Hazleton Area School District Career Awareness Activities

Grades 9-11

Additional Documents

- Resume Template
- Resume Template (Completed Sample) (English and Spanish)
- Employment Application (English)
- Employment Application (Spanish)
- Cover Letter Template
- Cover Letter Template (Completed Sample) (English and Spanish)
- Thank You Letter Template
- Thank You Letter Template (Completed Sample) (English and Spanish)

9th Grade – 1st Assignment

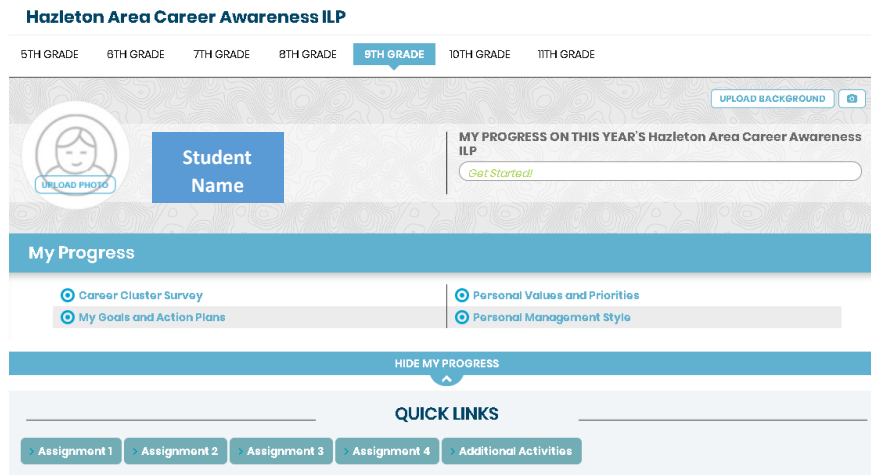**Activity**:   Career Cluster Survey (*Choices360*)
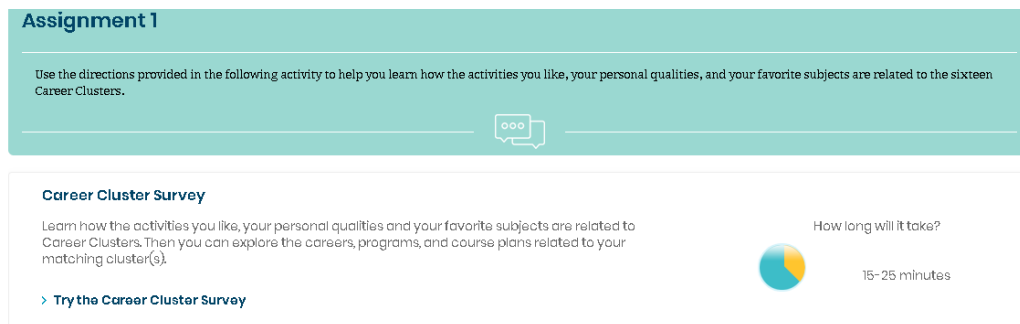
Duration: 20 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
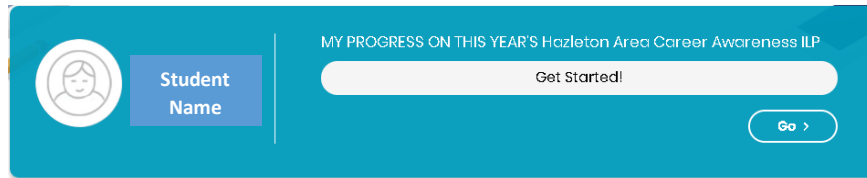
3. Click **Go**.

4. Select **Quarter 1 Assignment** in the area labeled *Quick Links*.

5. Read directions and complete the **Career Cluster Survey** assignment.

6. *Note*: Most students have already completed this survey in a prior grade level. This assignment is to complete the survey a second time and compare the results. If students did not complete survey in a prior grade, they should continue with these directions and complete the survey for the first time.
7. Students will match their interests and personal qualities to Career Clusters to explore future career options. This will be completed by students filling in a series of checklists based on activities that they may like to do in the future or activities that they are interested in or able to do right now. Students will also list personal qualities that describe them and school subjects that they enjoy.
8. Please stress to students that selecting as many activities as possible will yield better results.
9. *Results*: When the surveys are completed, the students should read about their top career clusters and view jobs that are related to that particular cluster.
10. The student must select **Add to Portfolio**.
11. The student must complete the **reflection question** and click **save**. The reflection question is "Do these Career Clusters sound like they would involve careers in which you would be interested? Why do you think these clusters were suggested for you?

Evidence:

- Completion of Career Cluster Survey and Reflection Question
  (Your Portfolio -> Career Planning -> Career Plans)
- ILP Tracking Report

9th Grade – 2nd Assignment

Activity: My Goals and Action Plans (*Choices360*)

Duration: 40 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 2 Assignment** in the area labeled *Quick Links*.
5. Read directions and complete the **Goals and Action Plan Assignment**.
6. Most students should have created two SMART goals in a prior grade. They should take a few minutes to reflect on those goals and determine the level to which they have been achieved.
7. Students should then follow the prompts to create two additional SMART goals.
   a. When selecting **Type of Goals** students should create at least one **Academic** goal and one **Career** goal.
   b. The career goal should be related to the career that they researched for their 8th grade Career Plan.
8. The first step of goal setting involves students selecting Type of Goal, Level of Interest, Objectives, and Timeframe. After selecting **Next**, students will answer questions to describe how the goal is SMART (Specific, Measurable, Achievable, Relevant, Timely). Finally, students will list at least one action as to how they will achieve this goal in the section on the following screen labeled **Action Plan**.
9. Students will repeat the steps to add a second goal.
10. *Note*: Teachers may want to visit this page ahead of time to read more about SMART Goals to give a better explanation to students of what is expected.

Evidence:

- Completion of Two SMART Goals and Action Plans
  (Your Portfolio -> Your Profile -> Looking Ahead)
- ILP Tracking Report

9th Grade – 3rd Assignment

Activity: Personal Values and Priorities (*Choices360*)

Duration: 40 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 3 Assignment** in the area labeled *Quick Links*.
5. Read directions and complete the **Personal Values and Priorities** assignment.
6. Students will define their personal values and priorities by selecting item that are most important to them in their professional, social, and personal life.

Evidence:

- Completion of Personal Values and Priorities
  (Your Portfolio -> Career Planning -> How You See Yourself)
- ILP Tracking Report

9ᵗʰ Grade – 4ᵗʰ Assignment

Activity: Personal Management Style (*Choices360*)

Duration: 40 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 4 Assignment** in the area labeled *Quick Links*.
5. Read directions and complete the **Personal Management Style** assignment.
6. Students will describe how they take risks, manage their time, and take care of themselves.

Evidence:

- Completion of Personal Management Style
  (Your Portfolio -> Career Planning -> How You See Yourself)
- ILP Tracking Report

9th Grade – Additional Assignment - Resume

Activity: Resume Writing (Word and *Choices360*)

Duration: 80 Minutes

Materials: Resume Template
                  Resume Template (Completed Sample)
                  Resume Poster

Directions:

1. Using the provided *Resume Template*, students will complete a resume based on their current work and educational experiences. This resume should be created with the intention of getting a job right now and not a job in the future such as after high school or college.
2. *Suggestion for Teaching*: Provide samples of each section to students in order to address grammar and overall style of the document. Explain the use of action verbs within the experience section and provide examples of additional vocabulary that can be used to explain tasks within the workplace. A completed sample is provided to give an idea of some examples.
3. When finished with the assignment, students must save the work to the *Documents* folder and then upload the file to *Choices360* using the following directions:
4. Log in to *Choices360*.
5. Select **Your Portfolio.**
6. Select **Career Planning**.
7. On the right side of the screen, look for the heading that says, "*Your Career Planning Documents*."
8. Below the heading, select **Upload a Document**.
9. In the *Upload Document* window, select **Browse**.
10. Navigate to and select the saved file (Last Name First Name Resume) and click **Open**.
11. To finalize the upload, select **Upload and Save**.
12. Students should now see the file below the heading that says, "*Your Career Planning Documents*."

Evidence:

- Uploaded Resume File
  (Your Portfolio -> Career Planning)

9ᵗʰ Grade – Additional Assignment – Application

Activity: Employment Application (Handout and *Choices360*)

Duration: 80 Minutes

Materials: Employment Application (English)
Employment Application (Spanish)

Directions:

1. Using the provided *Employment Application,* students will complete an application based on their current work and educational experiences. This application should be created with the intention of getting a job right now and not a job in the future such as after high school or college.
2. *Suggestion for Teaching*: The students can use text boxes and typing skills to fill in the spaces on the application. The teacher can provide samples of each section in order to address grammar and overall style of the document.
3. When finished with the assignment, students must save the work to the *Documents* folder as *Last Name First Name Employment Application* and then upload the file to *Choices360* using the following directions:
4. Log in to *Choices360*.
5. Select **Your Portfolio.**
6. Select **Career Planning**.
7. On the right side of the screen, look for the heading that says, "*Your Career Planning Documents*."
8. Below the heading, select **Upload a Document**.
9. In the *Upload Document* window, select **Browse**.
10. Navigate to and select the saved file (Last Name First Name Employment Application) and click **Open**.
11. To finalize the upload, select **Upload and Save**.
12. Students should now see the file below the heading that says, "*Your Career Planning Documents*."

Evidence:

*   Uploaded Employment Application File
    (Your Portfolio -> Career Planning)

10th Grade – 1st Assignment

Activity: Basic Skills Survey (*Choices360*)

Duration: 20 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 1 Assignment** in the area labeled *Quick Links*.
5. Read directions and complete the **Basic Skills Survey** assignment.
6. Students will take a survey to assess how their basic skills match different career options.
7. *Note*: This assignment was completed in a prior grade level. The students should take the assessment again to determine how their skillset has changed.
8. Please stress to students that they should only select skills that they can do right now. As they select skills, additional options may appear. Students should select as many skills that fit until they cannot select any additional. At that point, they should click **Continue to Next Skill**.
9. *Results*: When completed, the students should become aware of the level each student is at for each skill.

Evidence:

- Completion of Basic Skills Survey
  (Your Portfolio -> Career Planning -> Your Skills)
- ILP Tracking Report

10th Grade – 2nd Quarter

Activity: Early Skills (*Choices360*)

Duration: 20 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 2 Assignment** in the area labeled *Quick Links*.
5. Read directions and complete the **Early Skills** assignment.
6. *Note*: This assignment was completed in a prior grade level. The students should take the assessment again to determine how their skillset has changed.
7. Students should use the checkboxes to check their best personal traits and work skills.
8. At the bottom of the list, students should use the box to describe at least three of their best work skills and examples of how they use the skills.
9. When finished, students must click **Save**.

Evidence:

- Completion of Early Skills
  (Your Portfolio -> Career Planning -> Your Skills)
- ILP Tracking Report

10ᵗʰ Grade – 3ʳᵈ Quarter

Activity: General Workplace Skills (*Choices360*)

Duration: 20 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 3 Assignment** in the area labeled *Quick Links*.
5. Read directions and complete the **General Workplace Skills** assignment.
6. *Note*: This assignment was completed in a prior grade level. The students should take the assessment again to determine how their skillset has changed.
7. Within each of the five sections, students should select a system skill and answer the question asking for a description of how they have demonstrated the particular skill. When finished with each section, students must click **Save**.
8. *Results*: When the survey is completed, the students should read about their skills and view careers that match their identified skills.

Evidence:

- Completion of General Workplace Skills
  (Your Portfolio -> Career Planning -> Your Skills)
- ILP Tracking Report

10ᵗʰ Grade – 4ᵗʰ Quarter

Activity: Transferrable Skills (*Choices360*)

Duration: 20 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 4 Assignment** in the area labeled *Quick Links*.
5. Read directions and complete the **Transferrable Skills** assignment.
6. *Note*: This assignment was completed in a prior grade level. The students should take the assessment again to determine how their skillset has changed.
7. Select **Get Started** and then read the twenty-five checklists to select skills that students can do today and skills that students plan to develop in the future.
8. *Results*: When the survey is completed, the students should read about their skills and view careers that match their identified skills.

Evidence:

- Completion of Transferable Skills
  (Your Portfolio -> Career Planning -> Your Skills)
- ILP Tracking Report

10ᵗʰ Grade – Additional Assignment – Letter Writing

Activity: Cover Letter and Thank You Letter (Word and *Choices360*)

Duration: 80 Minutes

Materials: Cover Letter Template
Cover Letter (Completed Sample)
Thank You Letter Template
Thank You Letter (Completed Sample)

Directions:

1. Using the provided *Cover Letter and Thank You Letter Templates,* students will complete both documents related to their current work and educational experiences. The cover letter should be created with the intention of getting a job right now and not a job in the future such as after high school or college. The thank you letter should be created with the assumption that students just completed the interview process and did not yet hear back from the prospective employer.
2. *Suggestion for Teaching*: Provide samples to students and work with students to complete each of the sections. As a class, students can come up with an imaginary job that everyone is applying for and look up the contact information of the manager to whom the letters would be sent. For most of the blank spaces, the correct wording can be completed together as a class and discussed. Samples of completed templates are provided.
3. When finished with the assignment, students must save both documents to the *Documents* folder and then upload both files to *Choices360* using the following directions:
4. Log in to *Choices360*.
5. Select **Your Portfolio.**
6. Select **Career Planning**.
7. On the right side of the screen, look for the heading that says, "*Your Career Planning Documents*."
8. Below the heading, select **Upload a Document**.
9. In the *Upload Document* window, select **Browse**.
10. Navigate to and select the saved file (Last Name First Name Cover Letter) and click **Open**.
11. To finalize the upload, select **Upload and Save**.
12. Below the heading, select **Upload a Document**.
13. In the *Upload Document* window, select **Browse**.
14. Navigate to and select the saved file (Last Name First Name Thank You Letter) and click **Open**.
15. To finalize the upload, select **Upload and Save**.

16. Students should now see both files below the heading that says, "*Your Career Planning Documents*."

Evidence:

- Uploaded Cover Letter File
  (Your Portfolio -> Career Planning)
- Uploaded Thank You Letter File
  (Your Portfolio -> Career Planning)

10th Grade – Additional Assignment – Updated Resume

Activity: Resume Updating and Personal Journal Entries (Word and *Choices360*)

Duration: 40 Minutes

Directions:

1. Students should review their resumes and make any updates that may have occurred from last year to this year.
2. If a student does not have a resume completed from 9th grade, teachers should follow the 9th Grade 3rd Quarter directions for students to complete and upload a resume
3. Student resumes from 9th grade should be saved to their documents folders. The resumes can also be accessed in *Choices360* by selecting **Your Portfolio**, then **Career Planning**, and then looking to the right of the screen for the heading that says, "*Your Career Planning Documents*."
4. After updating the resume, students should save an updated copy of the resume as *Last Name First Name Resume 10th Grade Update* to the documents folder and to *Choices360* by using the following directions:
5. Log in to *Choices360*.
6. Select **Your Portfolio.**
7. Select **Career Planning**.
8. On the right side of the screen, look for the heading that says, "*Your Career Planning Documents*."
9. Below the heading, select **Upload a Document**.
10. In the *Upload Document* window, select **Browse**.
11. Navigate to and select the saved file (*Last Name First Name Resume 10th Grade Update*) and click **Open**.
12. To finalize the upload, select **Upload and Save**.
13. Students should now see the file below the heading that says, "*Your Career Planning Documents*."
14. Students must also complete at least one journal entry related to any goals, college, or career opportunities from the past year.
15. Select **Your Portfolio.**
16. Select **Your Journal.**
17. Select **Add a New Journal Entry.**
18. *Portfolio Journal*: Teachers should prompt students with questions that can be answered in the journal by writing the following (or something similar) on the board:
    a. During the past year, I have accomplished the following goals…
    b. I am keeping up with my Career Plan by completing the following items…
    c. I have visited the following colleges/job sites to prepare myself for life after high school…
    d. Any additional personal information can be added to a journal entry as desired.
19. Students must click **Save** to save their journal entry.

Hazleton Area School District – Career Curriculum (Grades 9-11)

Evidence:

- Updated Resume File
  (Your Portfolio -> Career Planning)
- Career Plan Update – Journal Entry
  (Your Portfolio -> Your Journal)

11th Grade – 1st Assignment

Activity: Update Career Plan (*Choices360*)

Duration: 40 Minutes

Directions:

1. *Note*: Students should have started a Career Plan in 7th Grade and updated a plan in 8th Grade. If a student did not yet complete this plan, please refer to the 7th Grade – 1st Quarter directions for those students to create a Career Plan. All other 11th grade students will update their career plans during today's lesson.
2. Log in to *Choices360*.
3. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
4. Click **Go**.
5. Select **Quarter 1 Assignment** in the area labeled *Quick Links*.
6. Read the directions and complete the **Career Plan** assignment.
7. Students will be able to view the Career Plan (Plan A) that was created in 7th/8th Grade. If students are no longer interested in pursuing the same career path, they may select to **Create a New Career Plan**. Students should then follow the prompts to add information related to the new career choice.
8. *Note*: Students may also choose to complete a second career plan at this time to learn more about a particular career field by clicking **Create a New Career Path**.

Evidence:

*   Completion of Updated Career Plan
    (Your Portfolio -> Career Planning -> Career Plans)
*   ILP Tracking Report

11th Grade – 2nd Assignment

Activity: Ability Profiler (*Choices360*)

Duration: 90 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 2 Assignment** in the area labeled *Quick Links*.
5. Read the directions and complete the **Ability Profiler** assignment.
6. Select **Get Started**.
   a. Password = **begin** (all lowercase letters)
7. Students will complete a series of six timed sections assessing specific abilities. Each section cannot be paused. Therefore, it is important to manage time and only start sections based on the timeframe remaining in class.
   a. Arithmetic Reasoning – 18 Problems, 20 Minutes
   b. Vocabulary – 19 Problems, 8 Minutes
   c. Three-dimensional Space – 20 Problems, 8 Minutes
   d. Computation – 40 Problems, 6 Minutes
   e. Name Comparison – 90 Problems, 8 Minutes
   f. Object Matching – 42 Problems, 5 Minutes
8. *Results*: When completed, the students should read the results of the Ability Profiler and explore careers related to those results.
9. The student must complete the **reflection question** and click **save**. The reflection question is "Does this sound like you? Think about your results and write your thoughts."

Evidence:

- Completion of Ability Profiler and Reflection Question
  (Your Portfolio -> Career Planning -> All About You)
- ILP Tracking Report

11th Grade - 3rd Assignment

Activity: After High School Transition Plan (*Choices360*)

Duration: 80 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 3 Assignment** in the area labeled *Quick Links*.
5. Read the directions and complete the **After High School Transition Plan** assignment.
6. Students will document their plans for after high school based on all of the research that has been done throughout the past few years related to career awareness.

Evidence:

- Completion of After High School Transition Plan
  (Your Portfolio -> College Planning -> Postsecondary Plans)
- ILP Tracking Report

11th Grade – 4th Assignment

Activity: Job Interview Practice (*Choices360*)

Duration: 80 Minutes

Directions:

1. Log in to *Choices360*.
2. On the home screen, students will now see a blue box (image below) that is a link to each student's Individual Learning Plan (ILP). This ILP will track the lessons that a student completes during each quarter.
3. Click **Go**.
4. Select **Quarter 4 Assignment** in the area labeled *Quick Links*.
5. Read the directions and complete the **Interview Practicce** assignment.
6. Select **Get Started**.
7. Select **Commonly Asked Questions**.
8. Review each of the questions and compose a response to each question.
    a. Teachers may want to review the questions with students and provide examples. Students can work together to complete mock interviews to practice responses to each question.
9. After completing the *Commonly Asked Questions* section, students may go back and complete other question groups for specific practice.

Evidence:

- Completion of Job Interview Practice Questions
  (Your Portfolio -> Career Planning -> Getting Ready for Work)
- ILP Tracking Report

11th Grade – Additional Assignment – Updated Resume

Activity: Resume Updating and Personal Journal Entries (Word and *Choices360*)

Duration: 40 Minutes

Directions:

1. Students should review their resumes and make any updates that may have occurred from last year to this year.
2. If a student does not have a resume completed from 9th or 10th grade, teachers should follow the 9th Grade 3rd Quarter directions for students to complete and upload a resume
3. Student resumes from 9th and 10th grade should be saved to their documents folders. The resumes can also be accessed in *Choices360* by selecting **Your Portfolio**, then **Career Planning**, and then looking to the right of the screen for the heading that says, "*Your Career Planning Documents*."
4. After updating the resume, students should save an updated copy of the resume as *Last Name First Name Resume 11th Grade Update* to the documents folder and to *Choices360* by using the following directions:
5. Log in to *Choices360*.
6. Select **Your Portfolio.**
7. Select **Career Planning**.
8. On the right side of the screen, look for the heading that says, "*Your Career Planning Documents*."
9. Below the heading, select **Upload a Document**.
10. In the *Upload Document* window, select **Browse**.
11. Navigate to and select the saved file (*Last Name First Name Resume 11th Grade Update*) and click **Open**.
12. To finalize the upload, select **Upload and Save**.
13. Students should now see the file below the heading that says, "*Your Career Planning Documents*."
14. Students must also complete at least one journal entry related to any goals, college, or career opportunities from the past year.
15. Select **Your Portfolio.**
16. Select **Your Journal.**
17. Select **Add a New Journal Entry.**
18. *Portfolio Journal*: Teachers should prompt students with questions that can be answered in the journal by writing the following (or something similar) on the board:
    a. During the past year, I have accomplished the following goals…
    b. I am keeping up with my Career Plan by completing the following items…
    c. I have visited the following colleges/job sites to prepare myself for life after high school…
    d. Any additional personal information can be added to a journal entry as desired.
19. Students must click **Save** to save their journal entry.

Hazleton Area School District – Career Curriculum (Grades 9-11)

Evidence:

- Updated Resume File
  (Your Portfolio -> Career Planning)
- Career Plan Update – Journal Entry
  (Your Portfolio -> Your Journal)