

45-Hour Career Choices Lesson Plan

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
1	Pre-assessment Activity	Pre/post Survey	p.6/10 - 6/17	Have each student complete the survey found on page 6/12 of the Instructor's guide. Save these for comparison at the end of the course.
	Career Choices, pp. 10-14 Workbook, p. 5-6	Vision + Energy = Success	p. 4/4 - 4/6, Presentation suggestions	
		Envisioning Your Future		
2	Career Choices, pp. 15-16	Why People Work	p. 4/8, Presentation suggestions	
	Career Choices, p. 17 Workbook, p. 7	Everybody Works	p. 4/9, Presentation suggestions	
	Career Choices, pp. 18-21 Workbook, pp. 8-9	Defining Success	p. 4/10, Presentation suggestions	
3	Career Choices, pp. 18-21	Defining Success (continued)	p. 4/10, Activities	Have students brainstorm what they think well known individuals would define success
	Career Choices, p. 20 Workbook, p. 9	Making Career Choices	p. 4/13, Presentation suggestions	
4	Career Choices, p. 24	(James and Letitia)		Choose three students who are able to confidently read aloud to be (1) a narrator; (2) James and (3) Letitia. Their story is told throughout chapter 2 of <i>Career Choices</i> (pp. 24-50). Each time the class arrives at a portion of their story, ask the "actors" to read their parts.
	Career Choices, pp. 25-27 Workbook, p. 11	(Your Personal Profile) (Bull's Eye Chart)	p. 4/16, Presentation suggestions	Have students try to complete their own bulls eye chart
5	Career Choices, p. 28	(James and Letitia)		Dramatic Reading
	Career Choices, pp. 28-29 Workbook, p. 12	Identifying Your Passions	p. 4/18, Presentation suggestions, Activities	Ask students to share their passions. Begin brainstorming possible careers that address their passions.
6 & Homework	Career Choices, p. 30	(James and Letitia)		Dramatic Reading
	Career Choices, pp. 31-37 Workbook, pp. 13-16	Work Values Survey	p. 4/20, Presentation suggestions	Review the survey together, discuss any words or concepts they don't understand. Be non-judgmental about statements read. Have students complete the survey and "grade" it as homework.
7	Career Choices, pp. 31-37	Work Values Survey		As a class, brainstorm careers for each student, given his or her top three work values. Ask each student to write his or her top three values on the board. Open the discussion up to the floor so classmates can make suggestions.
	Workbook, pp. 13-16	(continued)		This is an introductory activity and will need a lot of support from teachers and adults. You might even invite two or three other individuals (career counselor, guidance counselor, principal, etc.) to help brainstorm.
8	Career Choices, p. 38	(James and Letitia)		Dramatic reading
	Career Choices, pp. 38-42 Workbook, pp. 17-19	Strengths and Personality	p. 4/22, Presentation suggestions	Review the definitions on p. 39 of <i>Career Choices</i> before students complete the activity. Complete the activities individually.
	Career Choices, p. 43	(How personality impacts career choices)	p. 4/22, Presentation suggestions	Discussion of styles. Brainstorm the types of careers in which each style might be happiest.
	Career Choices, pp. 44-45 Workbook, p. 20	Your Strengths (Developing your strengths)	p. 4/24, Presentation suggestions	Have students complete pp. 44-45 as homework.
9	Career Choices, p. 46	(James and Letitia)		Dramatic reading
	Career Choices, pp. 46-48 Workbook, p. 21	Skills and Aptitudes, Name That Skill	p. 4/27, Presentation suggestions	
	Career Choices, p. 48 Workbook, p. 22	Skills Identification	p. 4/28, Presentation suggestions, Activities	You may want to break into small groups to brainstorm and then ask each group to report out.
	Career Choices, p. 49	Roles, Occupations, and Vocations	p. 4/30, Presentation suggestions,	Have students complete p. 49 as homework.
10			p. 4/31, Chapter Follow-up	Chapter follow-up: Complete chart on p. 27 of <i>Career Choices</i> with information discovered from activities on pp. 28-49. Post charts around the room for all to see.
	Career Choices, pp. 50-53	Message Center	p. 4/32, Activity	Discuss the messages which society gives individuals based on their gender, race, age,
	Workbook p 125-126	Career Portfolio	p. 4/13-4/14	review what a career portfolio is and how it is used

45-Hour Career Choices Lesson Plan

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
				Have students make their tabs for sections and set up their portfolio as homework.
11	<i>Career Choices</i> , pp. 56-59	(Maslow's Triangle), Where Are You Now?	p. 4/38, Presentation suggestions, Activities	
	<i>Career Choices</i> , pp. 62-63	Your Lifestyle, Components of Lifestyle	p. 4/42, Presentation suggestions	
	<i>Workbook</i> , p. 28			
	<i>Career Choices</i> , pp. 60-61	How Do You Want to be Remembered?	p. 4/39, Presentation suggestions	Ask students to complete Mission Statement over the next two or three days.
	<i>Career Choices</i> , pp. 64-69	Happiness is a Balanced Lifestyle, The Modified Maslow Triangle	p. 4/43, Presentation suggestions	Extra credit assignment: read "Having our Say: The Delany Sister's First 100 years"
	<i>Career Choices</i> , pp. 70-71	What About Your Life	p. 4/44, Presentation suggestions	
	<i>Workbook</i> , p. 30		p. 4/45, Presentation suggestions, Activity	
12	<i>Career Choices</i> , pp. 74-77	Ivy Elm's story, Family Profile	pp. 4/48-54	Overview of the budget process. Read and discuss Ivy's story.
	<i>Career Choices</i> , p. 78	Housing Budget	p. 4/55	Hand out copies of classified ads and real estate booklets. Be sure to have scissors and glue. Have students chose the housing (own or rent) they envision for themselves at age 29
		Calculating your monthly mortgage payment		Have students figure their own mortgage payment for house and condo chosen using calculators on www.careerchoices.com . Students will be fascinated to see how the term and interest rates impacts their monthly payments. Encourage them to experiment.
		Property Taxes		Find out ahead if your state has a special formula for property taxes. Explain each of these "hidden costs" of owning a home. Check figures on computer.
		Estimate the cost of Homeowner Insurance		Homework: Bring in copies of utility bills from home.
		Home Owner's Association Fees		
		Utilities	p. 4/55	assign students to bring in sample utilities bills and phone bills, so they can be used as research.
13	<i>Career Choices</i> p. 80	Transportation - Buying a Car	p. 4/56	See <i>Instructor's Guide</i> . Using classified or online resources, have students chose a car.
		Transportation, Insurance and Maintenance	Review operating costs of 10 top selling cars.	Review terms in auto insurance. Review the insurance laws in your state. Ask students to interview parents to find monthly maintenance budget of their cars. Good chance for discussion of savings by doing your own tune-ups.
		Public Transportation option		
14	<i>Career Choices</i> , p. 82	Yearly Clothing Budget	p. 4/57, Teacher Lesson Plans	Students may have to complete as homework if they projected several children. Students
	<i>Career Choices</i> , pp. 84-85	Find Your Weekly Grocery Costs	p. 4/58, Activity	Prepare students to complete weekly meal cost by reading and discussing the noted pages in <i>Career Choices</i> and <i>Lifestyle Math</i> .
		Sundries		Either assign a trip to the grocery store for homework (to investigate the costs of their list) or have resources in the classroom such as food advertisements from grocery stores or inventory price printouts from the stores. Or use charts in Career Choices
	<i>Career Choices</i> , p. 86	Monthly Entertainment Budget	p. 4/59	Be sure to advise students they don't need a figure in each line item. Newspaper entertainment sections, catalogs, and brochures for health clubs and the YMCA would be good to have as resources. You may want to brainstorm column B as a class. Check on the computer.
15	<i>Career Choices</i> , p. 87	Saving and Planning for a Vacation	p. 4/59, Activity	Begin research for this line item. Use Sunday travel section from the newspaper or online resources. If students have similar plans, suggest they form research teams to figure costs.
	<i>Career Choices</i> , p. 88	Child Care Budget	p. 4/60	Divide into groups of three to research costs and brainstorm other child care options. Ask students with younger siblings to bring in their childcare costs
	<i>Career Choices</i> , p. 89	Health Care Budget	p. 4/60	Discuss health insurance and the difference ways to obtain it. Use the chart in Career Choices as a guide to a major insurance company such as Blue Cross to get sample
	<i>Career Choices</i> , p. 89	Furnishing Expenses	p. 4/61	Have merchandise catalogs or go online for various costs. Remind students to declare an
	<i>Career Choices</i> , p. 89	Saving for the Long Term	p. 4/61	Review each line item and, as a class, brainstorm how much is appropriate for each.

45-Hour Career Choices Lesson Plan

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
	<i>Career Choices</i> , p. 90	Miscellaneous Expenses	p. 4/62	After completing their Miscellaneous line item, have students enter their different line items amounts in the appropriate space on page 92. Total
16	<i>Career Choices</i> , p. 92 - 93	Your Total Budget Profile	pp. 4/63-64	You'll want to talk briefly about payroll deductions and gross pay versus net pay. It is important that your students understand that their salary requirement will be higher (by at least 20%) than what they expect to spend each month. You may want to share copies of
		What Salary Will Support this Lifestyle		
		Find a Job That Will Support Your Lifestyle		Resources: <i>The American Almanac of Jobs and Salaries</i> can be ordered from a full service bookstore.
17	<i>Career Choices</i> , pp. 95-96	In Over Your Head?, Hard Times Budget	p. 4/65, Presentation suggestions	You'll need to research ahead-of-time the amount for AFDC and unemployment in your state. Complete this activity either in small groups or as a class.
	<i>Workbook</i> , p. 43			
	<i>Career Choices</i> , pp 97-101	Some Sample Budgets	p. 4/66, Presentation Suggestions	Divide the class into groups as noted in the Instructor's Guide
	<i>Workbook p 44 - 45</i>			After students have completed their budgets for their assigned individual, report out their suggestions to the class. Have the class critique their projections for each line item.
	<i>Career Choices</i> , p. 102-103	A Few Words About Poverty	pp. 4/67-68, Presentation suggestions	After discussing the points on p. 102 of <i>Career Choices</i> , ask students to individually complete the questions at the bottom of p. 103. Inviting a panel of single parents is also an option here.
<i>Workbook</i> , p. 46	Could You Become a Poverty Statistic?			
18	<i>Career Choices</i> , pp. 104-110	Money Isn't Everything	p. 4/69, Presentation suggestions	After discussing these two topics, choose one of the activities listed in the <i>Instructor's</i>
	<i>Workbook</i> , pp. 46-48	Psychological costs – sacrifices vs. rewards	p. 4/70, Presentation suggestions	
	<i>Career Choices</i> , pp. 111-113	You Win Some, You Lose Some	p. 4/71, Presentation suggestions, Activities	As a class, brainstorm the possibilities on p. 111 of <i>Career Choices</i> . Break into groups of three and have each group help its members list the rewards and sacrifices of one or two careers each student is considering.
	<i>Workbook</i> , pp. 49 -50	After-Hours Rewards	pp. 4/73-73, Presentation suggestions	
19	<i>Career Choices</i> , pp. 116-117	An Investment in Education ...Yields Dividends for a	p. 4/74, Presentation suggestions	Ask students to study the chart on p. 116 of <i>Career Choices</i> and interpret what it demonstrates. Then ask them to individually complete computations on p. 117.
	<i>Workbook</i> , pp. 51			
	<i>Career Choices pp. 118 - 119, Workbook p. 52-53</i>	Beginning of the planning process	p. 4/75, Presentation, p. 4/13-4/14, Start the Portfolio process	p. 118 and worksheet on p. 119 of <i>Career Choices</i> . Ask students to share their findings.
20 & Homework	<i>Career Choices</i> , p. 120	Ask Someone Who's Been There	p. 76, Presentation, Career Resource File	Assign as homework , review interviewing etiquette and strategies. Assign students to create Resource File
	<i>Workbook</i> , p 54			
	<i>Career Choices</i> , p. 121	Easier Said Than Done	p. 4/77, Presentation suggestions,	Assign completion of chart as homework (page 4/77 of Instructor's Guide).
21	<i>Career Choices</i> , pp. 124-134	Your Ideal Career	pp. 4/80-81, Presentation suggestions	Ask students to complete pp. 124-134 in <i>Career Choices</i> . They will need to work individually on this assignment. You'll want to follow procedure outlined in the <i>Instructor's Guide</i> .
	<i>Workbook</i> , pp. 57-62			
	<i>Career Choices</i> , pp. 124-134		pp. 4/80-81, Energizer	After students have completed their charts, begin brainstorming possible careers that meet their essential career characteristics (see <i>Instructor's Guide</i> , p. 4/80). If you have a career
	<i>Workbook</i> , pp. 57-62			
22	<i>Career Choices</i> , pp. 135-137	Consider Your Options	p. 4/82, Presentation suggestions	
	<i>Workbook</i> , p. 63			
	<i>Career Choices</i> , pp. 138-139	Employee or Employer?	pp. 4/83, Presentation suggestions	After completing the activity as outlined in <i>Instructor's Guide</i> , you may want to debate the question "Which worker would have the most options for parenting, someone in a structured
23	<i>Workbook</i> , pp. 64-65			
	<i>Career Choices</i> , pp 140-141	What about Status	p 4/84, Presentation	
	<i>Career Choices</i> , p. 144-146	Career Interest Areas	p. 4/78, 4/86	
	<i>Career Choices</i> , p. 147	Bring In Your Identity	p. 4/88, Presentation suggestions	Use one students charts and brainstorm as a class. Then break in to groups of four or five and have each student present their charts listed on page 4/88 and have the group brainstorm possible careers.
24 & Homework	<i>Workbook</i> , p. 67			
	<i>Career Choices</i> , pp. 148-149	Career Research	p. 4/89, Presentation suggestions	Review text. Take a tour of the career center/library. You'll want to recruit the assistance of your career librarian or career technician and help your students start their research. However, they will need to complete the research as homework. They can find many resources online at www.careerchoices.com p. 148-149, 150
	<i>Career Choices</i> , pp. 150-155	Career Interest Survey		
<i>Workbook</i> , pp. 68-73				
		Seeing in the Mind's Eye	pp. 4/92-93, Presentation suggestions	
	<i>Workbook</i> , pp. 73-74			
	<i>Career Choices</i> , pp. 158-159	The Shadow Program	pp. 4/94, Presentation suggestions	

45-Hour Career Choices Lesson Plan

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
25	Workbook, p. 75			Long-term homework: Arrange for Shadow Experience. Optional: This project will be completed over a period of time and require outside work on your part (either finding job shadowing placements or better yet, a Director of Mentors), but the added effort is well worth it. This is an impressive activity for a high school student! See pp. 4/94-100 in the <i>Instructor's Guide</i> .
	Career Choices, pp. 160-161 Workbook, p. 76	Involve Me and I Understand	p. 4/101, Presentation suggestions	Optional Energizer: "What's My Line" guest panel. Invite in three individuals from the community who have unique jobs. Divide the class into two teams and have each team take
26	Career Choices, pp. 162-165 Workbook, pp. 77-78	The Chemistry Test	pp. 4/102, Presentation suggestions	Read the story on p. 162 aloud. After discussing the topic as a class, work through the questions on pp. 163-164. Ask students to individually answer the questions on p. 165 of
	Career Choices, pp. 168-170 Workbook, p. 80	Identifying Choices	p. 4/108 109, Presentation suggestions, Activities, Brainstorm	
27	Career Choices, p. 171 Workbook, p. 80	Gathering Information	p. 4/110, Presentation suggestions	
	Career Choices, pp. 172-174	Evaluating Choices	pp. 4/111-112, Presentation suggestions, Activities	After the class has worked through Joyce's example, break into groups of three to consider Jessica and John's stories and complete their charts on pp. 173-174 of <i>Career Choices</i> .
	Workbook, pp. 81-82			Report out before the end of the period
28	Career Choices, pp. 176-177 Workbook, pp. 82-83	Gloria's Chart/Your Chart	p. 4/113, Presentation suggestions	As a class, discuss and vote on Gloria's choice. Then have each student complete the chart on p. 177 of <i>Career Choices</i> , using the three careers researched earlier as their choices.
	Career Choices, p. 178 Workbook, p. 84	Make a Decision	p. 4/114, Presentation suggestions	After discussion of decision-making styles and a review of the terms on p. 178 of <i>Career Choices</i> , ask each student to complete the chart at the bottom of p. 178. Discuss the topic on p. 179. End the class with the Robert Frost poem, "The Road Not Taken" in <i>Possibilities</i> and assign question 7 for homework.
	Career Choices, pp. 182-185 Workbook, p. 86	Tools for Solving Problems	pp. 4/118-119, Presentation suggestions, Activities	
29	Career Choices, pp. 186-190 Workbook, p. 86	Setting Goals and Objectives	pp. 4/120-121, Presentation suggestions	Energizer: Hand out a paper clip and a one-foot piece of thin string to each student. Folding the string in half, slip a paper clip until half-way through and then, holding the two ends of
	Career Choices, pp. 197-199 Workbook, p. 89	What's Your Excuse?	pp. 4/124-125, Presentation suggestions,	
30 & Homework	Career Choices, p. 200 Workbook, p. 90	Taking Responsibility	p. 4/126, Presentation suggestions	Break into small groups of three students. Write the excuses found in the <i>Instructor's Guide</i> on the board and ask the groups to reframe them. Bring the class together and have groups
	Career Choices, pp. 201-202 Workbook, p. 91	Startling Statement Quiz	p. 4/127, Presentation suggestions, Activities,	Have students complete the "Startling Statement Quiz" as homework.
	Career Choices, pp. 203-206 Workbook, pp. 92-93	Detours and Roadblocks	p. 4/128, Presentation suggestions, Activities	
31	Career Choices, p. 207 Workbook, p. 94	Is It Worth Staying In School?	p. 4/129, Presentation suggestions, Activities	
	Career Choices, pp. 208-209 Workbook, p. 95	Economics of Bad Habits	p. 4/130, Presentation suggestions,	
	Career Choices, pp. 211-213 Workbook, pp. 96-98	If You're a Woman	pp. 4/132-133, Presentation suggestions, Activities	
32	Career Choices, p. 215 Workbook, p. 99	Before You Give Up Your Dream	p. 4/134, Presentation suggestions	Read Dream Deferred by Langston Hughs, Possibilities, p. 212
	Career Choices, pp. 216-217 Workbook, p. 100	(Developing anxiety tolerance)	p. 4/135, Presentation suggestions	
	Career Choices, pp. 218-221 Workbook, p. 101	One Step at a Time	p. 4/136, Presentation suggestions	
33	Career Choices, pp. 222-223 Workbook, p. 102	Yorik's Story	p. 4/137, Presentation suggestions	Have students/teams present their plans for Yorik.
	Career Choices, pp. 224-225	Taking Risks	p. 4/138, Presentation suggestions, Activities	
	Career Choices, p. 226 - 227	Getting Back on Track If You've Derailed, Alternative Career Ladder	p. 4/139, Presentation suggestions	Review the chart on page 227. Students can complete their chart alone or in teams of other members of the class interested in the same career interest area or industry.

45-Hour Career Choices Lesson Plan

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
35	Career Choices, pp. 230-231 Workbook, p. 104	Affirmations	P. 4/142, Presentation suggestions, Activities	
	Career Choices, pp. 232-235 Career Choices, pp. 236-237 Workbook, p. 104	The Six E's of Excellence Going For It...Work Is an Aggressive Act	p. 4/143, Presentation suggestions, p. 4/145, Presentation suggestions, Activities	
	Career Choices, pp. 238-241 Workbook, pp. 105-107	You're the Boss	pp. 4/146-147, Presentation suggestions	As a class, read and discuss this section. Then break into small groups and assign each group one of the employees to evaluate, and then diagram their objectives.
	Career Choices, pp. 242-245 Workbook, pp. 108-109	The Employee of the Twenty-first Century	p. 4/148, Presentation suggestions, Activities	You will probably want to give each group inventing a new item or service a couple of days to think about their invention. Once presentations are made, you may want to ask the class
36	Career Choices, p. 246 Workbook p. 109	Managing Change Transferable Skills Chart	p. 4/150, Presentation, Activities p. 4/150, Updating Career Portfolio	Have students create a transferable skills chart
	Career Choices, pp. 250-251 Workbook, p. 111	Your Resume	p. 4/152, Presentation suggestions	Review what is included in a resume
	Career Choices, p 254 - 255 Career Choices, p. 256 Workbook, p. 112	Finding a Job... Job Applications	p. 4/155, Presentation suggestions p. 4/156, Presentation suggestions, Activities	As outlined in the activity section, you'll need to arrange to get copies of actual résumé/application forms prior to this class.
38	Career Choices, pp. 258-259 Workbook, p. 113	The Job Interview	p. 4/157, Presentation suggestions, Energizer	If you want to expand this into a community project, see pp. 10/2-5 of the <i>Instructor's Guide</i> . The Job Interview Night described on p. 126 is an excellent year-end project.
	Career Choices pp. 260-261	Dealing with Rejection, Accepting a Job	p. 4/158, Presentation suggestions	
	Career Choices, pp. 262-263 Workbook, p. 114	Making Connections	p. 4/159, Presentation suggestions	
	Career Choices, pp 267-269	Getting the Education or Training you Need	p. 4/162 Presentation suggestions	
40	Career Choices, pp. 270-273 Workbook, pp. 116-118	Where is it You Want to Go?	p. 4/164, Presentation suggestions	Hang their charts around the room once completed.
	Possibilities, pp. 270-271 Career Choices, pp. 274-275 Workbook, pp. 119-120	"If" by Rudyard Kipling Delaying Gratification	p. 4/165, Presentation suggestions	Open the class by reading "If" aloud.
41	Possibilities, pp. 252-253 Career Choices, pp. 276-277 Workbook, pp. 120-121	"Be the Best of Whatever You Facing Fears and Anxieties	p. 4/165, Presentation suggestions	At beginning of class, read poem on p. 252 of <i>Possibilities</i> aloud to class. Ask students to individually complete pp. 276 and 277 in <i>Career Choices</i> . If students have built up their level of trust, ask some to share their concerns and their goals.
	Career Choices, pp. 278-281 Workbook, pp. 121-123	Your Plan	p. 4/166, Presentation suggestions	Everything they have been doing in this class leads to this 10-year plan. Include a copy in their school folder. Also provide a copy for the student's next year's academic teachers. A
	Career Choices, pp. 278-281 Workbook, pp. 121-123	Your Plan (<i>continued</i>)	p. 4/166, Presentation suggestions	
44		Letters Remembering your dreams and goals	p. 4/168	Project: Ask students to write two letters to themselves detailing their dreams and plans. One will be mailed to them in two years and the other in five years. See detailed plan on page 4/168 of Instructor's Guide
	Career Choices, p. 282 Workbook, p. 124	(A mission in life) Course wrap-up	p. 4/167, Presentation suggestions p. 4/12, Energizer	You may want to share the art pieces at the next school staff meeting or even the next school board meeting.
45	Possibilities, p. 283 Post Class Survey	"We Are a Success..." by Robert Louis Stevenson	p. 6/15	Compare the pre and post surveys of each student. See pages 6/12 and 6/13 for evaluation suggestions. Gather data from Guidance Counselors and other teachers, noted on p. 6/16 and 6/17
	Graduation party	Oh! The Places You'll Go by Dr. Seuss	p. 4/169	Have a spaghetti dinner potluck using recipes from <i>Lifestyle Math</i> , p. 60. Read Dr. Seuss book aloud.