

Unit 3: Essential Elements for Employees

Content Area: **CTE**
Course(s):
Time Period: **May**
Length: **1 months**
Status: **Published**

Unit Overview:

In today's world, it's not enough for students to have just technical skills. If they want to advance their career potential and compete in today's job market, they need to stand out, be distinct and be a step ahead. This unit engages students in defining, implementing and measuring their career-readiness skills.

Enduring Understandings:

- The 17 essential elements (employability skills)
- To develop and communicate student abilities with respect to employability skills
- Implement skills to develop high-quality personal and professional relationships
- Apply career readiness content to their current life events and think ahead to their future careers.

Essential Questions:

- What are the key personal skills?
- What are the key workplace skills?
- What are the key technical skills grounded in academics?

Standards/Indicators/Student Learning Objectives (SLOs):

CRP.K-12.CRP1	Act as a responsible and contributing citizen and employee.
CRP.K-12.CRP4	Communicate clearly and effectively and with reason.
CRP.K-12.CRP9	Model integrity, ethical leadership and effective management.
CRP.K-12.CRP12	Work productively in teams while using cultural global competence.
ITEC.9-12.9.4.12.K.57	Maintain a career portfolio to document knowledge, skills, and experience in a career field.
ITEC.9-12.9.4.12.K.61	Examine requirements for career advancement to plan for continuing education and training.
ITEC.9-12.9.4.12.K.62	Research professional development opportunities needed to keep current on relevant trends and information within the cluster.

Lesson Titles:

- Pre-test: Continuous Improvement
- Continuous Improvement Kickoff Presentation
- Overview: Continuous Improvement
- Using Technology Responsibly
- Validating Information Online
- Action Planning to Stretch Your Skills
- Planning a Process
- Going Above and Beyond
- Committing to Personal Well-being
- Following Safety Policies
- Responding in an Emergency
- Building Strong Relationships
- Personal and Professional Time
- Customer Service Role-play
- Your Career Interview
- Your Career Path
- Your Progress Interview
- Standout Portfolios
- Post-test: Continuous Improvement

Career Readiness, Life Literacies, & Key Skills

TECH.9.4.12.CI.1	Demonstrate the ability to reflect, analyze, and use creative skills and ideas (e.g., 1.1.12prof.CR3a).
TECH.9.4.12.CI.2	Identify career pathways that highlight personal talents, skills, and abilities (e.g., 1.4.12prof.CR2b, 2.2.12.LF.8).
TECH.9.4.12.CI.3	Investigate new challenges and opportunities for personal growth, advancement, and transition (e.g., 2.1.12.PGD.1).
TECH.9.4.12.CT.1	Identify problem-solving strategies used in the development of an innovative product or practice (e.g., 1.1.12acc.C1b, 2.2.12.PF.3).

Inter-Disciplinary Connections:

LA.K-12.NJSLSA.W6	Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.
LA.RST.11-12.10	By the end of grade 12, read and comprehend science/technical texts in the grades 11-CCR text complexity band independently and proficiently.
LA.WHST.11-12.2	Write informative/explanatory texts, including the narration of historical events, scientific procedures/experiments, or technical processes.
LA.SL.11-12.1.A	Come to discussions prepared, having read and researched material under study; explicitly draw on that preparation by referring to evidence from texts and other research on the topic or issue to stimulate a thoughtful, well reasoned exchange of ideas.

LA.SL.11-12.4

Present information, findings and supporting evidence clearly, concisely, and logically. The content, organization, development, and style are appropriate to task, purpose, and audience.

LA.SL.11-12.5

Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

Instructional Strategies, Learning Activities, and Levels of Blooms/DOK:

- Progress Journal
- Live Demos on Equipment
- Project Plan Development
- Feedback Reports
- Classwork

Modifications

ELL Modifications:

- Digital translators
- Provide ELL students with multiple literacy strategies
- Front load information
- Focus on domain specific vocabulary and keywords
- Group students
- Use manipulatives where possible
- Use visuals
- Use graphic organizer
- Use real objects when possible
- Create planned opportunities for interaction between individuals in the classroom: skits, cooperative and collaborative learning, student generated stories based on personal experience
- Tap prior knowledge
- Establish a framework allowing ELL students to understand and assimilate new ideas and information
- Provide support as ELL students move through all levels of language acquisition: scaffold learning, processing time, as well as other modifications mentioned above
- Utilize explicit learning strategies that are well planned in advance (intentional planning)
- Assess ELL students continuously using formative assessment methods
- 1:1 testing
- Repeat, reword, clarify
- Intentional scheduling/grouping with student/teacher who speaks the same language if possible
- Offer alternate/or modify assessments
- Be flexible with time frames and deadlines
- Offer resources for specific topics in primary language (YouTube web resources)

IEP & 504 Modifications:

- Testing modifications:
 - higher level reasoning questions would have less weight than other questions or provided as extra credit questions to provide exposure to these questions but not something that will be a detriment to the student's ability to share knowledge of content
 - rewording questions so that there are not higher level vocabulary within the question (you are testing for understanding of the content not the ability to understand the question)
 - less questions per page (so not visually overwhelming)
 - less none of the above, all of the above, which of the following apply, or which do not apply type questions (again it is testing for understanding of the question not the content)
 - if not directly testing directly for reading comprehension offering paraphrasing of quotes, etc... if the student is expected to be testing on understanding that paragraph or quote to answer future questions
 - word banks, multiple choice, matching questions help when possible
 - less questions overall if the student takes so much extra time that they are going into future days (then missing instruction) to take the test
 - allowing student to correct mistakes or answer wrong questions correctly for additional credit if failed the first test (another way to re-teach material)
 - math tests could have formula's available on the test and/or sample problems
 - students could use calculator and/or other math tools (x grids, chips, ect)
- Instructional modifications/accommodations:
 - teaching the main ideas/concepts (limiting not needed details) to be taught and repeating them in several different ways over several different days (goal is 7 different ways same concept for students with learning disabilities)
 - providing students with content vocabulary prior to teaching a lesson including that vocabulary (pre-teaching)
 - providing study guides that don't lead the student to study too much extraneous information (less unnecessary details)/scaffolded study guides
 - scaffolded notes
 - allowing student to take notes in class for reinforcement but also providing a copy of completed/correct notes to study from
 - modeling and showing lots of examples
 - allowing co-teaching with general education and special education teachers in the same classroom so that the special education teacher can re-teach students with special needs in a different way in a smaller group (pulled to the side)
 - if not in a co-teaching setting allowing time in the schedule for a special education teacher to consult with general education teachers on what specifically can be modified or how to paraphrase things in a different way specific to that lesson
 - direct teaching and/or assistance for organization, social skills/peer interactions
 - providing paraphrased or modified reading materials at the student's reading level for science and social studies and elective classes
 - speaking to students privately when redirecting behaviors
 - reducing homework length to just those most important for review
 - allow student to edit with teacher comments the first attempt at a graded written assignment
 - breaking larger assignments/projects into shorter tasks with clear deadlines for each section
 - monitoring student moods/behavior fluctuation patterns to report to casemanager

G&T Modifications:

- Encourage students to explore concepts in depth and encourage independent studies or investigations.
- Invite students to explore different points of view on a topic of study and compare the two.
- Determine where students' interests lie and capitalize on their inquisitiveness.
- Refrain from having them complete more work in the same manner.
- Employ differentiated curriculum to keep interest high.
- Avoid drill and practice activities.
- Ask students' higher level questions that require students to look into causes, experiences, and facts to draw a conclusion or make connections to other areas of learning.
- Encourage students to make transformations- use a common task or item in a different way.
- Different test items.
- Annotating
- Journal article analysis

At Risk Modifications

- review, restate, reword directions
- guided notes
- outlines & graphic organizers
- study guides
- modeling
- visuals
- hands-on Instruction
- slower pacing of materials
- center-based instruction
- more resources/supports
- additional help during tutoring/Delsea One/Academic Enrichment
- retesting
- providing students with content vocabulary prior to teaching a lesson including that vocabulary (pre-teaching)
- scaffolded notes
- allowing student to take notes in class for reinforcement but also providing a copy of completed/correct notes to study from
- modeling and showing lots of examples
- non-verbal redirection of behaviors
- speaking to students privately when redirecting behaviors
- reducing homework length to just those tasks most important for review
- allow student to edit with teacher comments the first attempt at a graded written assignment
- breaking larger assignments/projects into shorter tasks with clear deadlines for each section
- preliminary or "draft" due dates for written assignments, allowing for teacher input prior to the actual assignment due date

- testing modifications

Formative Assessment:

- Anticipatory Set
- Closure
- Warm-Up

Summative Assessment:

- Alternate Assessment
- Benchmark
- Marking Period Assessment

Resources & Materials:

- graphic organizers
- guest speakers
- poster board
- posters

Technology:

- digital screens
- Google Workspace
- interactive whiteboard
- Microsoft Office
- student computers
- www.skillsusa.org

TECH.8.1.12.A.1

Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.

TECH.8.1.12.A.3

Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.

TECH.8.1.12.A.CS1

Understand and use technology systems.

TECH.8.1.12.A.CS2

Select and use applications effectively and productively.

TECH.8.1.12.C.CS2

Communicate information and ideas to multiple audiences using a variety of media and formats.

TECH.8.1.12.C.CS3

Develop cultural understanding and global awareness by engaging with learners of other

cultures.

TECH.8.1.12.D.1

Demonstrate appropriate application of copyright, fair use and/or Creative Commons to an original work.

TECH.8.1.12.D.4

Research and understand the positive and negative impact of one's digital footprint.

TECH.8.1.12.D.CS1

Advocate and practice safe, legal, and responsible use of information and technology.

TECH.8.1.12.D.CS2

Demonstrate personal responsibility for lifelong learning.

TECH.8.1.12.D.CS3

Exhibit leadership for digital citizenship.