

<b>Course</b>	<b>Rationale</b>
<p><i>Practicum in Health Science</i></p> <p><b>Unit VII</b> <i>Career Preparation and Employability</i></p> <p><b>Essential Question</b> <i>What are employers looking for in job applicants?</i></p> <p><b>TEKS</b> <i>130.205(c) 9A</i></p> <p><b>Prior Student Learning</b> <i>The student should be able to identify employer expectations of punctuality, attendance and time management</i></p> <p><b>Estimated time</b> <i>7-9 hours</i></p>	<p>In the health care industry, professionals face aggressive competition for the most desired positions. It is essential to be able to use a variety of online tools to research careers and occupations.</p> <p><b>Objectives</b></p> <p>Upon completion of this lesson, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Investigate O*NET to prepare for a future career</li> <li>• Assess necessary skills for employment</li> <li>• Select a prospective career</li> <li>• Compare one's skills with job requirements</li> <li>• Probe techniques prospective employers use in the hiring process</li> </ul> <p><b>Engage</b></p> <ul style="list-style-type: none"> <li>• Ask students to raise their hand if they currently have a job. Ask them if they intend to keep that job until they retire.             <ul style="list-style-type: none"> <li>○ What was the process when they were hired?</li> <li>○ Did they fill out an application or were they also required to submit a resume?</li> </ul> </li> <li>• Explain that once students graduate from high school, often they will be required to submit a resume when seeking employment.</li> <li>• Ask students what they think should be on a resume. List their answers on the board.</li> <li>• Ask students what qualifies as Social Media. Ask for a show of hands if they have Face book, Twitter, Instagram or YouTube accounts.</li> <li>• Ask them if they have ever deleted questionable material from their accounts.</li> <li>• Explain the importance of maintaining a professional image on all social media when applying for a job (and college too!)</li> </ul> <p><b>Key Points</b></p> <p>I. O*NET</p> <p>A. O*NET is the nation's primary FREE source of occupational information which contains hundreds of occupation-specific career descriptions. This site may be used throughout your life in the event you decide to change jobs later on.</p> <p>B. Helps to evaluate or investigate career options</p> <p>II. HOW DO I SHOW OFF MY SKILLS?</p> <p>A. Resumes are used to "sell" your abilities to prospective employers</p>

- B. Cover Letter is used to “introduce” you and give an overview of your qualifications.
- C. Resumes may be hand delivered, mailed or sent via email.
- D. Some sites allow for immediate uploading

### III. RESUME TIPS

- A. Why do I need one?
- B. Keep the design simple
- C. Keep it to one page
- D. Use brief phrases; no complete sentences
- E. Make sure you have a professional email address (Gmail. Stay away from cute or suggestive addresses

### IV. MORE RESUME TIPS

- A. Use bullet points where applicable
- B. Capitalize or use bold font on section headings
- C. Single space within sections; Double space between sections
- D. No “fluff”; be honest or it could haunt you
- E. Stress your achievements
- F. If printing, use good, quality bond paper
- G. Do not include references on resume. List on a separate sheet

### V. TWITTER

- A. Emerging job search tool
- B. 140 (or less) characters
- C. Be careful who you follow and who you allow to follow you!
- D. Some recruiters use Twitter because it is brief
- E. Link Twitter to your personal web page so recruiters can see more details of your skills

### VI. PERSONAL WEB PAGE

- A. Increasingly popular
- B. Can be linked to your resume, LinkedIn, etc.
- C. Display qualifications in detail, including video, pictures, samples of your work, etc.

### Activity

- I. Complete the Would You Hire *YOU?*” Students’ Notes Handout
- II. Complete the O\*NET Scavenger Hunt
- III. Complete the O\*NET Part II
- IV. Complete the Career Research Project.

### Assessment

Successful completion of “Would You Hire *YOU?*”, O\*NET Scavenger Hunt, and O\*NET Part II.

Career Project Rubrics (2 rubrics; one for resume, cover letter, and letter of resignation and one for project presentation)

## **Materials**

Paper

Internet

Computers with word processors and multimedia software

<http://www.mynextmove.org/explore/ip>

<http://www.mynextmove.org>

## **References**

O\*NET (<http://www.onetonline.org>)

## **Accommodations for Learning Differences**

For reinforcement, the student will list and define the components of a résumé.

For enrichment, the student will write their resume using only 140 characters.

Hint: they can do a word count in MS Word, using the Review Tab then selecting “word count.”

## **National and State Education Standards**

National Health Science Clusters Standards

HLC09.01 Employability and Career Development

Health care workers will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills and will maintain and upgrade skills, as needed.

130.205 (9) (A) update a professional portfolio to include:

- (i) technical skill competencies;
- (ii) licensures or certifications;
- (iii) awards and scholarships;
- (iv) extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations;
- (v) abstract of technical competencies mastered during the practicum;
- (vi) résumé;
- (vii) samples of work; and
- (viii) evaluation from the practicum supervisor; and

## **Texas College and Career Readiness Standards**

CROSS-DISCIPLINARY STANDARDS

I. Key Cognitive Skills

A. Intellectual curiosity

2. Accept constructive criticism and revise personal views when valid evidence warrants

D. Academic behaviors

1. Self-monitor learning needs and seek assistance when needed.
2. Use study habits necessary to manage academic pursuits and requirements.
3. Strive for accuracy and precision.
4. Persevere to complete and master tasks.

E. Work habits

1. Work independently.

F. Academic integrity

1. Attribute ideas and information to source materials and people.
2. Evaluate sources for quality of content, validity, credibility, and relevance.
4. Understand and adhere to ethical codes of conduct.

II. Foundational Skills

A. Reading across the curriculum

1. Use effective pre-reading strategies.
2. Use a variety of strategies to understand the meanings of new words.
3. Identify the intended purpose and audience of the text.
4. Identify the key information and supporting details.
5. Analyze textual information critically.
6. Annotate, summarize, paraphrase, and outline texts when appropriate.
7. Adapt reading strategies according to structure of texts.
8. Connect reading to historical and current events and personal interest.

B. Writing across the curriculum

1. Write clearly and coherently using standard writing conventions.
2. Write in a variety of forms for various audiences and purposes.
3. Compose and revise drafts.

C. Research across the curriculum

1. Understand which topics or questions are to be investigated.
5. Synthesize and organize information effectively.
6. Design and present an effective product.
7. Integrate source material.
8. Present final product.

E. Technology

1. Use technology to gather information.
2. Use technology to organize, manage, and analyze information.
3. Use technology to communicate and display findings in a clear and coherent manner.
4. Use technology appropriately.

# ***Would YOU Hire YOU?***

## **STUDENT NOTES**

### **I. OBJECTIVES:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### **II. O\*NET:**

6. O\*NET is \_\_\_\_\_ and contains \_\_\_\_\_ of \_\_\_\_\_-specific \_\_\_\_\_.
7. It helps to \_\_\_\_\_ or \_\_\_\_\_ career \_\_\_\_\_.
8. The Main Web site is: \_\_\_\_\_
9. The on-line survey link is: \_\_\_\_\_
10. If you already have a career in mind, use this link: \_\_\_\_\_
11. The average person changes jobs \_\_\_\_\_ times in a lifetime.
12. The average \_\_\_\_\_ age is \_\_\_\_\_ years.
13. \_\_\_\_\_ doesn't end with \_\_\_\_\_ or \_\_\_\_\_.
14. \_\_\_\_\_ -level skills: \_\_\_\_\_ skills.
15. \_\_\_\_\_ skills: require \_\_\_\_\_ knowledge pertaining to the job or could be previous \_\_\_\_\_ experience.
16. A \_\_\_\_\_ is used to " \_\_\_\_\_ " abilities to \_\_\_\_\_.
17. A \_\_\_\_\_ Letter is used to " \_\_\_\_\_ " the applicant and give an overview

of one's \_\_\_\_\_.

18. Resumes may be \_\_\_\_\_, \_\_\_\_\_, or sent via \_\_\_\_\_.
19. Some sites allow for \_\_\_\_\_.
20. Keep the resume to \_\_\_\_\_ page.
21. Use \_\_\_\_\_ phrases; no complete \_\_\_\_\_.
22. No more than \_\_\_\_\_ to \_\_\_\_\_ words per statement.
23. Make sure to have a professional \_\_\_\_\_ address.
24. Use \_\_\_\_\_ where applicable.
25. \_\_\_\_\_ or use \_\_\_\_\_ font on section headings.
26. \_\_\_\_\_ space within sections; \_\_\_\_\_ space between sections.
27. Be \_\_\_\_\_.
28. Stress your \_\_\_\_\_.
29. If printing, use good, quality \_\_\_\_\_.
30. Do not include \_\_\_\_\_ on the resume.
31. \_\_\_\_\_% of companies research candidates via \_\_\_\_\_.
32. Delete \_\_\_\_\_ pictures.

# Would YOU Hire YOU?

## STUDENT NOTES

### ANSWER KEY

**NOTE: It is the instructor's option to use this activity as a daily grade or a completion grade.**

#### III. OBJECTIVES:

1. Investigate the O\*NET Website
2. Assess necessary skills for employment
3. Select a prospective career
4. Compare one's skills with job requirements
5. Probe techniques prospective employers use in the hiring process

#### IV. O\*NET:

6. O\*NET is free and contains hundreds of occupation-specific careers.
7. It helps to evaluate or investigate career options.
8. The Main Web site is: <http://www.onetonline.org>
9. The on-line survey link is: <http://www.mynextmove.org/explore/ip>
10. If you already have a career in mind, use this link: <http://www.mynextmove.org/>
11. The average person changes jobs 11 times in a lifetime.
12. The average retirement age is 67 years.
13. Education doesn't end with high school or college graduation!
14. Entry-level skills: basic skills.
15. Advanced skills: require direct knowledge pertaining to the job or could be possible work experience.
16. A resume is used to "sell" abilities to prospective employers.
17. A Cover Letter is used to "introduce" the applicant and give an overview of one's qualifications.
18. Resumes may be hand delivered, mailed, or sent via e-mail.

19. Some sites allow for immediate uploading.
20. Keep the resume to one page.
21. Use brief phrases; no complete sentences.
22. No more than 10 to 12 words per statement.
23. Make sure to have a professional email address.
24. Use bullet points where applicable.
25. Capitalize or use bold font on section headings.
26. Single space within sections; Double space between sections.
27. Be honest.
28. Stress your achievements.
29. If printing, use good, quality bond paper.
30. Do not include references on the resume.
31. 37% of companies research candidates via social media.
32. Delete questionable pictures.



# O\*NET SCAVENGER HUNT

(Learn to Navigate O\*NET)

DIRECTIONS: Using the Internet, go to [www.onetonline.org](http://www.onetonline.org) to complete this activity. Be prepared to discuss your answers!

1. What is the definition of O\*NET?
2. List **THREE** occupations that fall into the “Rapid Growth” Sector:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
3. How many categories fall under the “Rapid Growth” Sector?
4. Looking back at the **three** occupations you listed in Question #1, list the median wages and the skills that are necessary for each:

Occupation	Median \$\$\$	Skills

5. How many “New & Emerging” fields are listed under “Bright Outlook” occupations?
6. How many STEM Disciplinary categories are there?
7. The \_\_\_\_\_ will cause a change in \_\_\_\_\_ employment demand.

8. Green Occupations are linked to \_\_\_\_\_  
\_\_\_\_\_

9. List the **NINE** categories one could research using the Advance Search feature:

_____	_____	_____
_____	_____	_____
_____	_____	_____

10. List the **SIX** categories to search occupations under the “Crosswalk” category (section)

_____	_____
_____	_____
_____	_____

# O\*NET SCAVENGER HUNT

(Learn to Navigate O\*NET)

## Answer Key

DIRECTIONS: Using the Internet, go to [www.onetonline.org](http://www.onetonline.org) to complete this activity. Be prepared to discuss your answers!

1. What is the definition of O\*NET? **Answers will vary**; however, it is a free website that contains hundreds of occupation-specific careers. It helps to evaluate or investigate career options.
2. List **THREE** occupations that fall into the “Rapid Growth” Sector: **Answers will vary**
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
3. How many categories fall under the “Rapid Growth” Sector? **69**
4. Looking back at the **three** occupations you listed in Question #1, list the median wages and the skills that are necessary for each:

Occupation	Median \$\$\$	Skills
<b>Answers will vary based</b>	<b>on answers in question 1</b>	<b>Answers will vary</b>

5. How many “New & Emerging” fields are listed under “Bright Outlook” occupations? **147**
6. How many STEM Disciplinary categories are there? **8**
7. The **GREEN ECONOMY** will cause a change in **OCCUPATION'S** employment demand.
8. Green Occupations are linked to **GREEN ECONOMY SECTORS.**
9. List the **NINE** categories one could research using the Advance Search feature:

**(Answers Will Vary)**

\_\_\_\_\_

_____	_____	_____
_____	_____	_____

10. List the **SIX** categories to search occupations under the “Crosswalk” category (section)

***(Answers Will Vary)***

_____	_____
_____	_____
_____	_____

## O\*NET Search, Part II

**Congratulations! You are now ready to refine your employment search on O\*NET.**

1. Go to the O\*NET website ([www.onetonline.org](http://www.onetonline.org))
2. Click on “Advanced Search”; next click “Go to Skills Search” which is right under “Skills Search”. Check the boxes that you think apply to you in each category, then click, “GO”.

Note the assortment of occupation titles that represent your skills interests. Are any titles tagged “Bright Outlook” or “Green”? \_\_\_\_\_ Yes \_\_\_\_\_ No

This is one way to use O\*NET to direct you toward a prospective career. Another way to search is to browse under “Find Occupations”. If you select this method, you will notice a wide variety of choices which will assist you in your career search.

# CAREER PROJECT INSTRUCTION SHEET

## PART I

Use a **word processor** to compose a report, using the research material you gather from the O\*NET website. ([www.onetonline.org](http://www.onetonline.org))

### FORMAT FOR PAPER:

Use a **word processor** to prepare the report. Begin the report, with the main title centered, on the first line, Double Space, and then type your name. Triple space after your name. Double space the entire report and indent paragraphs.

### OUTLINE OF PAPER:

Paragraph 1- Introduce the three careers you researched.

Paragraph 2- Career 1 (with explanation)

Paragraph 3- Career 2 (with explanation)

Paragraph 4- Career 3 (with explanation)

Paragraph 5- Conclusion (summary and the career you will most likely pursue and why)

The following information **MUST** be included in each of the three career paragraphs:

- Definition or nature of work
- Requirements for employment
- Opportunities for experience and/or exploration
- Related occupations (at least four)
- Methods of entering the field
- Advancement
- Employment outlook
- Earnings (wages) and prospective pay increases
- Conditions of work
- Whether or not this is designated as a “Bright Outlook” or “Green” occupation

All of your research will be done using the Internet, but you may also use other sources, if approved by your instructor. **Remember: all work must be cited at the end of this project, so keep track of your sources!**

## **PART II**

Once you have complete the essay, you will select one of the careers you explored to complete the next assignments. You may assume you are a college graduate in order to meet the qualifications. Use the Internet to find samples of a resume, cover letter, and letter of resignation. Make sure you print the samples!

### **Follow these next directions:**

1. Type a **Cover Letter** to introduce yourself to your prospective employer.
2. Type a **Resume** that reflects skills required of the career you selected.
3. Assuming you are currently gainfully employed, you will type a **Letter of Resignation** to your current employer.

## **PART III**

### **Multimedia Presentation:**

Prepare a presentation with illustrations and a minimum of FIVE slides. (You will more than likely have more than 5 slides.)

*Include the following:*

1. What to wear/not to wear (Male & Female)
2. How to prepare for the interview?
3. Five Interview tips you have researched
4. How to know when it is time to change jobs?
5. How to change jobs?
6. Compile a list of 15 questions which one could be asked on a job interview
7. Compile a list of at least 5 questions which are considered illegal and cannot be asked on an interview
8. Compile a list of 5 questions one might ask the person conducting the interview
9. Works cited slide (does not count toward the 5 slide minimum)

**\*\*If you prefer, you may make a video; however, you must address the same requirements for the multimedia presentation.**

## CAREER PROJECT CHECKLIST

Use the checklist below to make sure you have completed all the requirements for this project.

### SUMMARY CHECKLIST:

- \_\_\_\_\_ All documents are typed in a word processor
- \_\_\_\_\_ Career Essay typed in proper format (did you check your spacing?)
- \_\_\_\_\_ Resume completed for career selected
- \_\_\_\_\_ Cover letter completed for career selected (goes on top of resume)
- \_\_\_\_\_ Letter of Resignation completed
- \_\_\_\_\_ Sample of resume from your research (print it and include it)
- \_\_\_\_\_ Sample of cover letter from your research (print it and include it)
- \_\_\_\_\_ Was cover letter customized to the qualifications for the career?
- \_\_\_\_\_ Sample Letter of Resignation (for your “current job”)
- \_\_\_\_\_ Multimedia Presentation (or Video)
  - \_\_\_\_\_ At least 5 slides
  - \_\_\_\_\_ What to wear/not to wear (male/female)
  - \_\_\_\_\_ How to prepare for the interview
  - \_\_\_\_\_ 5 Interview tips
  - \_\_\_\_\_ When to know to change jobs
  - \_\_\_\_\_ How to change jobs
  - \_\_\_\_\_ 15 questions which could be asked on an interview
  - \_\_\_\_\_ 5 questions which are considered illegal
  - \_\_\_\_\_ 5 questions an applicant might ask
- \_\_\_\_\_ Works Cited (include **all research** for this project.)



## CAREER PROJECT RUBRIC

### *Resume, Cover Letter, and Resignation Letter*

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Title of Work: \_\_\_\_\_

	<b>Criteria</b>				<b>Points</b>
	0-5	6-12	13-17	18-20	
<b>Organization</b>	Sequence of information is difficult to follow.	Reader has difficulty following work because student jumps around.	Student presents information in logical sequence which reader can follow.	Information is logical, interesting; spacing and format directions were followed.	_____
<b>Content Knowledge</b>	Student does not have grasp of information; student work does not demonstrate completion.	Student is uncomfortable with content and is able to demonstrate basic concepts.	Student is at ease with content, but fails to elaborate/ 1-2 elements are missing.	Student demonstrates full knowledge of topic; required paragraphs were present.	_____
<b>Grammar and Spelling</b>	Work has four or more spelling errors and/or grammatical errors.	Presentation has three misspellings and/or grammatical errors.	Presentation has no more than two misspellings and/or grammatical errors.	Presentation has no misspellings or grammatical errors.	_____
<b>Neatness</b>	Work is Illegible or incomplete.	Work has three or four areas that are sloppy.	Work has one or two areas that are sloppy.	Work is neatly typed in Microsoft Word.	_____
<b>Attachments</b>	Required samples were not submitted with completed work.	Work does not have the appropriate number of required attachments included with completed work.	Required samples were present, but were attached out of order.	Required samples were attached and entire packet was submitted in proper order.	_____
				<b>Total----&gt;</b>	_____

Teacher Comments:

## Career Project Rubric

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Multimedia Presentation

Process	Below Avg.	Satisfactory	Good - Excellent
1. Has clear vision of final product; Followed directions	1, 2, 3	4, 5, 6	7, 8, 9, 10
2. Properly organized to complete; Presentation was easy to follow	1, 2, 3	4, 5, 6	7, 8, 9, 10
3. Managed time wisely	1, 2, 3	4, 5, 6	7, 8, 9, 10
4. Acquired needed knowledge base ** <b>Works Cited</b> was included	1, 2, 3	4, 5, 6	7, 8, 9, 10
5. Communicated efforts with teacher	1, 2, 3	4, 5, 6	7, 8, 9, 10
Product (Project)	Below Avg.	Satisfactory	Good - Excellent
1. Format (Correct # of slides)	1, 2, 3	4, 5, 6	7, 8, 9, 10
2. Mechanics of speaking/writing	1, 2, 3	4, 5, 6	7, 8, 9, 10
3. Organization and structure	1, 2, 3	4, 5, 6	7, 8, 9, 10
4. Creativity	1, 2, 3	4, 5, 6	7, 8, 9, 10
5. Demonstrates knowledge	1, 2, 3	4, 5, 6	7, 8, 9, 10

Total Score: \_\_\_\_\_

Teacher(s) Comments:

## WHAT A CHARACTER!

### Enrichment Activity

By now you should be an expert in what it takes to pursue a career! Test your savvy resume writing skills!

**DIRECTIONS:** “Tweet” your resume in 140 characters or less. It’s that simple...*or is it?*

Using either a word processor or multimedia software, reproduce a tweet box, as seen on the twitter site. Include your picture, your twitter handle, etc. and then type in your resume.

Share your “tweet” with the class.

## ENRICHMENT RUBRIC

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project Title:  
"What a Character!"

Process	Below Avg.	Satisfactory	Good - Excellent
1. Has clear vision of final product; Followed directions	1, 2, 3	4, 5, 6	7, 8, 9, 10
2. Properly organized to complete Presentation was easy to follow	1, 2, 3	4, 5, 6	7, 8, 9, 10
3. Managed time wisely	1, 2, 3	4, 5, 6	7, 8, 9, 10
4. Acquired needed knowledge base	1, 2, 3	4, 5, 6	7, 8, 9, 10
5. Demonstrated knowledge of lesson	1, 2, 3	4, 5, 6	7, 8, 9, 10
Product (Project)	Below Avg.	Satisfactory	Good - Excellent
1. Format:140 characters or less	1, 2, 3	4, 5, 6	7, 8, 9, 10
2. Mechanics of speaking/writing	1, 2, 3	4, 5, 6	7, 8, 9, 10
3. Organization and structure	1, 2, 3	4, 5, 6	7, 8, 9, 10
4. Creativity in presentation	1, 2, 3	4, 5, 6	7, 8, 9, 10
5. Demonstrates knowledge	1, 2, 3	4, 5, 6	7, 8, 9, 10

Total Score: \_\_\_\_\_

Teacher(s) Comments: