



Integrating Career Awareness into the ABE and ESOL Classroom

Course Outline and Schedule

The purpose of this course is to prepare you — instructors and counselors — to implement the *Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide* within the context of your situation. The hands-on activities will increase your level of comfort and familiarity with the curriculum guide and the related topics.

Course instructor

Angelic Hardy, anp1@psu.edu

Course registrar

Leah Peterson, lpeterson@worlded.org

(Please add these e-mail addresses to your e-mail client's accepted sender/recipient lists to insure you receive important course announcements.)

Course dates

January 16–February 28, 2014

Time

Approx. 3–4 hours per week; 24 hours total

Technical assistance

Steve Quann, squann@worlded.org

Course Objectives

By the end of the course, you will be able to

- Compare a variety of lessons and resources included in *Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide* to assist students completing a Career and Education Planning Worksheet
- Complete a Lesson Planning Template from the *ICA Curriculum Guide* that is tailored to the student levels, intensity of instruction, length of your program cycle and aligned, where applicable, to your state or program content standards
- Determine the preparation, classroom time, and resources that you will need in order to deliver the lessons that you've included in your Lesson Planning Template
- Apply a framework for setting a personal goal and discuss how you would introduce this framework to students to help them set concrete goals
- Navigate, compare, and assess local and online resources to complement the *ICA* lessons, such as career exploration websites, college websites, One Stop Career Centers, and potential guest speakers
- List the education steps needed towards a credential in a specific career pathway and identify a postsecondary institution in your area that provides such training

Course Topics

Lesson 1: Course Introduction

- Welcome
- Required Software
- Course Features
- Course Objectives
- Course Project
- Course Requirements
- Planning for Learning
- Activity #1 Personal Learning Goals

Lesson 4: The Self-Exploration Process

- Self-Assessment Tools

Lesson 2: The Why and What of Career Awareness and Planning

- The U.S. Economy
- Student Persistence
- Where Do Adults Turn for Career Assistance?
- Career Planning Model
- Key Features of the *ICA Curriculum Guide*

Lesson 3: The Cultural Context of Career Planning

- Activity #2 The Influence of Family and Friends
- Activity #3 Identifying Transferable Skills
- Online Self-Assessment Tools
- Introduction to Goal Setting

- Activity #4 Setting SMART Goals
- SMART Goals Online
- Lesson Planning Project

Lesson 5: Occupational Exploration

- Resources for Occupational Exploration
- Activity #5 One Stop Career Centers
- Activity #6 Using Online Resources for Occupational Exploration
- Lesson Planning Project

Lesson 6: Career Planning Skills

- Lesson Planning Project
- Understanding Career Pathways
- Activity #7 Mapping an Educational Pathway
- College Knowledge
- Lesson Planning Project

Lesson 7: Tying It All Together

- Career Planning Programs
- Final Lesson Planning Project
- Course Evaluation

Course Schedule	Also see requirements for Course Completion on p. 4.
WEEK 1	
Complete Lessons 1–3	
<p>Lesson 1: Course Introduction</p> <p>Available: Thursday, January 16</p> <p>Complete by: Friday, January 24</p>	<p>Readings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guide to the Lesson Planning Template, p. 183 <input type="checkbox"/> Sample Lesson Plans, pp.184–188 <p>Lesson Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update computer software <input type="checkbox"/> Become familiar with online tools and course features <input type="checkbox"/> Review course objectives, schedule, and requirements <input type="checkbox"/> Project: Lesson Planning Template <input type="checkbox"/> Activity #1 Personal Learning Goals <p>Discussion Posts</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Personal Learning Goals</i>
<p>Lesson 2: The Why and What of Career Awareness and Planning</p> <p>Complete by: Friday, January 24</p>	<p>Readings</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Integrating Career Awareness into the ABE & GED Classroom</i> <input type="checkbox"/> How to Use This Guide, <i>ICA</i>, pp. 12–14 <input type="checkbox"/> Who Did What, , <i>ICA</i>, pp. 16–17 <input type="checkbox"/> Handouts, , <i>ICA</i>, p. 8 <p>Lesson Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Poll: Baby Boomer Jobs <input type="checkbox"/> Poll: How Many Jobs Have You Had? <input type="checkbox"/> Poll: What’s Your Experience? <input type="checkbox"/> Review key features of curriculum guide
<p>Lesson 3: The Cultural Context of Career Planning</p> <p>Complete by: Friday, January 24</p>	<p>Readings</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Influence of Family and Friends, , <i>ICA</i>, pp. 25–26 <input type="checkbox"/> Multicultural Career Education and Development, <i>ICA</i>, pp. 203–206 <input type="checkbox"/> Cultural Context Lessons, , <i>ICA</i>, pp. 15–26 <p>Lesson Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activity #2 The Influence of Family and Friends <input type="checkbox"/> Project: Cultural Context Lesson Planning <p>Discussion Posts</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Influences</i> <input type="checkbox"/> <i>Cultural Context Lessons</i>

WEEKS 2–3**Complete Lesson 4**

Lesson 4: The Self-Exploration Process

Complete by:
Friday, February 7

Note: You have two weeks to complete this lesson

Readings

- Transferable Skills Handouts: Things I Have Done, Things I Like, Skills Identification, Things I Am Good At
- Introduction to Goal Setting, *ICA*, pp. 34–37
- Setting Goals, *ICA*, pp. 106–111
- SMART Goal Worksheet
- Self-Exploration Lessons, *ICA*, pp. 27–67

Lesson Activities

- Activity #3 Identifying Transferable Skills
- Optional: Online Self-Assessment Tools
- Test Your SMART Knowledge
- Activity #4 Setting SMART Goals
- Optional: SMART Goals Online
- Project: Self-Exploration Process Lesson Planning

Discussion Posts

- Skill Inventories*
- Online Self-Assessment Tools*
- SMART Goals*
- Self-Exploration Lessons*

WEEK 4**Complete Lesson 5**

Lesson 5: Occupational Exploration

Complete by:
Friday, February 14

Note: You have until February 28 to complete Activity #5, visit to a One Stop Career Center

Readings

- Informational Interviews, *ICA*, pp. 81–85
- Job Fairs/Career Fairs, *ICA*, pp. 86–88
- Using the Internet to Learn About Occupations, *ICA*, pp. 70–78
- Career Exploration and the Internet, Version A
- Checklist for Evaluating Career Websites
- Occupational Exploration Lessons, *ICA*, pp.69–95

Lesson Activities

- Activity #5 One Stop Career Centers
- Activity #6 Using Online Resources for Occupational Exploration
- Project: Occupational Exploration Lesson Planning

Discussion Posts

- Navigating Websites*
- Occupational Exploration Lessons*

WEEK 5**Complete Lesson 6**

Lesson 6: Career Planning Skills

Complete by:
Friday, February 21

Readings

- Career Planning Skills, *ICA*, pp. 97–182

Lesson Activities

- Project: Career Planning Skills Lesson Planning, Part 1
- Activity #7 Mapping an Educational Pathway
- Quiz: Test Your College Knowledge
- Project: Career Planning Skills Lesson Planning, Part 2

Discussion Posts

- Career Planning Skills Lessons*
- Educational Pathway*

WEEK 6**Complete Lesson 7**

Lesson 7: Tying It All Together

Complete by:
Friday, February 28

Readings

- Career and Education Planning Worksheet, *ICA*, pp. 179–182

Activities

- Project: Finalizing Your Lesson Planning Template
 - E-mail final Lesson Planning Template to instructor
 - Complete Course Evaluation
-

Course Completion

Your work will be assessed on whether or not and to what extent you have done the following*:

1. Completed the required assignments and postings*: total of 75%
 - Lesson 3: *Influences* posting (5%)
 - Lesson 3: Cultural Context Lesson Plan and *Cultural Context Lessons* posting (10%)
 - Lesson 4: *Skill Inventories* posting (5%)
 - Lesson 4: Pair assignment and *SMART Goals* posting (10%)
 - Lesson 4: Self-Exploration Lesson Plan and *Self-Exploration Lessons* posting (10%)
 - Lesson 5: *Navigating Websites* posting (5%)
 - Lesson 5: Occupational Exploration Lesson Plan and *Occupational Exploration Lessons* posting (10%)
 - Lesson 6: Educational Pathway Worksheet and *Educational Pathway* posting (10%)
 - Lesson 6: Career Planning Skills Lesson Plan, Part 1, and *Career Planning Skills Lessons* posting (10%)

*In all cases where the assignment is a Discussion area *posting*, the requirement includes participating in the discussion by reading and responding thoughtfully to some of the other posts.

2. Completed the Final Lesson Planning Project: 25%

If you score an 80% or above, you will successfully complete the course and earn a certificate of completion.

Course materials are available through Friday, March 14.