Career Cluster: Career Writing

Title: Career Research

What **Academic Skills** will the student know and be able to do?

**Standard(s):**

Use the internet to research jobs. Identify skills, education, and requirements to obtain jobs.

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Learning Tasks

**X Academic**    **□ Work Readiness**

**Learning Target:**

I can **Research using the computer**

**Learning Steps:**

1. Go to onenetonline.org and locate “My Next Move”
2. Complete Survey
3. Select a job presented from your results of the survey
4. Take notes: what does the job entail, what education is needed, what is the pay, will it require relocation
5. Identify and define the meaning of unfamiliar terms, phrases, words
6. Be prepared to write a summary.

**Methodology:**

Independent Learning

**Resources:**

Computer, printer, Onetonline.org

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**Learning Tasks**

**□ Academic**    **X Work Readiness**

**Learning Target:**

I can **Find jobs I’m qualified for or interested in**

**Learning Steps:**

7. Go to onenetonline.org and locate “My Next Move”
8. Complete Survey
9. Select a job presented from your results of the survey

**Methodology:**

Independent Learning

**Resources:**

Computer, printer, Onetonline.org

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**Demonstration of Mastery**

How will student demonstrate mastery or proficiency of topic content?

- Completed Summary
- A realistic job selected from the survey

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**Next Steps:**

Write a summary about job
Unit Name (Title): Career Writing
Lesson Title and Lesson #: #1 Job Research
CCR (College and Career Readiness) Standards (include full wording):

<table>
<thead>
<tr>
<th>CCR</th>
<th>Anchor 1, 2, 3, 6 (Language)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCR</td>
<td>Anchor 1, 4, 7 (Reading)</td>
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</tbody>
</table>

Learning Targets (Goals and Objectives)
Academic Target(s): Research, Summary writing
Work Readiness Target(s): Organization, note taking, and computer skills

Materials and Tools (Resources)

Learning Tasks (Procedures)
Activities and DOK (Depth of Knowledge)

Begin with Motivation/Anticipatory Set
(get students thinking about the lesson, can be circle, quick write, realia, etc.)

End with Reflection
(allow student to reflect on what they learned, can be circle, quick write, journal, or have students suggest future spin-off topics for lessons)

<table>
<thead>
<tr>
<th>Time</th>
<th>Procedure</th>
<th>DOK</th>
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<tbody>
<tr>
<td></td>
<td>Students</td>
<td></td>
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<tr>
<td></td>
<td>1. Go to onetonline.org and go to “My Next Move”</td>
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<td></td>
<td>2. Complete Survey</td>
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<td>3. Select a job presented in the survey results</td>
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<td>Instructor:</td>
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<tr>
<td></td>
<td>1. Teach note taking skills</td>
<td></td>
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<td>Students:</td>
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<tr>
<td></td>
<td>1. Take notes on the selected job.</td>
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<tr>
<td></td>
<td>2. What does the job entail? What education is needed? What is the pay?</td>
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<td></td>
<td>Does it require relocation?</td>
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<td></td>
<td>Instructor:</td>
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<td></td>
<td>1. Introduce Paragraph Writing (intro sentence, three supporting sentences, concluding sentence)</td>
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<td>Students:</td>
<td></td>
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<tr>
<td></td>
<td>1. Write a summary about the job they researched, using their notes</td>
<td>Analyze, Investigate</td>
</tr>
</tbody>
</table>

Approx 2 days

Transitions: Once students find their job they want to research, spend some time teaching note taking and summary writing

Demonstration of Mastery: A summary of researched job. At least one paragraph with five sentences.
Trouble shooting: This is going to be used as prep for the following lesson which is writing a full essay.

Reflection for Instructor:  *(What went well? What could I change? Would I do this lesson again?)*