

Speed into your Future with the Google Drive App

Creating an online presence with an iPad/iPhone



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Great Ideas Lesson Planner

Lesson Title: Speed into your Future with the Google Drive App

Subject: Computer Information Systems

Time Duration: Two weeks

Teacher: Mrs. Karen Carrier **School:** Eastern Montgomery High School

Content Standards/Competencies:

- 4. Demonstrate self-representation skills
- 14. Demonstrate job-acquisition and advancement skills
- 18. Demonstrate proficiency with technologies common to a specific occupation.
- 19. Demonstrate information technology skills
- 20. Demonstrate an understanding of Internet use and security issues
- 21. Demonstrate telecommunications skills
- 110. Research career opportunities in Computer Information Systems
- 111. Develop/update a resume
- 112. Compose a letter of application
- 113. Complete manual and electronic application forms
- 114. Create and maintain a portfolio
- 115. Participate in a mock interview
- 116. Compose an interview follow-up letter

Related SOL Objectives:

(include all applicable, example English 10.7)

Mathematics

- COM.1
- COM.2
- COM.6
- COM.7
- COM.8

English

- 11.4
- 11.7
- 11.8
- 11.9
- 12.4
- 12.7

Google Drive App Screenshots



1. DESIRED RESULTS

<i>Essential Questions</i>	<i>Knowledge and Skills</i>
<p>1. How can the students better market themselves in today's job market? By creating an online portfolio accessible with an App, students will be able to successfully compete in today's challenging, electronic job market.</p> <p>2. How can the teacher integrate the required competencies into one unit? By incorporating the career competencies into an electronic portfolio, the teacher will be covering many competencies in one unit.</p> <p>3. How can the teacher relate the material to each student and provide purposeful instruction? Each student will be able to create a personal portfolio that will focus on their individual career objective and then access & share that portfolio using an app.</p>	<p>Students will know:</p> <ol style="list-style-type: none"> 1. How to research a career using online search tools. 2. How to prepare useful documents to assist in the college and career application process 3. How to utilize apps to view and share electronic portfolios <p>Students will do:</p> <ol style="list-style-type: none"> 1. Assess skills, interests and values 2. Research careers relevant to CIS 3. Request a recommendation letter 4. Create a resume and cover letter 5. Complete a paper and electronic application 6. Answer sample interview questions and practice answering them in mock interviews. 7. Create a sample thank you letter 8. Research colleges and scholarships 9. Share samples of work to showcase their skills. 10. Create an online portfolio that includes all of the prior objectives. 11. Share their portfolio using the Google Drive App <hr/> <p><u>(Subject) Vocabulary</u> Electronic Portfolio Resume Cover Letter App</p>

2. STUDENT ASSESSMENT

Prior knowledge	Ongoing throughout lesson	By the end of the lesson
<p>Students should have a comfortable understanding of their skills, values and interests before proceeding to create an electronic career portfolio.</p>	<p>Students will check off tasks as they are completed on the check list provided.</p>	<p>Students will have completed all assessments and be able to successfully access and share using the Google Drive App.</p>

3. LEARNING ACTIVITIES/INSTRUCTION

Introduction (hook)	What students are doing	Conclusion
<ol style="list-style-type: none"> 1. Students' attention will be gained by showing student and personal examples of e-career portfolios. 2. A class discussion will be held about the benefits of giving yourself an online presence in the 21st century job market. 	<ol style="list-style-type: none"> 1. Students will complete a variety of lessons, which will cumulate to a final electronic career portfolio 2. Students will be using Google Drive and the Google Drive App to share their electronic career portfolios 	<ol style="list-style-type: none"> 1. Students will check off all tasks on the check list provided. 2. Students will be encouraged to share their portfolio with potential colleges and/or future employers

Accommodations	Required or Supplemental Materials and Resources
<p>Extra support: Individual attention will be paid to those students who need special accommodations. The special education teacher will be provided a copy of the lesson plan to allow for accommodations to be made for those students with Individualized Education Plans.</p> <p>Enrichment or early finishers: Early finishers can use extra time to put special effects on their portfolio and/or add additional projects and samples of work to highlight them further. These students will also be encouraged to assist other students with problems.</p> <p>Various learning styles: The teacher will provide a variety of teaching materials including written instructions along with verbal instructions.</p> <p>Limited English proficiency: Translation websites and dictionaries may be used to assist these students.</p>	<ol style="list-style-type: none"> 1. Computer lab 2. PowerPoints for each lesson 3. Checklist (provided) 4. Access to Google Drive 5. Access to Google Drive App (via iPad or iPhone)
Related Technology	Research/Best Practices/Strategy
Web design, photo editing, word-processing	This lesson plan can be applied to any class that teaches workplace readiness and will be a beneficial tool for students' transition into college and the work place.
4. WRAP-UP (5-10 min)	
Evidence of student learning/understanding	Homework
<p>Students will present their portfolios to the class.</p> <p>The teacher will lead a discussion on the benefit of posting these portfolios online and how they will always have free access to them. As long as they keep their Google login, they can edit and share this portfolio for many years to come.</p>	<p>The only homework required for this project is to brainstorm possible career choices and designs for the portfolio itself.</p> <p>Also, once the portfolio is created, students should insert their e-portfolio address onto resumes and tell future potential employers to check it out.</p>
5. Other Resources Needed/Comments (optional)	
<p>See Attached: Career Portfolio Checklist</p>	

PERMISSION TO PUBLISH ON WEBSITE

I understand that if my lesson plan is chosen as a winner of the VBEA Great Ideas Lesson Plans project, the lesson plan and all related materials will be made available for downloading on the VBEA's website. I grant permission for my lesson plan and related materials submitted to the Great Ideas Lesson Plan project to be available for download and use by visitors to the VBEA website.

On file with Great Ideas Chairperson
Signature

8-1-2013
Date