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, anpl@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 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

Lesson 4: The Self-Exploration Process
- Self-Assessment Tools
- 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

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>Complete Lessons 1–3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1: Course Introduction</td>
<td>Readings</td>
</tr>
<tr>
<td>Available: Thursday, January 16</td>
<td>[ ] Guide to the Lesson Planning Template, p. 183</td>
</tr>
<tr>
<td>Complete by: Friday, January 24</td>
<td>[ ] Sample Lesson Plans, pp. 184–188</td>
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<tr>
<td>Lesson Activities</td>
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<tr>
<td>[ ] Update computer software</td>
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<td>[ ] Become familiar with online tools and course features</td>
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<tr>
<td>[ ] Review course objectives, schedule, and requirements</td>
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<tr>
<td>[ ] Project: Lesson Planning Template</td>
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<tr>
<td>[ ] Activity #1 Personal Learning Goals</td>
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<tr>
<td>Discussion Posts</td>
<td>[ ] Personal Learning Goals</td>
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</tbody>
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| Lesson 2: The Why and What of Career Awareness and Planning | Readings |
| Complete by: Friday, January 24 | [ ] Integrating Career Awareness into the ABE & GED Classroom |
| | [ ] How to Use This Guide, *ICA*, pp. 12–14 |
| | [ ] Handouts, *ICA*, p. 8 |
| Lesson Activities | |
| [ ] Poll: Baby Boomer Jobs | |
| [ ] Poll: How Many Jobs Have You Had? | |
| [ ] Poll: What’s Your Experience? | |
| [ ] Review key features of curriculum guide | |

| Lesson 3: The Cultural Context of Career Planning | Readings |
| Complete by: Friday, January 24 | [ ] The Influence of Family and Friends, *ICA*, pp. 25–26 |
| | [ ] Cultural Context Lessons, *ICA*, pp. 15–26 |
| Lesson Activities | |
| [ ] Activity #2 The Influence of Family and Friends | |
| [ ] Project: Cultural Context Lesson Planning | |
| Discussion Posts | [ ] Influences |
| | [ ] Cultural Context Lessons |
### 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

<table>
<thead>
<tr>
<th>Readings</th>
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<tbody>
<tr>
<td>☐ Transferable Skills Handouts: Things I Have Done, Things I Like, Skills Identification, Things I Am Good At</td>
</tr>
<tr>
<td>☐ Introduction to Goal Setting, <em>ICA</em>, pp. 34–37</td>
</tr>
<tr>
<td>☐ Setting Goals, <em>ICA</em>, pp. 106–111</td>
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<td>☐ SMART Goal Worksheet</td>
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#### 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

<table>
<thead>
<tr>
<th>Readings</th>
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</thead>
<tbody>
<tr>
<td>☐ Informational Interviews, <em>ICA</em>, pp. 81–85</td>
</tr>
<tr>
<td>☐ Job Fairs/Career Fairs, <em>ICA</em>, pp. 86–88</td>
</tr>
<tr>
<td>☐ Using the Internet to Learn About Occupations, <em>ICA</em>, pp. 70–78</td>
</tr>
<tr>
<td>☐ Career Exploration and the Internet, Version A</td>
</tr>
<tr>
<td>☐ Checklist for Evaluating Career Websites</td>
</tr>
<tr>
<td>☐ Occupational Exploration Lessons, <em>ICA</em>, pp. 69–95</td>
</tr>
</tbody>
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#### 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

<table>
<thead>
<tr>
<th>Readings</th>
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<tbody>
<tr>
<td>☐ Career Planning Skills, <em>ICA</em>, pp. 97–182</td>
</tr>
</tbody>
</table>

#### 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**

<table>
<thead>
<tr>
<th>Lesson 7: Tying It All Together</th>
<th>Readings</th>
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</thead>
<tbody>
<tr>
<td>Complete by:</td>
<td>Career and Education Planning Worksheet, <em>ICA</em>, pp. 179–182</td>
</tr>
<tr>
<td>Friday, February 28</td>
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**Activities**

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

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**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.

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Course materials are available through Friday, March 14.