

# Auburn School District #408 Framework: Career Choices-Auburn School District-Jan. 30, 2014

**Course:** Career Choices

**Total Framework Hours:** 90 Hours

**CIP Code:** 320107

**Type:** Exploratory

**Career Cluster:** All Clusters

**Date Last Modified:** Tuesday, January 28, 2014

## Resources and Standard used in Framework Development:

Standard used in this framework are from the OSPI Model Framework for 320107 Career Choices. These standards include standards from:

- National Standards for Business Education (NBEA)
- American School Counselor Association Model: A Framework for School Counseling Programs (ASCA)

## Unit 1 CAREER PLANNING

**Hours: 15**

### Performance Assessment(s):

- Presentation of career plan using technology
- Career plan in a written document
- Written assessment to match learning targets of unit

### Leadership Alignment:

#### Standards and Competencies

- C-1 Standard: Self Awareness
  - C-1.2 Identify values, attitudes and beliefs
  - C-1.6 Identify personal strengths and assets
  - C-1.7 Identify long- and short-term goals
- C-2 Standard: Career Research
  - C-2.1 Develop skills to locate, evaluate and interpret career information
  - C-2.2 Learn about the variety of traditional and nontraditional occupations
  - C-2.3 Pursue and develop competency in areas of interest
  - C-2.4 Develop hobbies and vocational interests
  - C-2.5 Apply decision-making skills to career planning, course selection and career transition
  - C-2.6 Identify personal skills, interests and abilities and relate them to current career choice
  - C-2.8 Use research and information resources to obtain career information
  - C-2.13 Identify personal preferences and interests influencing career choice and success
  - C-2.18 Research and explain high demand sectors and opportunities within those sectors
  - C-2.19 Analyze occupational outlook data and determine impact on chosen careers

#### Aligned to Washington State Standards

### Arts

### Communication - Speaking and Listening

CC: College and Career Readiness Anchor Standards for Speaking and Listening

- 4 - Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
- 5 - Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.

**Health and Fitness**

**Language**

**Mathematics**

**Reading**

CC: College and Career Readiness Anchor Standards for Reading

7 - Integrate and evaluate content presented in diverse formats and media, including visually and quantitatively, as well as in words.

**Science**

**Social Studies**

**Writing**

CC: College and Career Readiness Anchor Standards for Writing

8 - Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.

**21st Century Skills**

**LEARNING AND INNOVATION**

**Creativity and Innovation**

- Think Creatively
- Work Creatively with Others
- Implement Innovations

**Creative Thinking and Problem Solving**

- Reason Effectively
- Use Systems Thinking
- Make Judgements and Decisions
- Solve Problems

**Communication and Collaboration**

- Communicate Clearly
- Collaborate with Others

**INFORMATION, MEDIA AND TECHNOLOGY SKILLS**

**Information Literacy**

- Access and Evaluate Information
- Use and Manage Information

**Media Literacy**

- Analyze Media
- Create Media Products

**Information, Communications, and Technology (ICT Literacy)**

- Apply Technology Effectively

**LIFE AND CAREER SKILLS**

**Flexibility and Adaptability**

- Adapt to Change
- Be Flexible

**Initiative and Self-Direction**

- Manage Goals and Time
- Work Independently
- Be Self-Directed Learners

**Social and Cross-Cultural**

- Interact Effectively with Others
- Work Effectively in Diverse Teams

**Productivity and Accountability**

- Manage Projects
- Produce Results

**Leadership and Responsibility**

- Guide and Lead Others
- Be Responsible to Others

**Performance Assessment(s):**

Employment portfolio  
Mock interviews  
Written assessment to match learning targets of unit

**Leadership Alignment:****Standards and Competencies**

C-2 Standard: Career Research  
C-2.9 Learn to use the Internet to access career-planning information  
C-2.18 Research and explain high demand sectors and opportunities within those sectors  
C-2.19 Analyze occupational outlook data and determine impact on chosen careers  
C-4 Standard: Career Strategy  
C-4.11 Maintain a career-planning portfolio  
C-5 Standard: School-to-Career Transition  
C-5.3 Identify steps of the job search process  
C-5.4 Use resources to identify potential employers and employment positions  
C-5.5 Review job postings and evaluate them for suitability  
C-5.6 Demonstrate ability to correctly complete job applications  
C-5.7 Use the writing process to draft, revise, and publish a cover letter tailored to a specific employment opportunity  
C-5.8 Use the writing process to draft, revise, and publish a resume tailored to a specific employment opportunity  
C-5.9 Understand the interviewing process  
C-5.10 Demonstrate interviewing skills in mock interviews  
C-5.11 Identify references and collect contact information for use on job and post-secondary applications  
C-5.16 Adapt job applications, resumes, cover letters, and other supporting documents for electronic submission

**Aligned to Washington State Standards****Arts****Communication - Speaking and Listening**

CC: College and Career Readiness Anchor Standards for Speaking and Listening

1 - Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.

**Health and Fitness**

**Language**

**Mathematics**

**Reading**

**Science**

**Social Studies**

**Writing**

CC: College and Career Readiness Anchor Standards for Writing  
 2 - Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.  
 4 - Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.  
 5 - Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.  
 6 - Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.

**21st Century Skills**

LEARNING AND INNOVATION	INFORMATION, MEDIA AND TECHNOLOGY SKILLS	LIFE AND CAREER SKILLS
<p><b>Creativity and Innovation</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Think Creatively</li> <li><input type="checkbox"/> Work Creatively with Others</li> <li><input type="checkbox"/> Implement Innovations</li> </ul> <p><b>Creative Thinking and Problem Solving</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Reason Effectively</li> <li><input type="checkbox"/> Use Systems Thinking</li> <li><input type="checkbox"/> Make Judgements and Decisions</li> <li><input type="checkbox"/> Solve Problems</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Communicate Clearly</li> <li><input checked="" type="checkbox"/> Collaborate with Others</li> </ul>	<p><b>Information Literacy</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Access and Evaluate Information</li> <li><input checked="" type="checkbox"/> Use and Manage Information</li> </ul> <p><b>Media Literacy</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Analyze Media</li> <li><input type="checkbox"/> Create Media Products</li> </ul> <p><b>Information, Communications, and Technology (ICT Literacy)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Apply Technology Effectively</li> </ul>	<p><b>Flexibility and Adaptability</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adapt to Change</li> <li><input checked="" type="checkbox"/> Be Flexible</li> </ul> <p><b>Initiative and Self-Direction</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Manage Goals and Time</li> <li><input checked="" type="checkbox"/> Work Independently</li> <li><input type="checkbox"/> Be Self-Directed Learners</li> </ul> <p><b>Social and Cross-Cultural</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Interact Effectively with Others</li> <li><input checked="" type="checkbox"/> Work Effectively in Diverse Teams</li> </ul> <p><b>Productivity and Accountability</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Manage Projects</li> <li><input checked="" type="checkbox"/> Produce Results</li> </ul> <p><b>Leadership and Responsibility</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Guide and Lead Others</li> <li><input type="checkbox"/> Be Responsible to Others</li> </ul>

**Unit 3 WORKPLACE SAFETY/LABOR LAWS****Hours: 10****Performance Assessment(s):**

Written assessment to match learning targets of unit

**Leadership Alignment:****Standards and Competencies**

C-3 Standard: Workplace Expectations

C-3.4 Understand Occupational Health and Safety

C-3.6 Understand Worker/Employer Rights &amp; Responsibilities and workplace law

C-3.7 Identify resources for Worker/Employer Rights and Responsibilities and workplace law

C-3.8 Recognize Harassment in the workplace and use strategies to prevent and report harassment

C-3.9 Recognize Discrimination in the workplace and use strategies to prevent and report discrimination

C-3.10 Research work rules for minors

C-3.11 Identify ethics in the workplace

C-3.12 Explain how working with diverse backgrounds, nationalities, viewpoints, beliefs, etc is essential to an organization's overall success

**Aligned to Washington State Standards****Arts****Communication - Speaking and Listening**CC: College and Career Readiness Anchor Standards for Speaking and Listening

1 - Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.

3 - Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric.

**Health and Fitness****Language****Mathematics****Reading****Science****Social Studies****Writing**CC: College and Career Readiness Anchor Standards for Writing

7 - Conduct short as well as more sustained research projects based on focused questions, demonstrating understanding of the subject under investigation.

8 - Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.

## 21st Century Skills

### LEARNING AND INNOVATION

#### Creativity and Innovation

- Think Creatively
- Work Creatively with Others
- Implement Innovations

#### Creative Thinking and Problem Solving

- Reason Effectively
- Use Systems Thinking
- Make Judgements and Decisions
- Solve Problems

#### Communication and Collaboration

- Communicate Clearly
- Collaborate with Others

### INFORMATION, MEDIA AND TECHNOLOGY SKILLS

#### Information Literacy

- Access and Evaluate Information
- Use and Manage Information

#### Media Literacy

- Analyze Media
- Create Media Products

#### Information, Communications, and Technology (ICT Literacy)

- Apply Technology Effectively

### LIFE AND CAREER SKILLS

#### Flexibility and Adaptability

- Adapt to Change
- Be Flexible

#### Initiative and Self-Direction

- Manage Goals and Time
- Work Independently
- Be Self-Directed Learners

#### Social and Cross-Cultural

- Interact Effectively with Others
- Work Effectively in Diverse Teams

#### Productivity and Accountability

- Manage Projects
- Produce Results

#### Leadership and Responsibility

- Guide and Lead Others
- Be Responsible to Others

**Performance Assessment(s):**

Written assessment to match learning targets of unit

**Leadership Alignment:****Standards and Competencies**

C-1 Standard: Self Awareness

C-1.2 Identify values, attitudes and beliefs

C-1.3 Understand change is a part of growth

C-1.4 Understand the need for self-control and how to practice it

C-1.5 Demonstrate cooperative behavior in groups

C-1.6 Identify personal strengths and assets

C-1.7 Identify long- and short-term goals

C-1.11 Pursue and develop competency in areas of interest

C-3 Standard: Workplace Expectations

C-3.2 Acquire employability skills such as working on a team, problem-solving and organizational skills

C-3.4 Understand Occupational Health and Safety

C-3.6 Understand Worker/Employer Rights & Responsibilities and workplace law

C-3.13 Understand the importance of responsibility, dependability, punctuality, integrity and effort in the workplace

C-3.15 Demonstrate ability to allocate time, money, and materials

C-4 Standard: Career Strategy

C-4.18 Explain personal long term goals, short term goals, and intermediate steps to reach career goals

C-6 Standard: Lifelong Learning

C-6.3 Explain the mentoring process and identify possible mentors

C-6.6 Research certifications, skills, or training related to career pathway

**Aligned to Washington State Standards****Arts****Communication - Speaking and Listening**

CC: College and Career Readiness Anchor Standards for Speaking and Listening

4 - Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.

5 - Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.

**Health and Fitness****Language****Mathematics****Reading**

CC: College and Career Readiness Anchor Standards for Reading

10 - Read and comprehend complex literary and informational texts independently and proficiently.

## Science

## Social Studies

## Writing

CC: College and Career Readiness Anchor Standards for Writing

4 - Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

## 21st Century Skills

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**Performance Assessment(s):**

Written assessment to match learning targets of unit

**Leadership Alignment:****Standards and Competencies**

C-2 Standard: Career Research

C-2.1 Develop skills to locate, evaluate and interpret career information

C-2.2 Learn about the variety of traditional and nontraditional occupations

C-2.8 Use research and information resources to obtain career information

C-2.10 Describe traditional and nontraditional career choices and how they relate to career choice

C-2.11 Understand how changing economic and societal needs influence employment trends and future training

C-2.14 Understand that the changing workplace requires lifelong learning and acquiring new skills

C-2.20 Research major employment sectors at the local, state, and national levels

C-4 Standard: Career Strategy

C-4.13 Identify international employers related to career goals

**Aligned to Washington State Standards****Arts****Communication - Speaking and Listening****Health and Fitness****Language****Mathematics****Reading**

CC: College and Career Readiness Anchor Standards for Reading

4 - Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.

**Science****Social Studies****Writing**

CC: College and Career Readiness Anchor Standards for Writing

4 - Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

## 21st Century Skills

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