activities.		Orange cells indicate the activity is mandatory for all students.		pp. 125-126).
Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
CHAPTER ONE				
	Career Choices , pp. 10-14	Vision + Energy = Success	s p. 4/4 - 4/6, Presentation	
1	Workbook, p. 5-6		suggestions	
		Envisioning Your Future		
	Career Choices , pp. 15-16	Why People Work	p. 4/8, Presentation suggestions	
2	Career Choices , p. 17	Everybody Works	p. 4/9, Presentation suggestions	
	Workbook, p. 7			
	Career Choices, pp. 18-21	Defining Success	p. 4/10, Presentation suggestions	
	Workbook, pp. 8-9			
	Career Choices, pp. 18-21	Defining Success	p. 4/10, Activities	Have students brainstorm what they think well known individuals would define
3	Career Choices, p. 20 Workbook, p. 9	Making Career Choices	p. 4/13, Presentation suggestions	
CHAPTER TWO		1		
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	(Your Personal Profile)	p. 4/16, Presentation suggestions	Have students try to complete their own bulls eye chart
	Workbook, p. 11	(Bull's Eye Chart)		
	Career Choices, p. 28	(James and Letitia)		Dramatic Reading
5	Career Choices, pp. 28-29	Identifying Your Passions	p. 4/18, Presentation suggestions, Activities	Ask students to share their passions. Begin brainstorming possible careers that address their passions.
	Workbook, p. 12			
	Career Choices, p. 30	(James and Letitia)		Dramatic Reading
6 & Homework	Career Choices, pp. 31-37	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.
	Workbook, pp. 13-16			Have students complete the survey and "grade" it as homework.
_	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.
7	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.
	Career Choices, p. 38	(James and Letitia)		Dramatic reading
	Career Choices, pp. 38-42	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.
	Workbook, pp. 17-19			
8	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.

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
	Career Choices, pp. 44-45	Your Strengths	p. 4/24, Presentation suggestions	Have students complete pp. 44-45 as homework.
	Workbook, p. 20	(Developing your		
	Corror Chairson p. 40	strengths)		Dramatia reading
	Career Choices, p. 46 Career Choices, pp. 46-48	(James and Letitia) Skills and Aptitudes,	p. 4/27, Presentation suggestions	Dramatic reading
		Name That Skill	p. 4/27, Presentation suggestions	
	Workbook, p. 21			
9	Career Choices, p. 48	Skills Identification	p. 4/28, Presentation suggestions,	You may want to break into small groups to brainstorm and then ask each grou
	Workbook, p. 22	Deles Oscupations and	Activities	to report out.
	Career Choices, p. 49	Roles, Occupations, and Vocations	p. 4/30, Presentation suggestions,	Have students complete p. 49 as homework.
			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.
10	Career Choices, pp. 50-53	Message Center	p. 4/32, Activity	Discuss the messages which society gives individuals based on their gender,
	Workbook p 125-126	Career Portfolio	p. 4/13-4/14	review what a career porfolio is and how it is used
				Have students make their tabs for sections and set up their portfolio as homework.
APTER THRE	E			
	Career Choices, pp. 56-59	(Maslow's Triangle), Where Are You Now?	p. 4/38, Presentation suggestions, Activities	
11	Career Choices, pp. 62-63	Your Lifestyle, Components of Lifestyle	p. 4/42, Presentation suggestions	
	Workbook, p. 28			
	Career Choices, 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.
	Career Choices, pp. 64-69	Happiness is a Balanced Lifestyle, The Modified	p. 4/43, Presentation suggestions	Extra credit assignment: read "Having our Say: The Delany Sister's First 100 years"
		Maslow Triangle	p. 4/44, Presentation suggestions	
	Career Choices, pp. 70-71	What About Your Life	p. 4/45, Presentation suggestions,	
	Workbook, p. 30		Activity	
HAPTER FOUL				
	Career Choices, pp. 74-77	Ivy Elm's story, Family	pp. 4/48-54	Overview of the budget process. Read and discuss lvy's story.
	Career Choices, 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 chose 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.
12		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 Telephone	_ p. 4/55	assign students to bring in sample utilities bills and phone bills, so they can be used as research.
	Career Choices p. 80	Transportation - Buying a Car	p. 4/56 : (800) 967-4027 http://www.ac	See <i>Instructor's Guide</i> . Using classified or online resources, have students chose a car.

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
13		Transportation, Insurance	Review operating costs of 10 top	Review terms in auto insurance. Review the insurance laws in your state. Ask
		and Maintenance	selling cars.	students to interview parents to find monthly maintenance budget of their cars
		Public Transportation		Good chance for discussion of savings by doing your own tune-ups.
		option		
	Career Choices, p. 82	Yearly Clothing Budget	p. 4/57, Teacher Lesson Plans	Students may have to complete as homework if they projected several childre
	Career Choices, 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
				their list) or have resources in the classroom such as food advertisements fro
14				grocery stores or inventory price printouts from the stores. Or use charts in
				Career Choices
	Career Choices, p. 86	Monthly Entertainment	p. 4/59	Be sure to advise students they don't need a figure in each line item. Newspa
		Budget		entertainment sections, catalogs, and brochures for health clubs and the YM
				would be good to have as resources. You may want to brainstorm column B
				class. Check on the computer.
	Career Choices, p. 87	Saving and Planning for a	p. 4/59, Activity	Begin research for this line item. Use Sunday travel section from the newspa
		Vacation		or online resources. If students have similar plans, suggest they form researc
	Carpor Chaisan a 99	Child Care Dudget	- 4/00	teams to figure costs.
	Career Choices, p. 88	Child Care Budget	p. 4/60	Divide into groups of three to research costs and brainstorm other child care
15	Career Choices, p. 89	Health Care Budget	p. 4/60	options. Ask students with younger siblings to bring in their childcare costs Discuss health insurance and the difference ways to obtain it. Use the chart i
			1	
	Career Choices, p. 89	Furnishing Expenses	p. 4/61	Have merchandise catalogs or go online for various costs. Remind students to
	Career Choices, p. 89	Saving for the Long Term	p. 4/61	Review each line item and, as a class, brainstorm how much is appropriate for
	Career Choices, p. 90	Miscellaneous Expenses	p. 4/62	After completing their Miscellaneous line item, have students enter their differ
				line items amounts in the appropriate space on page 92. Total
	Career Choices, 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 p
10		What Salary Will Support		It is important that your students understand that their salary requirement will
16		this Lifestyle Find a Job That Will		higher (by at least 20%) than what they expect to spend each month. You ma Resources: The American Almanac of Jobs and Salaries can be ordered from
		Support Your Lifestyle		full service bookstore.
	Career Choices, pp. 95-96		p. 4/65, Presentation suggestions	You'll need to research ahead-of-time the amount for AFDC and unemployme
	Workbook, p. 43	Times Budget	p. 4700, 1 reservation suggestions	in your state. Complete this activity either in small groups or as a class.
	Career Choices, pp 97-101	Some Sample Budgets	p. 4/66, Presentation Suggestions	
	Workbook p 44 - 45			After students have completed their budgets for their assigned individual, repo
17				out their suggestions to the class. Have the class critique their projections for
17				each line item.
	Career Choices, p. 102-103	A Few Words About	pp. 4/67-68, Presentation	After discussing the points on p. 102 of Career Choices, ask students to
		Poverty	suggestions	individually complete the questions at the bottom of p. 103. Inviting a panel of
	Workbook, p. 46	Could You Become a		single parents is also an option here.
	Carpor Chaigan pp. 104 110	Poverty Statistic?	n 4/60 Procentation suggestions	After discussing these two tenios, cheese one of the activities listed in the
	Career Choices, 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
	Workbook, pp. 46-48	Psychological costs – sacrifices vs. rewards	p. 4/70, Presentation suggestions	Break into groups of three or four and assign each group a story. Ask each group to first read the story, discuss the questions following each story and th
		sacrifices vs. rewards		report on their conclusions. Do class members have anything to add?
18				
	Career Choices, pp. 111-113	You Win Some, You Lose	p. 4/71, Presentation suggestions,	As a class, brainstorm the possibilities on p. 111 of Career Choices. Break in
		Some	Activities	groups of three and have each group help its members list the rewards and
	Workbook, pp. 49 -50	After-Hours Rewards	pp. 4/73-73, Presentation	sacrifices of one or two careers each student is considering.
				Break students into triads and brainstorm how the workers on page 113 migh
	Career Choices, pp. 116-117	An Investment in	p. 4/74, Presentation suggestions	Ask students to study the chart on p. 116 of Career Choices and interpret wh
19	Workbook, pp. 51	Education Yields		demonstrates. Then ask them to individually complete computations on p. 11
10	Career Choices pp. 118 - 119,	Beginning of the planning	-	, p. 118 and worksheet on p. 119 of Career Choices . Ask students to share the
	Workbook p. 52-53	process hone: (800) 967-8016 Fax:	Start the Portfolio process (800) 967-4027 http://www.ac	findings.

## 45-Hour Career Choices Lesson Plan

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
	Career Choices, p. 120	Ask Someone Who's	p. 76, Presentation, Career	Assign as homework, review interviewing etiquette and strategies. Assign
		Been There	Resource File	students to create Resource File
20 & Homework	Workbook, p 54			
	Career Choices, p. 121	Easier Said Than Done	p. 4/77, Presentation suggestions,	Assign completion of chart as homework (page 4/77 of Instructor's Guide).
	Workbook, p. 55		,	······································
CHAPTER FIVE				
	Career Choices, pp. 124-134	Your Ideal Career	pp. 4/80-81, Presentation	Ask students to complete pp. 124-134 in Career Choices . They will need to work
21	Workbook, pp. 57-62		suggestions	individually on this assignment. You'll want to follow procedure outlined in the
21	Career Choices, pp. 124-134		pp. 4/80-81, Energizer	After students have completed their charts, begin brainstorming possible careers
	Workbook, pp. 57-62			that meet their essential career characteristics (see Instructor's Guide, p. 4/80).
	Career Choices, pp. 135-137	Consider Your Options	p. 4/82, Presentation suggestions	
	Workbook, p. 63			
22	Career Choices, pp. 138-139	Employee or Employer?	pp. 4/83, Presentation suggestions	After completing the activity as outlined in Instructor's Guide, you may want to
	Workbook, pp. 64-65			debate the question "Which worker would have the most options for parenting,
	Career Choices, pp 140-141	What about Status	p 4/84, Presentation	
CHAPTER SIX				
	Career Choices, p. 144-146	Career Interest Areas	p. 4/78, 4/86	
	Career Choices, 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
23				four or five and have each student present their charts listed on page 4/88 and
				have the group brainstorm possible careers.
	Workbook, p. 67			
	Career Choices, pp. 148-149	Career Research	p. 4/89, Presentation suggestions	Review text. Take a tour of the career center/library.
	Career Choices, pp. 150-155	Career Interest Survey		You'll want to recruit the assistance of your career librarian or career technician
24 & Homework	Workbook, pp. 68-73			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
		Seeing in the Mind's Eye	pp. 4/92-93, Presentation	
	Workbook, pp. 73-74		suggestions	
	Career Choices, pp. 158-159	The Shadow Program	pp. 4/94, Presentation suggestions	
	Workbook, p. 75			Long-term homework: Arrange for Shadow Experience.
				Optional: This project will be completed over a period of time and require outside
25				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 Instructor's Guide.
	Career Choices, pp. 160-161	Involve Me and I	p. 4/101, Presentation suggestions	Optional Energizer: "What's My Line" guest panel. Invite in three individuals from
	Workbook, p. 76	Understand		the community who have unique jobs. Divide the class into two teams and have
26	Career Choices, pp. 162-165	The Chemistry Test	pp. 4/102, Presentation	Read the story on p. 162 aloud. After discussing the topic as a class, work
	Workbook, pp. 77-78		suggestions	through the questions on pp. 163-164. Ask students to individually answer the
CHAPTER SEVEN				
	Career Choices, pp. 168-170	Identifying Choices	p. 4/108 109, Presentation	
27	Workbook, p. 80		suggestions, Activities, Brainstorm	
	Career Choices, p. 171	Gathering Information	p. 4/110, Presentation suggestions	
	Workbook, p. 80			
	Career Choices, pp. 172-174	Evaluating Choices	pp. 4/111-112, Presentation	After the class has worked through Joyce's example, break into groups of three
			suggestions, Activities	to consider Jessica and John's stories and complete their charts on pp. 173-174
				of Career Choices.
	Workbook, pp. 81-82			Report out before the end of the period
	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

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
	Career Choices, p. 178	Make a Decision	p. 4/114, Presentation suggestions	After discussion of decision-making styles and a review of the terms on p. 178 of
00				Career Choices, ask each student to complete the chart at the bottom of p. 178.
28				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.
	Workbook, p. 84		_	
CHAPTER EIGHT				
	Career Choices, pp. 182-185	Tools for Solving	pp. 4/118-119, Presentation	
	Workbook, p. 86	Problems	suggestions, Activities	
29	Career Choices, pp. 186-190	Setting Goals and	pp. 4/120-121, Presentation	Energizer: Hand out a paper clip and a one-foot piece of thin string to each
	Workbook, p. 86	Objectives	suggestions	student. Folding the string in half, slip a paper clip until half-way through and
CHAPTER NINE		0000000		
	Career Choices, pp. 197-199	What's Your Excuse?	pp. 4/124-125, Presentation	
	Workbook, p. 89		suggestions,	
	Career Choices, p. 200	Taking Responsibility		Break into small groups of three students. Write the excuses found in the
30 & Homework	Workbook, p. 90	Taking responsionity		<i>Instructor's Guide</i> on the board and ask the groups to reframe them. Bring the
		Startling Statement Quiz	n 1/127 Presentation suggestions	
	Career Choices, pp. 201-202	Startling Statement Quiz	Activities,	Have students complete the "Startling Statement Quiz" as homework.
	Workbook, p. 91			
	Career Choices, pp. 203-206	Detours and Roadblocks	p. 4/128, Presentation suggestions,	
	Workbook, pp. 92-93		Activities	
31	Career Choices, p. 207	Is It Worth Staying In	p. 4/129, Presentation suggestions,	
	Workbook, p. 94	School?	Activities	
	Career Choices, pp. 208-209	Economics of Bad Habits	p. 4/130, Presentation suggestions,	
	Workbook, p. 95			
	Career Choices, pp. 211-213	If You're a Woman	pp. 4/132-133, Presentation	
	Workbook, pp. 96-98		suggestions, Activities	
32	Career Choices, p. 215	Before You Give Up Your	p. 4/134, Presentation suggestions	Read Dream Deferred by Langston Hughs, Possibilities, p. 212
-	Workbook, p. 99	Dream		
	Career Choices, pp. 216-217	(Developing anxiety	p. 4/135, Presentation suggestions	
	Workbook, p. 100	tolerance)		
	Career Choices, pp. 218-221	One Step at a Time	p. 4/136, Presentation suggestions	
	Workbook, p. 101			
33	Career Choices, pp. 222-223	Yorik's Story	p. 4/137, Presentation suggestions	Have students/teams present their plans for Yorik.
55	Workbook, p. 102			
	Career Choices, pp. 224-225	Taking Risks	p. 4/138, Presentation suggestions,	
			Activities	
	Career Choices, p. 226 - 227	Getting Back on Track If		Review the chart on page 227. Students can complete their chart alone or in
<u>.</u>		You've Derailed,		teams of other members of the class interested in the same career interest area
34		Alternative Career Ladder		or industry.
CHAPTER TEN				
	Career Choices, pp. 230-231	Affirmations	P. 4/142, Presentation suggestions.	
	Workbook, p. 104		Activities	
	Career Choices, pp. 232-235	The Six E's of Excellence		
0-				
35	Career Choices, pp. 236-237	Going For ItWork Is an	p. 4/145, Presentation suggestions,	
	Workbook, p. 104	Aggressive Act	Activities	
	Career Choices, pp. 238-241	You're the Boss	pp. 4/146-147, Presentation	As a class, read and discuss this section. Then break into small groups and
	Workbook, pp. 105-107		suggestions	assign each group one of the employees to evaluate, and then diagram their
	Career Choices, pp. 242-245	The Employee of the		You will probably want to give each group inventing a new item or service a
	Workbook, pp. 108-109	Twenty-first Century	Activities	couple of days to think about their invention. Once presentations are made, you
	Career Choices, p. 246	Managing Change	p. 4/150, Presentation, Activities	
36	22.20, 010.000, p. 210		r	

## 45-Hour Career Choices Lesson Plan

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
	Workbook p. 109	Transferable Skills Chart	p. 4/150, Updating Career Portfolio	Have students create a transferable skills chart
CHAPTER ELEVE				
	Career Choices, pp. 250-251	Your Resume	p. 4/152, Presentation suggestions	Review what is included in a resume
	Workbook, p. 111			
37	Career Choices, p 254 - 255	Finding a Job	p. 4/155, Presentation suggestions	
	Career Choices, p. 256	Job Applications	p. 4/156, Presentation suggestions,	As outlined in the activity section, you'll need to arrange to get copies of actual
	Workbook, p. 112		Activities	résumé/application forms prior to this class.
	Career Choices, pp. 258-259	The Job Interview	p. 4/157, Presentation suggestions,	If you want to expand this into a community project, see
	Workbook, p. 113		Energizer	pp. 10/2-5 of the Instructor's Guide . The Job Interview Night described on p. 126
				is an excellent year-end project.
38	Career Choices pp. 260-261	Dealing with Rejection,	p. 4/158, Presentation suggestions	
		Accepting a Job		
	Career Choices, pp. 262-263	Making Connections	p. 4/159, Presentation suggestions	
	Workbook, p. 114			
HAPTER TWELV	Έ			
	Career Choices, pp 267-269	Getting the Education or	p. 4/162 Presentation suggestions	
40		Training you Need		
40	Career Choices, pp. 270-273	Where is it You Want to	p. 4/164, Presentation suggestions	Hang their charts around the room once completed.
	Workbook, pp. 116-118	Go?		
	Possibilities, pp. 270-271	"If" by Rudyard Kipling		Open the class by reading "If" aloud.
	Career Choices, pp. 274-275	Delaying Gratification	p. 4/165, Presentation suggestions	
				_
41	Workbook, pp. 119-120			
41	Possibilities, pp. 252-253	"Be the Best of Whatever	n 4/465 Presentation suprestions	At beginning of class, read poem on p. 252 of <i>Possibilities</i> aloud to class.
	Career Choices, pp. 276-277	Facing Fears and Anxieties	p. 4/165, Presentation suggestions	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.
	Workbook, pp. 120-121			
42	Career Choices, pp. 278-281	Your Plan	p. 4/166, Presentation suggestions	Everything they have been doing in this class leads to this 10-year plan. Include
42	Workbook, pp. 121-123			a copy in their school folder. Also provide a copy for the student's next year's
43	Career Choices, pp. 278-281 Workbook, pp. 121-123	Your Plan <i>(continued)</i>	p. 4/166, Presentation suggestions	
		Letters Remembering you	r p. 4/168	Project: Ask students to write two letters to themselves detailing their dreams
		dreams and goals		and plans. One will be mailed to them in two years and the other in five years.
44				See detailed plan on page 4/168 of Instructor's Guide
	Career Choices, p. 282	(A mission in life)	p. 4/167, Presentation suggestions	
	Workbook, p. 124	Course wrap-up	p. 4/12, Energizer	the next school board meeting.
	Possibilities, p. 283	"We Are a Success" by		<b>_</b>
		Robert Louis Stevenson		
45	Post Class Survey		p. 6/15	Compare the pre and post surveys of each student. See pages 6/12 and
45				6/13 for evaluation suggestions. Gather data from Guidance Counselors
	Craduation parts	Ohl The Places Verill Ca	n 4/160	and other teachers, noted on p. 6/16 and 6/17
	Graduation party	Oh! The Places You'll Go	p. 4/169	Have a spaghetti dinner potluck using recipes from <i>Lifestyle Math</i> , p. 60. Read
		by Dr. Seuss		Dr. Seuss book aloud.