook, and earnings. | * Exploring the Occupational Outlook Handbook Quiz 3.6 |
| Your Career Options | * Review, interpret and evaluate the information you have gathered and record about your six careers during this unit. * Write a five paragraph essay describing and supporting why you prefer one career over others. | * 3.7 Essay Assignment |
| **Unit 3 Exam Career Research** | | |
| ***Income and Opportunity*** | Reality Check | * Use the online, interactive website, Reality Check to investigate living costs in specific communities. | * Reality Check Quiz 4.1 |
| Your Career and the World Around You | * Explore the potential impact of the economy, technology, and culture on careers. * Participate in an online discussion, describing the impact of economy, technology, and culture on career success. | * 4.2 Discussion * Your Career and the World Around You Quiz 4.2 |
| Education and Employability | * Continue in‐depth research of careers using O\*NET and the Occupational Outlook Handbook. | * Education and Employability Quiz 4.3 |

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|  |  | * Complete an education and employability comparison table. | | |  |
| Understanding Your Paycheck |  | * Consider the deductions and benefits that may impact your take home pay. * Write a mock paycheck, accounting for wages, deductions, and benefits. |  | * Understanding Your Paycheck Quiz 4.4 |
| Quality of Life | * Consider the relationship between values and career satisfaction. * Complete a reflection in which you describe how your values will be reflected in decisions about career, income, and lifestyle. | | |  |
| Selecting Your Career |  | * Rank career priorities and rate your career options. * Apply a decision making model to select a career for the focus of your career plan in this course. |  |  |
| Predicting Your Future | * Predict your lifestyle. * Predict the impact of your career on your lifestyle. * Report your predictions through a Power Point Presentation. | | |  |
|  | | **Unit 4 Exam Income and Op** | **portunity** | |
| ***Education and Training*** | High School Opportunities | * Describe the most common career building options and opportunities available to high school students. * Evaluate options and opportunities to determine which may best prepare you for your career. | | | * High School Opportunities Quiz 5.1 |

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|  |  | * Complete a written plan for meeting with your counselor or mentor. |  |
|  | Student Organizations | * Identify the different types of career organizations, clubs, and activities that may be available during high school. * Choose specific organizations, clubs, or activities you may want to join. | * Student Organizations Quiz 5.2 |
| Education Options | * Identify the minimum education and training required for your career. * In this lesson, you may complete forms and activities. Please be sure to keep an electronic and print copy of each. * Identify the level of education you prefer or hope to pursue. | * Education Options Quiz 5.3 |
| College and Career Exams | * Become familiar with the most common placement, admissions, and applications tests. * Identify the standardized tests recommended or required by your career training and education. | * College and Career Exams Quiz 5.4 |
| Test Ready | * Identify test prep options for the tests required for your career. * Develop a test prep plan. | * Test Ready Quiz 5.5 |
| Fundamentals of Financial Aid | * Define financial aid. * Understand the sources of financial aid. | * Fundamentals of Financial Aid Quiz 5.6 |
| Completing the FAFSA | * Complete the FAFSA4caster as a practice for later completing the FAFSA. | * Completing the FAFSA Quiz 5.7 |

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|  | **Unit 5 Exam Education and Training** | | |
| ***School Search*** | Priorities and Preferences | * Define your school preferences based on the attributes that are explored in this lesson. * Rank each preference as either very important or less important. * Number your preferences in the order that they matter to you. | * Priorities and Preferences Quiz 6.1 |
| Searching for Schools | * observe how to use the College Navigator * practice using College Navigator | * Searching for Schools Quiz 6.2 |
| Finding Your School | * use the basic features of the College Navigator website to identify prospective schools that match your educational needs and preferences * save the schools of interest | * Finding Your School Quiz 6.3 |
| Evaluating School Preferences | * You will consider which of your favorite schools best match their ideal criteria without focusing on cost. * You will re‐evaluate your priorities and preferences for your career education and training. | * Evaluating School Preferences Quiz 6.4 |
| Comparing Costs | * identify the potential costs of attendance at specific schools * use the O'NET comparison feature to compare four of your top school choices | * Comparing Costs Quiz 6.5 |
| Comparing Costs 2 | * record financial information for your remaining four schools * compare the financial information for all eight school * rank your schools in order of cost | * Comparing Costs 2 Quiz 6.6 |

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|  |  |  | * merge your preference and costs lists and rank your schools |  |  |
| Financing Your Education | * Examine the purpose of a student financial plan * Identify the expenses that are likely to be included in your student financial plan * Examine the funding sources that are available to you * Evaluate your need to identify additional sources of funding for your education. | | | * Financing Your Education Quiz 6.7 |
| Connecting to College and Career |  | * Explore the benefits of connecting with schools and programs * Examine different methods of connecting with schools * Identify options for connecting to your schools |  | * Connecting to College and Career Quiz 6.8 |
| The Admissions Process | * Complete a calendar of college application requirements and deadlines for each college you are considering. * Set up an application tracking record for each college to which you will apply. | | | * 6.9 Admissions Planning Calendar Assignment * The Admissions Process Quiz 6.9 |
|  | | **Unit 6 Exam School Se** | **arch** | |
| ***Work Ready*** | A Personal Budget | * create a simple budget   reflecting your monthly income and expenses   * consider how different wages and job expenses (e.g., clothing, transportation) might narrow job search. | | | * A Personal Budget Quiz 7.1 |

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|  | Writing a Resume | * Examine the purpose and function of a resume. * Compile the personal information that might be included in a resume. * Develop a personal resume for use in job and school applications. | * 7.2 Resume Builder Assignment * 7.2 Personal Resume Assignment * Writing a Resume Quiz 7.2 |
| Applying for Jobs | * Identify why you are looking for a job. * Identify what you need and want in a job. * Explore several different ways to find job openings. | * Applying for Jobs Quiz 7.3 |
| Finding My Job | * Complete a real or demo job application. * Create a calendar for job search activities and follow through tasks. | * Finding My Job Quiz 7.4 |
| Electronic Communications | * examine social media and electronic communications * review and recognize appropriate and inappropriate use of social media * consider how social media connects professional and personal activities * consider the need to protect your online privacy * evaluate your social media practices | * 7.5 Social Media Discussion * Electronic Communications Quiz 7.5 |
| Interview Success | * consider vital interview skills * learn to adapt your resume to a specific job description * write and answer practice interview questions * explore the importance of nonverbal communication in the interview process | * Interview Success Quiz 7.6 |

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|  | Workplace Ethics and Conflict Resolution | * Examine ethics and conflict in the workplace * Consider the value of integrity in your workplace decisions * Explore conflict resolution skills that lead to workplace success * Discuss a workplace ethics challenge | * 7.7 Ethics and Conflict Resolution Discussion * Workplace Ethics and Conflict Resolution Quiz 7.7 |
|  | **Unit 7 Exam Work Ready** | | |
| **Final Project** | Final Project | * Complete the final project. | * My COE PowerPoint Assignment * My Career Plan PowerPoint Assignment |
| **Semester Exam** | | | |

**WARREN COUNTY SCHOOL DISTRICT**

PLANNED INSTRUCTION

# ASSESSMENTS

**PSSA Academic Standards, Assessment Anchors, and Eligible Content:** The teacher must be knowledgeable of the PDE Academic Standards, Assessment Anchors, and Eligible Content and incorporate them regularly into planned instruction.

**Formative Assessments:** The teacher will utilize a variety of assessment methods to conduct in-process evaluations of student learning.

**Effective formative assessments for this course include:** quizzes and discussions

**Summative Assessments:** The teacher will utilize a variety of assessment methods to evaluate student learning at the end of an instructional task, lesson, and/or unit.

**Effective summative assessments for this course include:** projects, essays, tests, and exams

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