

Unit 1: Career Skills
Topics in Math
8 Class Meetings

Rev. June 2018

Essential Questions

- What are the key components of job applications and successful interview skills?

Enduring Understandings with Unit Goals

EU 1: It is important to know a potential employer and what he or she is looking for in a candidate for employment.

- Research and understand possible places of employment.

EU 2: Resumes and cover letters are an essential part of the job application process.

- Create a resume and cover letter including all necessary components.

EU 3: There are common aspects to all successful job interviews.

- Identify, describe, and perform a successful job interview.

Standards

Common Core State Standards

- **CCSS.ELA-LITERACY.SL.11-12.6** Adapt speech to a variety of contexts and tasks, demonstrating a command of formal English when indicated or appropriate. (See grades 11-12 Language standards 1 and 3 here for specific expectations.)
- **CCSS.ELA-LITERACY.W.11-12.2.E** Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.
- **CCSS.ELA-LITERACY.SL.11-12.6** Adapt speech to a variety of contexts and tasks, demonstrating a command of formal English when indicated or appropriate. (See grades 11-12 Language standards 1 and 3 here for specific expectations.)

MSMHS Academic, Civic, and Social Competencies

Competency 1: Read and write effectively for a variety of purposes.

Competency 2: Speak effectively with a variety of audiences in an accountable manner.

Competency 3: Make decisions and solve problems independently and collaboratively.

Competency 5: Contribute to a positive learning environment with respect and responsibility.

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Unit Content Overview

1. Getting to Know an Employer

- “First 5 Seconds Make-or-Break”
- Stereotypes and Appearance
- Eye Contact and Facial Expressions
- Job Applications

2. Resumes and Cover Letters

- Formatting
- Key elements of a resume
- Vocabulary and “Buzz Words”
- Cover letter writing

3. Interviews

- Preparing for an interview
- How to answer common interview questions
- Behavior during an interview

Interdisciplinary Connections

- ELA: Writing and speaking about processes, word problems

Learning Objectives

Students will be able to...

- Demonstrate acceptable behavior and hand shake etiquette.
- Explain how to complete a job application.
- Apply skills needed in order to create a cover letter containing all necessary elements.
- Examine the components of a successful resume.
- Apply information in order to submit a completed job application.
- Identify key components of a successful interview.
- Perform a successful interview, modeling the application of interview skills.

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Instructional Strategies/Differentiated Instruction

- Daily Warm Up Activities
- Power Point Lecture with note-taking
- Guided Notes
- Flexible grouping
- Exit slips
- Graphic Organizers
- Creating authentic connections for students
- Rephrasing and restatement of information and concepts
- Accountable Talk Discussion
- Independent Problem Solving
- Collaborative Problem Solving
- Homework
- SAT Prep

Assessments

FORMATIVE ASSESSMENTS:

- Answering end-of-chapter questions from textbook
- Warm Up Activities: SAT Practice Problems
- Daily check-ins with students
- Resume
- Completed Job Application Project
- Student Interview Performance Task (practical application)
 - MSMHS Rubric 2: Accountable Talk
- Homework/Reading checks

SUMMATIVE ASSESSMENTS:

- Cover Letter
- Job Application Project
- Student Interview Performance Task

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Unit Task

Unit Task Name: Student Interviews

Description: Students will use information learned in this unit about employers (EU 1), how to write a cover letter, resume, and job application (EU 2), and how to succeed in an interview (EU 3), to perform a successful interview with a local professional. They will prepare for the interviews by rehearsing common questions, researching the company for which they are applying, and practicing interview behaviors. Students will be evaluated by the teacher and local professionals. They will also conduct a self-assessment after watching a video of their performances.

Evaluation: MSMHS Rubric 2: Accountable Talk

Unit Resources

- Textbook (*Personal Financial Literacy* By Jeff Madura, Mike Casey, and Sherry J. Roberts, Pearson Education, Inc. 2010.)
- MSMHS School-wide Rubrics
- Local professionals to perform interviews
- Internet databases
- Laptops
- Graphing calculators
- Online SAT Prep