

# 2014 Great Ideas Lesson Plan

Getting #WorkReady

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Submitted by:

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# Great Ideas Lesson Planner

**Lesson Title:** Getting #WorkReady! Compiling a Digital Portfolio

**Subject:** Computer Information Systems

**Time Duration:** 2 weeks (5 90-minute class blocks)

**Teacher:** Kimberly Grant **School:** Warwick High School

<p><b>Content Standards/Competencies:</b></p> <p><b>BU6612.111:</b> Develop/update a résumé.</p> <p><b>BU6612.112:</b> Compose a letter of application.</p> <p><b>BU6612.114:</b> Create and maintain a portfolio.</p>	<p><b>Related SOL Objectives:</b> (include all applicable, example English 10.7)</p> <p><b>English 10.6, 10.7, 11.6, 11.7, 12.6, 12.7</b></p>
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## 1. DESIRED RESULTS

<i>Essential Questions</i>	<i>Knowledge and Skills</i>
<ul style="list-style-type: none"> <li>• To what extent does personality affect career choices?</li> <li>• Does the level of education have an effect on career options?</li> <li>• How does skill level affect available career options?</li> <li>• What methods are used to secure a job?</li> <li>• To what extent are resources necessary in developing employability skills?</li> </ul>	<p>Students will know:</p> <p><b>How to effectively create and format résumés, letters of application, and other employment letters. Students will compile employment documents with samples of their work into an Adobe portfolio.</b></p> <p>Students will:</p> <ul style="list-style-type: none"> <li>• Determine skills and abilities.</li> <li>• Create an entry-level résumé.</li> <li>• Research employment opportunities.</li> <li>• Create a letter of application.</li> <li>• Identify their best samples of work in various software programs (Word, Excel, Access, PowerPoint).</li> <li>• Compile their work as a portfolio in Adobe Acrobat.</li> </ul> <p><b><i>(Subject) Vocabulary</i></b></p> <ul style="list-style-type: none"> <li>• Application, Attitude, Benefits</li> <li>• Career, Classifieds, Employability</li> <li>• Experience, Goals, Interest, Job</li> <li>• Networking, Occupation, Opportunity</li> <li>• Portfolio, Qualifications, Reference</li> <li>• Résumé, Skills, Value</li> </ul>

## 2. STUDENT ASSESSMENT

Prior knowledge	Ongoing throughout lesson	By the end of the lesson
<p>Students will know the basics of using word processing software to create and format documents, basic navigation of the Internet, and methods of modifying/editing documents.</p>	<p>The teacher must monitor students' progress as they develop résumés and cover letters, assist them with identifying key skills, and provide guidance as to which documents are appropriate for an electronic portfolio.</p>	<p>Students will have the skills necessary to compile a digital portfolio using the provided rubric. Students must identify and select products representative of their best work.</p>

### 3. LEARNING ACTIVITIES/INSTRUCTION

Introduction (hook)	What students are doing	Conclusion
<p>Teacher will pass out index cards and ask students to write down their ideal salary. The teacher will lead a discussion on matching skills to jobs and have students discuss the differences between a job and a career.</p>	<p>Students will use the Career Assessment on Virginia Education Wizard (<a href="http://www.vawizard.org">www.vawizard.org</a>) to determine which jobs match their skills.</p> <p>Students will learn how to create a basic résumé. (It is best to use a template to guide them). Then have students peer-edit the résumés.</p> <p>Students will then do a job search using <a href="http://snagajob.com">http://snagajob.com</a> seeking local jobs for teenagers that interest them.</p> <p>After finding a suitable company to apply to, students will compose a letter of application to accompany their résumé.</p> <p>Finally, students will select samples of their work to include in their digital portfolio. Work samples should include items in various software programs, including word-processing, spreadsheet, database, and presentation software.</p>	<p>Remind students that résumés, cover letters, and portfolios are living documents that should continuously be updated to match their current needs. Encourage them to save their products on a flash drive, Drop box, or Google Drive for easier access.</p>

<b>Accommodations</b>	<b>Required or Supplemental Materials and Resources</b>
<p>Extra support Use samples of résumés and letters of application to assist students who have trouble writing their own. Pair weaker students with stronger students during peer editing.</p> <p>Enrichment or early finishers Students who finish early will be required to complete additional employment documents such as: job acceptance, job decline, and rejection letters. Additional enrichment activities can include creating a résumé for their ideal career. This product should vastly differ from their current résumé.</p> <p>Various learning styles: Limited English proficiency Provide additional samples of employment documents, and give extra assistance when creating products.</p>	<p>Computer with word processing software, Adobe Acrobat Pro software (Microsoft PowerPoint can be used to develop the portfolio if Adobe isn't available), and Internet access.</p> <p>Rubric with instructions on creating the résumé, letter of application, and portfolio.</p> <p>Web sites:  <a href="http://snagajob.com">Snag a Job</a>  <a href="http://snagajob.com">http://snagajob.com</a>            Adventures in Education Career Web site  <a href="http://www.aie.org/finding-a-career/">http://www.aie.org/finding-a-career/</a>            Career Development Worksheet on Attitudes  <a href="http://www.fldoe.org/workforce/programs/cd/pdf/9-12-2-3.pdf">http://www.fldoe.org/workforce/programs/cd/pdf/9-12-2-3.pdf</a>            Career Networking Article  <a href="http://www.quintcareers.com/career_networking_myths.html">http://www.quintcareers.com/career_networking_myths.html</a>            Keeping the Job Activity  <a href="http://cteresource.org/attachments/atb/wrsc/keeping_the_job.pdf">http://cteresource.org/attachments/atb/wrsc/keeping_the_job.pdf</a></p>

	<p>Preparing a Résumé  <a href="http://cteresource.org/attachments/atb/wrsc/preparing_resume.pdf">http://cteresource.org/attachments/atb/wrsc/preparing_resume.pdf</a>  Résumés and Cover letters for high school students  <a href="http://www.readwritethink.org/classroom-resources/lesson-plans/resumes-cover-letters-high-30847.html">http://www.readwritethink.org/classroom-resources/lesson-plans/resumes-cover-letters-high-30847.html</a>  Virginia Education Wizard  <a href="https://www.vawizard.org/vccs/Main.action">https://www.vawizard.org/vccs/Main.action</a></p>
<b>Related Technology</b>	<b>Research/Best Practices/Strategy</b>
	<p>Think/Pair/Share for class discussion questions.</p> <p>This lesson can be modified for any course that teaches employability skills.</p>
<b>4. WRAP-UP (5-10 min)</b>	
<b>Evidence of student learning/understanding</b>	<b>Homework</b>
<p>Students should submit their final portfolio with representative samples of their best work. Students should use a rubric to assess their classmates and provide feedback before they submit to the teacher.</p>	<p>Optional: Have students bring in classified job ads to determine the needs of the market. Post job ads on a bulletin board.</p> <p>Have students have another teacher or an employer critique their final portfolio.</p>
<b>5. OTHER RESOURCES NEEDED/COMMENTS (optional)</b>	
<p>Career Interviewing Guide: <a href="http://cteresource.org/attachments/atb/wrsc/career_interview_guide.pdf">http://cteresource.org/attachments/atb/wrsc/career_interview_guide.pdf</a>  Employer/Personnel Issues Lesson Plan: <a href="http://alex.state.al.us/lesson_view.php?id=7204">http://alex.state.al.us/lesson_view.php?id=7204</a>  Interview Role Play: <a href="http://www.cteresource.org/attachments/atb/wrsc/interview_role_play.pdf">http://www.cteresource.org/attachments/atb/wrsc/interview_role_play.pdf</a>  Job Application Activity: <a href="http://cteresource.org/attachments/atb/wrsc/job_application.pdf">http://cteresource.org/attachments/atb/wrsc/job_application.pdf</a>  Job Interviewing Activity: <a href="http://cteresource.org/attachments/atb/wrsc/job_interview.pdf">http://cteresource.org/attachments/atb/wrsc/job_interview.pdf</a>  Want Ads Activity: <a href="http://www.cteresource.org/attachments/atb/wrsc/want_ads.pdf">http://www.cteresource.org/attachments/atb/wrsc/want_ads.pdf</a></p>	

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**March 1, 2014** \_\_\_\_\_  
Date