**Career Interest/Readiness/Research Unit**

Week 1: Introduction to Career Exploration

Day 1: Introduction to the unit; discuss the importance of career planning and readiness.

Day 2: Overview of different career categories (trades, healthcare, technology, arts, etc.).

Day 3: Students complete an interest inventory to identify potential career interests.

Day 4: Group discussion on the results of the interest inventory.

Day 5: Introduction to the final project: a presentation on a chosen career.

Week 2: Researching Careers

Day 1: How to conduct career research (using reliable sources, identifying key information).

Day 2: Assign students to research various career categories.

Day 3: Research session.

Day 4: Research session.

Day 5: Students summarize their research findings in a written report.

Week 3: Career Categories Deep Dive

Day 1: Focus on trades (carpentry, electricians, ironworkers, plumbers); guest speaker or video presentation.

Day 2: Focus on healthcare careers; guest speaker or video presentation.

Day 3: Focus on technology careers; guest speaker or video presentation.

Day 4: Focus on arts and media careers; guest speaker or video presentation.

Day 5: Group discussion and reflection on what they learned about different career categories.

Week 4: Interview Preparation

Day 1: Introduction to conducting interviews; preparing interview questions.

Day 2: Mock interview session in class.

Day 3: Assign students to interview a professional in their field of interest.

Day 4: Work on interview questions and strategies.

Day 5: Plan and schedule real interviews (with teacher assistance).

Week 5: Conducting Interviews & Research

This week will be used to conduct interviews and continue with research.

Week 6: Budgeting and Financial Planning

Day 1: Introduction to personal budgeting and financial planning.

Day 2: Budgeting basics: income, expenses, and savings.

Day 3: Career-specific budgeting: research average salaries and living costs.

Day 4: Create a budget based on the chosen career.

Day 5: Group discussion on the importance of financial planning and budgeting.

Week 7: Creating a Career Plan

Day 1: Steps to creating a career plan; short-term and long-term goals.

Day 2: Research educational requirements and pathways for chosen careers.

Day 3: Drafting a personal career plan.

Day 4: Peer review and feedback on career plans.

Day 5: Finalizing and submitting career plans.

Week 8: Presentation Preparation

Day 1: Introduction to creating effective presentations (PowerPoint, posters, etc.).

Day 2: Work on presentation content and design.

Day 3: Presentation workday.

Day 4: Presentation workday.

Day 5: Peer review and practice presentations.

Week 9: Presentations

Day 1: Student presentations on their chosen career.

Day 2: Student presentations.

Day 3: Student presentations.

Day 4: Student presentations.

Day 5: Student presentations and reflection.

Week 10: Reflection and Assessment

Day 1: Reflect on what was learned throughout the unit; class discussion.

Day 2: Self-assessment and peer feedback on presentations.

Day 3: Discuss next steps for career planning beyond 8th grade.

Day 4: Celebration of learning; showcase student work.

Day 5: Unit wrap-up and final reflections.

Materials Needed

• Computers with internet access

• Interest inventory surveys

• Guest speakers or career-focused videos

• Budgeting worksheets

• Presentation tools (PowerPoint, poster boards)

• Interview scheduling and contact information for professionals

**Week 1: Introduction to Career Exploration**

**Day 1: Introduction to the Unit**

**Objective**: Students will understand the purpose and structure of the career exploration unit.

**Activities**:

**1. Introduction to the Unit**: Explain the goals and outline the 10-week unit plan, emphasizing the importance of career exploration.

**2. Class Discussion:** Ask students what they know about career planning and why it might be important.

**3. Journal Entry**: Have students write a short reflection on what they hope to learn and any careers they are currently interested in.

**Materials Needed:**

Unit overview handouts

Journals or notebooks

\*All worksheets/handouts can be uploaded to Google Classroom in an effort to be paper free. A hard copy can be given to students in accordance with any IEP/504 modifications or upon request.

**Introduction to the Unit Journal Reflection**

Instructions: Write a short reflection on the following prompts.

1. What do you hope to learn from this career exploration unit?

2. Are there any specific careers you are currently interested in?

Why?

3. What skills or subjects do you enjoy in school?

How do you think these might relate to future careers?

4. What do you think is important to consider when choosing a career?

**Day 2: Overview of Career Categories**

**Objective:** Students will learn about various career categories and start thinking about their interests.

**Activities:**

**1. Presentation:** Give an overview of different career categories such as trades, healthcare, technology, arts, business, and education.

**2. Career Category Posters:** Divide students into groups and assign each group a career category. They create a poster highlighting key careers within their category.

**3. Gallery Walk:** Students walk around and view each group’s poster, taking notes on careers that interest them.

Materials Needed:

Presentation slides

Poster boards and markers

\*Posters can be created digitally on [Adobe](https://www.adobe.com/) if your school subscribes, or on [Pixlr](https://pixlr.com/) (free education accounts available and EdLaw 2d compliant)

**Career Category Poster**

Instructions: In your group, use this worksheet to gather information for your poster.

Career Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List at least five key careers within your category:



2. For each career, write a brief description of what professionals in that field do:

* Career 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Career 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Career 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Career 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Career 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What education or training is typically required for these careers?

4. What are some common workplaces for these careers?

**Day 3: Interest Inventory**

**Objective:** Students will complete an interest inventory to help identify potential career interests.

**Activities:**

**1. Introduction to Interest Inventories:** Explain what an interest inventory is and how it can help in career planning.

**2. Interest Inventory Survey**: Have students complete an interest inventory (e.g., [Naviance,](https://id.naviance.com/) [Career Zone,](https://careerzone.labor.ny.gov/jz/views/careerzone/index.jsf) [CareerOneStop](https://www.careeronestop.org/ExploreCareers/explore-careers.aspx), [My Next Move,](https://www.mynextmove.org/explore/ip) [ViaCharacter)](https://www.viacharacter.org/)

**3. Class Discussion**: Discuss the different types of interests and how they can translate into career options.

**Materials Needed:**

Printed interest inventory surveys or computers/tablets for online surveys

**Day 4: Interpreting Interest Inventory Results**

**Objective:** Students will interpret their interest inventory results and begin exploring related careers.

**Activities:**

**1. Review Results:** Help students understand their interest inventory results.

**2. Career Matching:** Students use their results to explore related careers, using information provided by online interest surveys, resources like the [Bureau of Labor Statistics,](https://www.bls.gov/) or other career websites.

**3. Reflection:** Students write a reflection on their top career matches and why these careers might suit their interests.

**Materials Needed:**

Interest inventory results

Computers/tablets for career exploration

**Interest Inventory Reflection**

Instructions: After completing your interest inventory, reflect on the results.

1. What are your top three interest areas according to the inventory?

2. List three careers that match your interest areas:

3. Why do these careers interest you? Provide at least one reason for each:

* Career 1:

Reason:

* Career 2:

Reason:

* Career 3:

Reason:

4. What did you find surprising or interesting about your inventory results?

**Career Exploration**

Instructions: Use this worksheet to explore careers related to your interest inventory results.

1. Career 1:

Name of Career:

Description of Job:

Required Education/Training:

Average Salary:

Job Outlook:

Why it interests me:

2. Career 2:

Name of Career:

Description of Job:

Required Education/Training:

Average Salary:

Job Outlook:

Why it interests me:

3. Career 3:

Name of Career:

Description of Job:

Required Education/Training:

Average Salary:

Job Outlook:

Why it interests me:

**Day 5: Introduction to Final Project**

**Objective:** Students will understand the requirements and expectations for their final project.

**Activities:**

**1. Final Project Overview:** Explain the final project, which includes researching a chosen career, conducting an interview, creating a budget, and preparing a presentation.

**2. Project Planning:** Students begin brainstorming potential careers they might want to focus on for their project.

**3. Q&A Session:** Answer any questions students have about the project.

Materials Needed:

Final project guidelines handout

Brainstorming worksheets

**Final Project Brainstorming**

Instructions: Use this worksheet to brainstorm ideas for your final project.

1. List at least three potential careers you are considering for your project:

2. For each career, list one reason why it interests you:

* Career 1:

Reason:

* Career 2:

Reason:

* Career 3:

Reason:

3. What do you need to research about these careers? List three key areas for each:

* Career 1:
* Career 2:
* Career 3:

4. What are some potential sources you can use for your research?

5. Any questions or concerns you have about the project:

**Week 2: Researching Careers**

**Day 1:** How to conduct career research (using reliable sources, identifying key information).

**Objective:** Students will learn how to conduct effective career research using reliable sources.

**Activities:**

**1. Introduction to Research:** Explain the importance of reliable sources and how to identify them.

**2. Research Methods Presentation:** Teach students how to use online databases, libraries, and career websites. Highlight resources such as the [Bureau of Labor Statistics](https://www.bls.gov/), [CareerOneStop](https://www.careeronestop.org/), and [O\*NET](https://www.onetonline.org/).

**3. Hands-On Practice**: Provide students with sample careers to research in pairs, using different sources.

**4. Discussion**: Discuss the challenges and benefits of using various research methods.

**Materials Needed:**

Presentation slides

Computers/tablets

List of sample careers

Research resource handout

**Research Methods Practice Worksheet**

Instructions: Use this worksheet to practice researching careers using different methods.

Career to Research:

1. Source 1: Online Database (e.g., Bureau of Labor Statistics)

• Website:

• Information Found:

• Reliability: (circle one) High / Medium / Low

• Notes:

2. Source 2: Career Website (e.g., CareerOneStop)

• Website:

• Information Found:

• Notes:

3. Source 3: Professional Organization Website

• Title:

• Information Found:

• Reliability: (circle one) High / Medium / Low

• Notes:

4. Source 4: Any

• Organization:

• Website:

• Information Found:

• Reliability: (circle one) High / Medium / Low

• Notes:

**Day 2: Assign Students to Research Various Career Categories**

**Objective**: Students will be assigned career categories to research in-depth.

**Activities:**

**1. Assign Career Categories**: Explain that students will be assigned different career categories to research and present. Assign categories based on interest inventories and class discussion.

**2. Group Formation:** Divide students into groups based on their assigned career category.

**3. Research Planning**: Each group develops a research plan, outlining what they need to find out about their assigned category (job descriptions, required skills, education, job outlook, etc.).

**4. Start Research**: Groups begin initial research, gathering basic information.

**Materials Needed:**

Research planning worksheet

Computers/tablets

Career category assignment list

**Research Planning**

Career Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Members:

Research Plan:

1. Job Descriptions:

* What do professionals in this career do?

2. Required Skills:

* What skills are necessary for this career?

3. Education/Training:

* What education or training is needed for this career?

4. Job Outlook:

* What is the job outlook for this career?

5. Salary:

* What is the average salary for this career?

6. Work Environment:

* Where do professionals in this career typically work?

7. Additional Information:

* Any other relevant information about this career?

Plan for Research:

1. Resources to Use:

2. Tasks for Group Members:

3. Timeline:

**Day 3: Research Session**

**Objective:** Students will conduct in-depth research on their assigned career categories.

**Activities:**

**1. Research Session:** Students use computers/tablets to research their assigned career category, focusing on job descriptions, required skills, education, job outlook, and other relevant information.

**2. Teacher Support:** Teacher circulates to assist students, answer questions, and provide guidance.

**Materials Needed:**

Computers/tablets

Research resource handout

Career research worksheet

**Career Research Worksheet**

Career Category:

Group Members:

Research Findings:

1. Job Descriptions:

* What do professionals in this career do?

2. Required Skills:

* What skills are necessary for this career?

3. Education/Training:

* What education or training is needed for this career?

4. Job Outlook:

* What is the job outlook for this career?

5. Salary:

* What is the average salary for this career?

6. Work Environment:

* Where do professionals in this career typically work?

7. Additional Information:

* Any other relevant information about this career?

Summary:

Most interesting finding:

Biggest challenge in researching:

Next steps for research:

**Day 4: Research Session**

**Objective**: Students will continue their in-depth research on their assigned career categories.

**Activities:**

**1. Research Session:** Students continue using computers/tablets to gather detailed information about their assigned career category.

**2. Teacher Support:** Teacher provides ongoing support, ensuring students are finding reliable information and staying on task.

**Materials Needed:**

Computers/tablets

Research resource handout

Career research worksheet

**Day 5: Summarizing Research Findings**

**Objective:** Students will summarize their research findings in a written report.

**Activities:**

**1. Introduction to Report Writing:** Explain the structure of a research report and the key elements it should include (introduction, body, conclusion).

**2. Report Writing:** Students write their research reports, summarizing their findings from the week.

**3. Peer Review:** Students exchange reports with a peer for feedback.

**4. Wrap-Up:** Students revise their reports based on peer feedback and submit them.

**Materials Needed:**

Research report template

Computers/tablets

Peer review worksheet

**Research Report Template**

Title: Career Research Report on [Career Category]

Introduction:

* Introduce the career category.
* Explain why this career category was chosen for research.

Body:

1. Job Descriptions: Describe what professionals in this career do.

2. Required Skills: List and describe the skills necessary for this career.

3. Education/Training: Detail the education or training needed for this career.

4. Job Outlook: Explain the job outlook for this career.

5. Salary: Provide information on the average salary for this career.

6. Work Environment: Describe where professionals in this career typically work.

7. Additional Information: Include any other relevant information about this career.

Conclusion:

• Summarize the key findings.

• Reflect on why this career might be a good fit based on the research.

• Discuss any remaining questions or areas for further research.

References:

• List all sources used in the research

**Week 3: Career Categories Deep Dive**

**Day 1: Focus on Trades (Carpentry, Electricians, Ironworkers, Plumbers)**

**Objective:** Students will gain an understanding of various trades careers through a guest speaker or video presentation.

**Activities:**

1. **Introduction** 
   * Introduce the day's focus on trades.
   * Explain the importance of trades careers.
2. **Guest Speaker/Video Presentation** 
   * Listen to the guest speaker or watch a video presentation about trades careers.
   * Take notes using the Trades Career Worksheet.
3. **Class Discussion** 
   * Discuss key points from the presentation.
   * Reflect on the importance and opportunities within trades careers.

**Materials:**

Slide presentation

Guest Speaker or Video Presentation

Trades Career Worksheet

**Trades Career Worksheet**

Name:

Trades Career Notes

Instructions: Take notes during the guest speaker or video presentation on trades careers.

**Carpentry:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Electricians:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Ironworkers**:

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Steamfitters:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Day 2: Focus on Healthcare Careers**

**Objective:** Students will gain an understanding of various healthcare careers through a guest speaker or video presentation.

**Activities:**

1. **Introduction**
   * Introduce the day's focus on healthcare careers.
   * Explain the importance of healthcare careers.
2. **Guest Speaker/Video Presentation** 
   * Listen to the guest speaker or watch a video presentation about healthcare careers.
   * Take notes using the Healthcare Career Worksheet.
3. **Class Discussion** 
   * Discuss key points from the presentation.
   * Reflect on the importance and opportunities within healthcare careers.

**Materials:**

Slide presentation

Guest Speaker or Video Presentation

Healthcare Career Worksheet

**Healthcare Careers Worksheet**

Name:

Healthcare Career Notes

Instructions: Take notes during the guest speaker or video presentation on healthcare careers.

**Registered Nurse:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Physician:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Pharmacist**:

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Physical Therapist:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Day 3: Focus on Technology Careers**

**Objective:** Students will gain an understanding of various technology careers through a guest speaker or video presentation.

**Activities:**

1. **Introduction** 
   * Introduce the day's focus on technology careers.
   * Explain the importance of technology careers.
2. **Guest Speaker/Video Presentation** 
   * Listen to the guest speaker or watch a video presentation about technology careers.
   * Take notes using the Technology Career Worksheet.
3. **Class Discussion** 
   * Discuss key points from the presentation.
   * Reflect on the importance and opportunities within technology careers.

**Materials:**

Slide presentation

Guest Speaker or Video Presentation

Technology Career Worksheet

**Technology Career Worksheet**

Name:

Technology Career Notes

Instructions: Take notes during the guest speaker or video presentation on technology careers.

**Software Developer:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Data Scientist:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Network Administrator**:

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Cybersecurity Analyst:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Day 4: Focus on Arts and Media Careers**

**Objective:** Students will gain an understanding of various arts and media careers through a guest speaker or video presentation.

**Activities:**

1. **Introduction** 
   * Introduce the day's focus on arts and media careers.
   * Explain the importance of arts and media careers.
2. **Guest Speaker/Video Presentation** 
   * Listen to the guest speaker or watch a video presentation about arts and media careers.
   * Take notes using the Arts and Media Career Worksheet.
3. **Class Discussion** 
   * Discuss key points from the presentation.
   * Reflect on the importance and opportunities within arts and media careers.

**Materials:**

Slide presentation

Guest Speaker or Video Presentation

Arts and Media Career Worksheet

**Media Arts Career Worksheet**

Name:

Media Arts Career Notes

Instructions: Take notes during the guest speaker or video presentation on media arts careers.

**Graphic Designer:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Photographer:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Journalist**:

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Film Director:**

Job Responsibilities

Required Education:

Salary Range:

Job Outlook:

**Day 5: Group Discussion and Reflection**

**Objective:** Students will reflect on what they learned about different career categories and discuss their insights in groups.

**Activities:**

1. **Introduction** 
   * Recap the week’s focus on different career categories.
2. **Group Discussion** 
   * Divide students into small groups.
   * Have each group discuss what they learned about the different career categories.
3. **Class Discussion** 
   * Share insights from group discussions with the entire class.
4. **Reflection Activity** 
   * Distribute the Reflection Worksheet.
   * Have students reflect on their learnings and future career interests.

**Materials:**

Slide presentation

Reflection Worksheet

**Week 4: Career Exploration through Interviews**

#### **Day 1: Preparing for Informational Interviews**

**Objective:** Students will learn how to prepare for and conduct informational interviews.

**Activities:**

1. **Introduction to Informational Interviews:**
   * Discuss the purpose and benefits of informational interviews.
   * Explain how they differ from job interviews and why they are valuable for career exploration.
2. **Research and Preparation:**
   * Provide tips on how to research professionals in their chosen career fields.
   * Discuss the importance of preparing questions and topics to discuss.
3. **Creating a Question List:**
   * Have students create a list of questions they would like to ask during their informational interviews using the **Informational Interview Questions Worksheet**.
   * Share and discuss some example questions to guide them.

**Materials Needed:**

* Informational Interview Questions Worksheet
* Examples of informational interview questions

#### 

#### **Informational Interview Questions Worksheet**

**Instructions:** Create a list of questions to ask during your informational interview.

1. **What inspired you to pursue this career?**
2. **Can you describe a typical day in your job?**
3. **What skills and qualifications are important for success in this field?**
4. **What do you enjoy most about your job?**
5. **What are the biggest challenges you face in your role?**
6. **How did you get started in this career?**
7. **What advice would you give to someone interested in this career?**
8. **What are the opportunities for growth and advancement in this field?**

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#### **Day 2: Conducting Informational Interviews**

**Objective:** Students will understand how to effectively conduct an informational interview.

**Activities:**

1. **Effective Communication Skills:**
   * Discuss the importance of good communication skills during interviews, including active listening, note-taking, and expressing gratitude.
2. **Role-Playing Informational Interviews:**
   * Pair students up and have them role-play informational interviews using their prepared questions.
   * One student acts as the interviewer while the other plays the role of the professional.
3. **Debrief and Feedback:**
   * Discuss the role-playing experience and provide feedback on what went well and what could be improved.
   * Emphasize the importance of following up with a thank-you note after the interview.

**Materials Needed:**

* Prepared question lists from Day 1
* Role-playing feedback forms

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#### **Day 3: Analyzing Informational Interviews**

**Objective:** Students will analyze the information gathered from their informational interviews and reflect on their career interests.

**Activities:**

1. **Interview Analysis:**
   * Have students analyze the responses they received during their informational interviews using the **Interview Analysis Worksheet**.
   * Encourage them to consider what they learned about the career, the industry, and the day-to-day responsibilities.
2. **Career Reflection:**
   * Have students reflect on how the information gathered impacts their career interests and goals.
   * Use the **Career Reflection Worksheet** to guide their reflections.
3. **Group Discussion:**
   * Facilitate a group discussion where students can share their insights and reflections.
   * Discuss common themes and surprising discoveries.

**Materials Needed:**

* Interview Analysis Worksheet
* Career Reflection Worksheet

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#### **Interview Analysis Worksheet**

**Instructions:** Analyze the information gathered from your informational interview.

1. **Key Insights:**
2. **Interesting Facts:**
3. **Skills and Qualifications:**
4. **Challenges:**
5. **Opportunities for Growth:**
6. **Overall Impression of the Career:**

#### 

#### **Career Reflection Worksheet**

**Instructions:** Reflect on how the information gathered impacts your career interests and goals.

1. **How has your perspective on this career changed after the interview?**
2. **What did you find most surprising or interesting about the career?**
3. **How do your skills and interests align with this career?**
4. **What steps will you take to further explore or prepare for this career?**

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#### **Day 4: Creating a Career Profile Presentation**

**Objective:** Students will create a presentation based on the information gathered from their informational interviews.

**Activities:**

1. **Introduction to Career Profile Presentations:**
   * Explain the purpose of the career profile presentation and its components: introduction, interview insights, career details, and personal reflections.
2. **Presentation Planning:**
   * Have students outline their presentations using the **Presentation Planning Worksheet**.
   * Discuss the importance of organizing information clearly and engaging the audience.
3. **Creating the Presentation:**
   * Students begin creating their presentations, using visual aids such as slides, posters, or handouts.
   * Circulate to provide individual feedback and assistance.

**Materials Needed:**

* Presentation Planning Worksheet
* Access to presentation materials (computers, poster boards, etc.)

#### 

#### **Presentation Planning Worksheet**

**Instructions:** Plan the outline of your career profile presentation.

1. **Introduction:**
   * Briefly introduce yourself and the professional you interviewed.
2. **Interview Insights:**
   * Summarize the key points and insights from your informational interview.
3. **Career Details:**
   * Describe the career, including typical responsibilities, required skills, and opportunities for growth.
4. **Personal Reflections:**
   * Reflect on how the information gathered has influenced your career interests and goals.
5. **Conclusion:**
   * Wrap up your presentation with a summary and any final thoughts.

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#### **Day 5: Presentation Practice and Feedback**

**Objective:** Students will practice their career profile presentations and receive feedback from peers and the teacher.

**Activities:**

1. **Presentation Practice:**
   * Have students practice their presentations in small groups or pairs.
   * Each student presents while the others provide constructive feedback using the **Presentation Feedback Worksheet**.
2. **Group Feedback Session:**
   * Facilitate a group feedback session where students can share their experiences and learn from each other’s feedback.
   * Emphasize the importance of incorporating feedback to improve their presentations.

**Materials Needed:**

* Presentation Feedback Worksheet
* Completed presentations

### 

#### **Presentation Feedback Worksheet**

**Instructions:** Provide constructive feedback on your peer’s presentation.

1. **What did you like most about the presentation?**
2. **What could be improved in the presentation?**
3. **Was the information organized and clear?**
4. **Did the presenter engage the audience?**
5. **Additional Comments:**

**Week 6: Budgeting and Financial Planning**

**Day 1: Introduction to Personal Budgeting and Financial Planning**

**Objective:** Students will understand the basics of personal budgeting and the importance of financial planning.

**Activities:**

1. **Introduction** 
   * Define budgeting and financial planning.
   * Explain the importance of managing personal finances.
2. **Presentation** 
   * Go through the slides on the basics of budgeting.
   * Discuss the components of a budget: income, expenses, savings, and goals.
3. **Activity: Budgeting Brainstorm** 
   * Distribute the Personal Budgeting Worksheet.
   * Have students brainstorm their own income sources, expenses, and financial goals.
4. **Class Discussion** 
   * Share and discuss some of the students' budgeting ideas.

**Materials:**

Slide presentation

Personal Budgeting Worksheet

**Personal Budgeting Worksheet**

**Name:**

**Personal Budgeting Brainstorm**

**Instructions:** Brainstorm your own income sources, expenses, and financial goals. Write them down below.

1. **Income Sources:**
2. **Expenses:**
3. **Financial Goals:**

**Day 2: Budgeting Basics: Income, Expenses, and Savings**

**Objective:** Students will learn about the basics of budgeting, including managing income, expenses, and savings.

**Activities:**

1. **Introduction** 
   * Review the importance of budgeting.
   * Discuss the basics of managing income, expenses, and savings.
2. **Presentation** 
   * Go through the slides on income, expenses, and savings.
   * Explain how to track and manage each component.
3. **Activity: Budgeting Exercise** 
   * Distribute the Budgeting Basics Worksheet.
   * Have students complete a sample budget based on given scenarios.
4. **Class Discussion** 
   * Review and discuss the sample budgets.

**Materials:**

Slide presentation

Budgeting Basics Worksheet

**Budgeting Basics Worksheet**

**Name:**

**Sample Budget Exercise**

**Instructions:** Complete the sample budget based on the given scenario.

**Scenario:**

* **Income:** $1,500 per month
* **Expenses:**
  + Rent: $600
  + Groceries: $200
  + Transportation: $100
  + Entertainment: $50
  + Miscellaneous: $100
  + Savings: $200

| **Income** | **Amount** |
| --- | --- |
| Monthly Income | $1,500 |

|  | **Expenses** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Amount** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Rent |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $600 |
|  | Groceries |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $200 |
|  | Transportation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $100 |
|  | Entertainment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $50 |
|  | Miscellaneous |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $100 |
|  | Savings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $200 |

| **Total Expenses** | **$1,250** |
| --- | --- |

**Remaining Balance:** $1,500 - $1,250 = $250

**Day 3: Career-Specific Budgeting: Research Average Salaries and Living Costs**

**Objective:** Students will research average salaries and living costs for their chosen careers.

**Activities:**

1. **Introduction** 
   * Explain the importance of understanding salaries and living costs.
   * Discuss how career choice affects financial planning.
2. **Research Activity** 
   * Distribute the Career Budget Research Worksheet.
   * Have students use computers to research average salaries and living costs for their chosen careers.
3. **Class Discussion** 
   * Share research findings.
   * Discuss how different careers impact budgeting and financial planning.

**Materials:**

Slide presentation

Career Budget Research Worksheet

Access to computers/internet for research

**Career Budget Research Worksheet**

**Name:**

**Career Budget Research**

**Instructions:** Research the average salary and living costs for your chosen career. Write down your findings below.

1. **Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Average Salary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Living Costs:**
   * Rent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Groceries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Utilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Miscellaneous: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Monthly Expenses:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day 4: Create a Budget Based on the Chosen Career**

**Objective:** Students will create a budget based on the average salary and living costs for their chosen career.

**Activities:**

1. **Introduction** 
   * Review the importance of budgeting based on career and living costs.
   * Discuss how to create a realistic budget.
2. **Activity: Budget Creation** 
   * Distribute the Career Budget Worksheet.
   * Have students create a detailed budget based on their researched salary and living costs.
3. **Class Discussion** 
   * Review and discuss the created budgets.
   * Share insights and challenges faced during the activity.

**Materials:**

Slide presentation

Career Budget Worksheet

**Career Budget Worksheet**

**Name:**

**Creating Your Career Budget**

**Instructions:** Create a detailed budget based on your chosen career’s average salary and living costs.

**Income:**

| **Expenses** | **Amount** |
| --- | --- |
| Rent | \_\_\_\_\_\_\_\_\_\_\_ |
| Groceries | \_\_\_\_\_\_\_\_\_\_\_ |
| Transportation | \_\_\_\_\_\_\_\_\_\_\_ |
| Utilities | \_\_\_\_\_\_\_\_\_\_\_ |
| Miscellaneous | \_\_\_\_\_\_\_\_\_\_\_ |
| Savings | \_\_\_\_\_\_\_\_\_\_\_ |

**Total Expenses:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remaining Balance:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day 5: Group Discussion on the Importance of Financial Planning and Budgeting**

**Objective:** Students will participate in a group discussion on the importance of financial planning and budgeting.

**Activities:**

1. **Introduction** 
   * Summarize the key points covered during the week.
   * Explain the purpose of the group discussion.
2. **Group Discussion** 
   * Distribute the Group Discussion Questions Worksheet.
   * Facilitate a discussion on the importance of financial planning and budgeting.
3. **Class Reflection** 
   * Reflect on the week’s activities.
   * Share takeaways and personal insights.

**Materials:**

Slide presentation

Group Discussion Questions Worksheet

**Group Discussion Questions Worksheet**

**Name:**

**Group Discussion Questions**

**Instructions:** Participate in the group discussion and take notes on the key points shared.

1. Why is budgeting important for personal financial stability?
2. What challenges might people face when creating a budget?
3. How can financial planning help achieve long-term goals?
4. What are some strategies for managing unexpected expenses?
5. How can you apply what you've learned about budgeting to your future career?

**Week 7: Creating a Career Plan**

**Day 1: Steps to Creating a Career Plan; Short-Term and Long-Term Goals**

**Objective:** Students will learn the steps to create a career plan and differentiate between short-term and long-term goals.

**Activities:**

1. **Introduction** 
   * Define what a career plan is and its importance.
   * Discuss the difference between short-term and long-term goals.
2. **Presentation** 
   * Go through the slides on the steps to creating a career plan.
   * Provide examples of short-term and long-term goals.
3. **Activity: Setting Goals** 
   * Distribute the Career Planning Worksheet.
   * Have students identify and write down their short-term and long-term goals.
4. **Class Discussion** 
   * Share and discuss some of the goals students have set.

**Materials:**

Slide presentation

Career Planning Worksheet

**Career Planning Worksheet**

**Name:**

**Setting Career Goals**

**Instructions:** Identify and write down your short-term and long-term goals.

**Short-Term Goals (1-3 years):**

**Long-Term Goals (5-10 years):**

**Day 2: Research Educational Requirements and Pathways for Chosen Careers**

**Objective:** Students will research the educational requirements and pathways for their chosen careers.

**Activities:**

1. **Introduction** 
   * Explain the importance of understanding educational requirements for career planning.
2. **Research Activity** 
   * Distribute the Educational Pathways Worksheet.
   * Have students use computers to research the educational requirements and pathways for their chosen careers.
3. **Class Discussion** 
   * Share research findings.
   * Discuss how different educational paths impact career planning.

**Materials:**

Slide presentation

Educational Pathways Worksheet

Access to computers/internet for research

**Educational Pathways Worksheet**

**Name:**

**Researching Educational Requirements and Pathways**

**Instructions:** Research the educational requirements and pathways for your chosen career. Write down your findings below.

1. **Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Educational Requirements:**
   * High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Vocational Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Certifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Pathways:**

**Day 3: Drafting a Personal Career Plan**

**Objective:** Students will draft their personal career plans, incorporating their research and goals.

**Activities:**

1. **Introduction** 
   * Review the steps to creating a career plan.
   * Explain the components of a comprehensive career plan.
2. **Activity: Drafting Career Plans** 
   * Distribute the Career Plan Draft Worksheet.
   * Have students draft their personal career plans, including their goals, educational pathways, and action steps.
3. **Class Discussion** 
   * Share and discuss some of the career plans.

**Materials:**

Slide presentation

Career Plan Draft Worksheet

**Career Plan Draft Worksheet**

**Name:**

**Drafting Your Career Plan**

**Instructions:** Draft your personal career plan, incorporating your goals, educational pathways, and action steps.

1. **Career Goal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Short-Term Goals (1-3 years):**
3. **Long-Term Goals (5-10 years):**
4. **Educational Pathways:**
5. **Action Steps:**

**Day 4: Peer Review and Feedback on Career Plans**

**Objective:** Students will review and provide feedback on their peers' career plans.

**Activities:**

1. **Introduction** 
   * Explain the importance of peer review and constructive feedback.
   * Discuss how to provide effective feedback.
2. **Activity: Peer Review** 
   * Distribute the Peer Review Worksheet.
   * Pair up students to review each other's career plans and provide feedback.
3. **Class Discussion** 
   * Share feedback and insights from the peer review.

**Materials:**

Slide presentation

Peer Review Worksheet

**Peer Review Worksheet**

**Name:**

**Peer Review of Career Plan**

**Instructions:** Review your peer’s career plan and provide constructive feedback.

1. **Career Goal:**
2. **Short-Term Goals:**
3. **Long-Term Goals:**
4. **Educational Pathways:**
5. **Action Steps:**

**Feedback:**

1. What did you like about the career plan?
2. What suggestions do you have for improvement?
3. Additional comments:

**Day 5: Finalizing and Submitting Career Plans**

**Objective:** Students will finalize and submit their career plans.

**Activities:**

1. **Introduction** 
   * Review the steps to finalize a career plan.
   * Discuss the importance of having a clear and actionable plan.
2. **Activity: Finalizing Career Plans** 
   * Distribute the Final Career Plan Worksheet.
   * Have students incorporate feedback and finalize their career plans.
3. **Submission** 
   * Collect the finalized career plans.
   * Discuss the next steps for their career planning journey.

**Materials:**

Slide presentation

Final Career Plan Worksheet

**Final Career Plan Worksheet**

**Name:**

**Finalizing Your Career Plan**

**Instructions:** Incorporate feedback and finalize your career plan. Ensure that your goals, educational pathways, and action steps are clear and actionable.

1. **Career Goal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Short-Term Goals (1-3 years):**
3. **Long-Term Goals (5-10 years):**
4. **Educational Pathways:**
5. **Action Steps:**

**Final Checklist:**

1. Have you incorporated feedback? Yes / No
2. Are your goals clear and achievable? Yes / No
3. Have you outlined the necessary educational pathways? Yes / No
4. Are your action steps specific and actionable? Yes / No

**Week 8: Presentation Preparation**

**Day 1: Introduction to Creating Effective Presentations (PowerPoint, Posters, etc.)**

**Objective:** Students will learn the basics of creating effective presentations using different formats such as PowerPoint, posters, and other visual aids.

**Activities:**

1. **Introduction** 
   * Discuss the importance of creating effective presentations.
   * Explain different types of presentations (e.g., PowerPoint, posters).
2. **Presentation** 
   * Use the slide presentation to teach the basics of creating effective presentations.
   * Show examples of good and bad presentations.
3. **Activity: Planning Your Presentation** 
   * Distribute the Presentation Planning Worksheet.
   * Have students start planning their presentations, choosing their format (PowerPoint, poster, etc.).
4. **Class Discussion** 
   * Share initial presentation ideas and formats.
   * Provide feedback and suggestions.

**Materials:**

Slide presentation on effective presentations

Examples of different types of presentations

Presentation Planning Worksheet

Computers with PowerPoint or other presentation software

Poster boards and markers (optional for poster presentations)

**Presentation Planning Worksheet**

**Name:**

**Planning Your Presentation**

**Instructions:** Use this worksheet to start planning your presentation. Decide on your format and outline your main points.

1. **Presentation Topic:**
2. **Format (PowerPoint, poster, etc.):**
3. **Main Points:**
   * Introduction:
   * Main Point 1:
   * Main Point 2:
   * Main Point 3:
   * Conclusion:
4. **Visual Aids and Resources Needed:**
5. **Additional Notes:**

### **Weeks 9&10: Final Presentations and Reflection**

#### **Days 1-3: Presentation Day**

**Objective:** Students will present their career profiles to the class.

**Activities:**

1. **Presentation Setup:**
   * Ensure the presentation space is set up with necessary equipment (e.g., projector, computer, poster boards).
2. **Presentations:**
   * Have students present their career profiles to the class.
   * Encourage respectful listening and constructive feedback from peers.
3. **Q&A Session:**
   * Allow time for a brief Q&A session after each presentation, where classmates can ask questions and the presenter can elaborate on certain points.

**Materials Needed:**

Presentation equipment (projector, computer, poster boards)

Completed presentations

#### **Peer Review Checklist**

**Instructions:** Use this checklist to provide constructive feedback on your peer’s presentation.

1. **Content:**
   * Clearly presents career details
   * Includes insights from the informational interview
   * Provides personal reflections
2. **Organization:**
   * Information is logically organized
   * Presentation flows smoothly
3. **Delivery:**
   * Speaker is clear and understandable
   * Speaker engages the audience
4. **Visual Aids:**
   * Visual aids are clear and relevant
   * Visual aids enhance the presentation
5. **Overall Effectiveness:**
   * Presentation is informative and engaging
   * Audience questions are addressed effectively

**Additional Comments:**

#### **Day 4: Final Presentation Day and Final Peer Feedback**

**Objective:** Finish any remaining presentations and provide final peer feedback.

**Activities:**

1. **Presentation Setup:**
   * Ensure the presentation space is set up with necessary equipment.
2. **Presentations:**
   * Finish any remaining student presentations.
   * Encourage respectful listening and constructive feedback from peers.
3. **Final Peer Feedback:**
   * Distribute the **Final Peer Feedback Worksheet**.
   * Have students provide detailed feedback on their peers’ presentations.

**Materials Needed:**

* Presentation equipment
* Completed presentations
* Final Peer Feedback Worksheet

#### 

#### **Final Peer Feedback Worksheet**

**Instructions:** Provide detailed feedback on your peer’s presentation.

1. **What did you like most about the presentation?**
2. **What could be improved in the presentation?**
3. **Was the information organized and clear?**
4. **Did the presenter engage the audience?**
5. **Additional Comments:**

#### 

#### **Day 5: Reflection and Celebration**

**Objective:** Reflect on the career exploration unit and celebrate the students’ achievements.

**Activities:**

1. **Reflection Activity:**
   * Have students complete the **Unit Reflection Worksheet**, reflecting on their learning experiences, personal growth, and future goals.
2. **Group Discussion:**
   * Facilitate a group discussion where students can share their reflections and insights.
   * Discuss what they found most valuable and how they plan to use what they’ve learned.

**Materials Needed:**

* Unit Reflection Worksheet

#### 

#### **Unit Reflection Worksheet**

**Instructions:** Reflect on your learning experiences and personal growth during this career exploration unit.

1. **What was the most valuable thing you learned during this unit?**
2. **How have your career interests or goals changed as a result of this unit?**
3. **What was the most challenging part of this unit for you?**
4. **How did you overcome this challenge?**
5. **What skills did you develop or improve during this unit?**
6. **How will you use what you’ve learned in your future career planning?**
7. **Additional reflections or comments:**