**LinkedIn-Thank You Note**

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| Teacher Name: Shauna Sitts | | | Duration (in minutes): 80  The follow up thank you note would be worked on in class one week after the lesson to give the students time to interview teachers. Other LinkedIn lessons can be delivered during that week span |
| Grade Level(s): 9-12 | Subject/Course: English/Business | | Unit: LinkedIn- Thank You Note |
| Resources needed:  On-site people, facilities, tools, technology, materials, community connections | Chromebook/smart phone, printer, paper, envelope, google docs/word, [Interviewing | Department of Labor (ny.gov)](https://dol.ny.gov/interviewing) content. Thank you cards, slides from DOL with career questions [How to Write a Thank You Note | Hallmark Ideas & Inspiration](https://ideas.hallmark.com/articles/thank-you-ideas/how-to-write-a-thank-you-note/) [How to Write a Meaningful Thank You Note (hbr.org)](https://hbr.org/2021/11/how-to-write-a-meaningful-thank-you-note) | | |
| Learning Standards: | CDOS- Career Development, Integrated Learning, Universal Foundation Skills | | |
| Big Idea & Authentic Purpose:  Why does this matter to your students?  How will this be helpful to your students? | This authentic PBL unit tasks students with demonstrating their transferable and technical skills, experience, leadership roles etc. on a professional platform. LinkedIn is one of many platforms employers are utilizing. Once students have engaged with an employer whether it’s through an interview or informational interview they should follow up with a thank you note. This would be expected of them as they network and interview for desired positions in the future. | | |
| Type of Career Content   * Career specific * Career psychology * Career skills | Experts:  Administrators perspective on the matter and other employers in the community. | | |
| Relevancy:  How does it connect to students' lives? | Students will have time to come up with career related questions on their own or use questions given in the slide provided to interview a teacher. After the information interview, they will follow up with a thank you note. This will allow students to learn about different career paths of adults that they interact with on a daily basis. | | |
| Objectives:   1. Students will be able write a thank you note/letter with the required components 2. Students will be able to fill out an envelope | | Assessment:  .The student will write a thank you note that includes the following components   1. Salutation/greeting 2. Thank the teacher for taking the time for them to be interviewed 3. What they learned/found interesting about the teacher’s career path | |
| Knowledge Construction: How are students going to construct content knowledge and practice it  Beginning of lesson  Discuss the benefits to having a LinkedIn account (networking/interviews, industry trends etc.).  Explain that students are connected on a daily basis to their peers and teachers and provide examples how we all help each other in certain areas of our lives. Students will choose a teacher that they would want to know more about in regards to their career path and create questions to ask the teacher. | | | |
| Middle of lesson  Student and teacher will demonstrate a mock meeting to the rest of the students. Students will come up with questions to me and take notes on what was said to highlight comments later in the thank you note. | | | |
| End of lesson  Examples of thank you notes will be provide via handout to discuss together  The students and teacher will collaborate to write one thank you note from the mock meeting  Students will then have to write a thank you note to the teacher that they interviewed | | | |