*Career Exploration I and II*

8th Grade mini-course

Mr. Wyland and Mrs. Yohn

**Contact Info:**

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**Course description**: Career Planning is a two-semester course. The first nine weeks covers interest/skills evaluations, career searches, resumes, and job applications. The second nine weeks covers, evaluating resources available in researching job opportunities, developing a career portfolio, the importance of the essential workplace skills/knowledge, analyzing budgets and pay statements, identify and describe the basic components of a business plan. This course is for all eighth grade students.

**Course purpose:** This course was designed to assist students with exploring careers and developing skills necessary to make meaningful decisions about their career choice. Students will be made aware that there are many factors to consider before selecting a suitable career. This course will assist the students in assessing their personal strengths and weaknesses as they relate to career decisions. This course will aid the student in developing strategies to make an effective transition from school to work. The student will develop skills in this course that are generic to all occupations, such as properly preparing career documents needed to obtain employment. The student will be able to recognize that career enhancements and career changes are common and that they need to be prepared with resources, and guidance to make informed decisions about their career choice throughout their lifetime

**Required materials**

- Pen/Pencil

**Rules/expectations**:

1. Be prepared for class.
2. Stay in your seat.
3. Listen quietly when others speak.
4. Respect others.
5. Work until the bell.
6. Follow all school rules.

**Quiz/test/project policy**: Quizzes, tests, and projects are important tools for evaluating students. Students will be asked to complete projects on time, and to meet the required objectives. Students will have prior knowledge of the dates of quizzes, tests, and projects. Students are expected to complete all test, quizzes, and projects to the best of their ability. Students will be expected to give a formal speech about a job of their choosing. Students will be expected to work with a group to create a "Shark Tank" entrepreneur idea, and will be expected to participate fully in the development, creation and implementation of the project.

**Course learning objectives**: Students will create a career portfolio which will go with them as they transition into high school. Students will be able to:

**Explain the relationship of career training programs to employment opportunities**

**Relate careers to individual interests, abilities, and aptitudes**

**Explain how both traditional and nontraditional careers offer or hinder career opportunities.**

##### **Explain the relationship of career training programs to employment opportunities**

##### 

**Analyze the economic factors that impact employment opportunities, such as, but not limited to: Competition**

* Geographic location
* Global influences
* Job growth
* Job openings
* Labor supply
* Potential advancement
* Potential earnings
* Salaries/benefits
* Unemployment

**Analyze the relationship of school subjects, extracurricular activities, and community experiences to career preparation.**

**Create an individualized career plan including, such as, but not limited to**:

* + Assessment and continued development of career portfolio
  + Career goals
  + Cluster/pathway opportunities Individual interests and abilities
  + Training/education requirements and financing

##### **Choose personal electives and extra curricular activities based upon personal career interests, abilities and academic strengths**

##### **Identify effective speaking and listening skills used in a job interview.**

Evaluate resources available in researching job opportunities, such as, but not limited to:

* + - CareerLinks
    - Internet (i.e. O\*NET)
    - Networking
    - Newspapers
    - Professional associations
    - Resource books (that is Occupational Outlook Handbook, PA Career Guide)

**Prepare a draft of career acquisition documents, such as, but not limited to:**

* + - * Job application
      * Letter of appreciation following an interview
      * Letter of introduction
      * Request for letter of recommendation
      * Resume

**Develop an individualized career portfolio including components, such as, but not limited to:**

* + - * + Achievements
        + Awards/recognitions
        + Career exploration results
        + Career plans
        + Community service involvement/projects
        + Interests/hobbies
        + Personal career goals
        + Selected school work
        + Self inventories

**Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, such as, but not limited to:**

Commitment

Communication

Dependability

Health/safety

Laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)

Personal initiative

Self-advocacy

Scheduling/time management

Team building

Technical literacy

Technology

* Analyze budgets and pay statements, such as, but not limited to:
  + Charitable contributions
  + Expenses
  + Gross pay
  + Net pay
  + Other income
  + Savings
  + Taxes
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