

Hour	Textbook	Lesson	Instructor's Guide	Special Directions (beyond those given in Instructor's Guide)
<p>Blue cells indicate the activity is from Possibilities, the literature anthology that corresponds with the Career Choices activities.</p> <p>Orange cells indicate the activity is mandatory for all students.</p> <p>Yellow cells indicate that the activity is required to complete each student's final exam on either <a href="http://www.my10yearplan.com">www.my10yearplan.com</a> or their Career Portfolio (see Workbook, pp. 125-126).</p>				
<b>CHAPTER ONE</b>				
<b>Pre-assessment Activity</b>				
1	Career Choices, pp. 10-14 Workbook, p. 5-6	Vision + Energy = Success Envisioning Your Future	p. 4/4 - 4/6, Presentation suggestions	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.
2	Career Choices, pp. 15-16 Career Choices, p. 17 Workbook, p. 7 Career Choices, pp. 18-21 Workbook, pp. 8-9 Career Choices, pp. 18-21 Career Choices, p. 20 Workbook, p. 9	Why People Work Everybody Works Defining Success Defining Success Making Career Choices	p. 4/8, Presentation suggestions p. 4/9, Presentation suggestions p. 4/10, Presentation suggestions p. 4/10, Activities p. 4/13, Presentation suggestions	
3				
<b>CHAPTER TWO</b>				
4	Career Choices, p. 24  Career Choices, pp. 25-27 Workbook, p. 11 Career Choices, p. 28 Career Choices, pp. 28-29 Workbook, p. 12 Career Choices, p. 30 Career Choices, pp. 31-37 Workbook, pp. 13-16 Career Choices, pp. 31-37	(James and Letitia)  (Your Personal Profile) (Bull's Eye Chart) (James and Letitia) Identifying Your Passions  (James and Letitia) Work Values Survey Work Values Survey  (continued)	p. 4/16, Presentation suggestions	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 Career Choices (pp. 24-50). Each time the class arrives at a portion of their story, ask the "actors" to read their parts. Have students try to complete their own bulls eye chart
5			p. 4/18, Presentation suggestions, Activities	Dramatic Reading Ask students to share their passions. Begin brainstorming possible careers that address their passions.
<b>6 &amp; Homework</b>				
7			p. 4/20, Presentation suggestions	Dramatic Reading Review the survey together, discuss any words or concepts they don't understand. Be non-judgmental about statements read. <b>Have students complete the survey and "grade" it as homework.</b> 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.  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 Career Choices, pp. 38-42 Workbook, pp. 17-19 Career Choices, p. 43 Career Choices, pp. 44-45	(James and Letitia) Strengths and Personality  (How personality impacts career choices) Your Strengths	p. 4/22, Presentation suggestions p. 4/22, Presentation suggestions p. 4/24, Presentation suggestions	Dramatic reading Review the definitions on p. 39 of Career Choices before students complete the activity. Complete the activities individually.  Discussion of styles. Brainstorm the types of careers in which each style might be happiest.

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9	Workbook, p. 20			
	Career Choices, p. 46	(James and Letitia)		Dramatic reading
	Career Choices, pp. 46-48	Skills and Aptitudes, Name That Skill	p. 4/27, Presentation suggestions	
	Workbook, p. 21			
10	Career Choices, p. 48	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,	Energizer: Using a "family tree" format, ask students to research their family tree (through great grandparents), including the roles, occupations and
11			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, review what a career portfolio is and how it is used
	Workbook p. 125-126	Career Portfolio	p. 4/13-4/14	Have students make their tabs for sections and set up their portfolio
<b>CHAPTER THREE</b>				
12	Career Choices, pp. 56-59	(Maslow's Triangle), Where Are You Now?	p. 4/38, Presentation suggestions, Activities	
	Career Choices, pp. 62-63	Your Lifestyle, Components of Lifestyle	p. 4/42, Presentation suggestions	
13	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.
14	Possibilities, pp. 69-70	"Growing Older" by R.G. Wells	p. 4/41, Looking Into the Future	After reading the poem aloud and discussing questions, follow directions on p. 4/41 of the <i>Instructor's Guide</i> for a guided writing assignment. Make copies of
	Career Choices, 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"
	Career Choices, pp. 70-71	What About Your Life	p. 4/45, Presentation suggestions, Activity	
	Workbook, p. 30			
15	Career Choices, pp. 74-77	Ivy Elm's story, Family Profile	pp. 4/48-54	Overview of the budget process. Read and discuss Ivy's story. Have students complete their own family profile. Then have them share their plans with the class.
	Lifestyle Math, p. 12			
<b>CHAPTER FOUR</b>				
16	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
	<a href="http://www.careerchoices.com">www.careerchoices.com</a> p. 78	Mortgage interest rates	Teacher Lesson Plan Online, include consumer ed discussion of types of mortgages	As a class, figure at least one fictional example of a mortgage using steps on pp. 18-19 of <i>Lifestyle Math</i> . Use calculators if necessary OR
		Calculating your monthly mortgage payment		Have students figure their own mortgage payment for house and condo chosen using calculators on <a href="http://www.careerchoices.com">www.careerchoices.com</a> . Students will be fascinated to see how the term and interest rates impacts their monthly payments. Encourage them to experiment.
	<a href="http://www.careerchoices.com">www.careerchoices.com</a> p. 78	Property Taxes	Teacher Lesson Plan Online, Directions for Insurance calculator	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			

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	Career Choices p. 80	Utilities Telephone Transportation - Buying a Car	p. 4/55 p. 4/56	assign students to bring in sample utilities bills and phone bills, so they can be used as research. See <i>Instructor's Guide</i> . Using classified or online resources, have students chose a car. Calculate car payments on chosen car
17	<a href="http://www.careerchoices.com">www.careerchoices.com</a> p. 80	Finding the value of a car, interest rates and calculating monthly payments Pros and cons of purchasing a new versus used car Planning Monthly Gasoline Costs, Figuring Automobile Operating Costs	Teacher Lesson Plan online: Directions, Consumer Ed Discussions	Break into triads and make a list of the pros and cons of purchasing a used over a new car. Share with class. Ask students to break into pairs and make a weekly and monthly log detailing the mileage they think they'll travel on average under these headings: Weekly Trips - type of trip, how many times per week, how many miles per trip, Monthly Trips - type of trip, how many times per month, how many miles per trip. After they multiply their weekly trips by 4 and add their monthly trips, they'll have the miles per month they plan to travel. See p. 36 in <i>Lifestyle Math for Ideas</i> .
	<a href="http://www.careerchoices.com">www.careerchoices.com</a> p. 80	Transportation, Insurance and Maintenance Public Transportation option	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.
	Career Choices, p. 82 <a href="http://www.careerchoices.com">www.careerchoices.com</a> p. 83 Career Choices, pp. 84-85	Yearly Clothing Budget Find Your Weekly Grocery Costs	p. 4/57, Teacher Lesson Plans Online: Extension Idea p. 4/58, Activity	Students may have to complete as homework if they projected several children. Students could create an Excel spreadsheet similar to the one on page 44-47 of noted pages in <i>Career Choices</i> and <i>Lifestyle Math</i> . Prepare students to complete weekly meal cost by reading and discussing the
18		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 <i>Career Choices</i>
	Career Choices, 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.
19	Career Choices, 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.
	Career Choices, 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
	Career Choices, p. 89	Health Care Budget	p. 4/60	Discuss health insurance and the difference ways to obtain it. Use the chart in
	Career Choices, p. 89	Furnishing Expenses	p. 4/61	Have merchandise catalogs or go online for various costs. Remind students to
20	Career Choices, p. 89 <a href="http://www.careerchoices.com">www.careerchoices.com</a> , p. 89 Career Choices, p. 90	Saving for the Long Term Saving for Retirement Miscellaneous Expenses	p. 4/61 Teacher Lesson Plans online: p. 4/62	Review each line item and, as a class, brainstorm how much is appropriate for Explain retirement plans and IRA's and have student's experience with different After completing their Miscellaneous line item, have students enter their different line items amounts in the appropriate space on page 92. Total
21	Career Choices, p. 92 - 93 <a href="http://www.careerchoices.com">www.careerchoices.com</a> , p. 93	Your Total Budget Profile What Salary Will Support this Lifestyle Calculating Take-home pay	pp. 4/63-64 Teacher Lesson Plans online: Directions	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

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22	<p><i>www.careerchoices.com</i>, p. 93</p> <p><i>Career Choices</i>, pp. 95-96 <i>Workbook</i>, p. 43</p> <p><i>Career Choices</i>, pp 97-101 <i>Workbook</i> p 44 - 45</p>	<p>Find a Job That Will Support Your Lifestyle</p> <p>Employment and Wage Data</p> <p>In Over Your Head?, Hard Times Budget</p> <p>Some Sample Budgets</p>	<p>Teacher Lesson Plans online: Directions, Extension</p> <p>p. 4/65, Presentation suggestions</p> <p>p. 4/66, Presentation Suggestions</p>	<p>Resources: <i>The American Almanac of Jobs and Salaries</i> can be ordered from a full service bookstore.</p> <p>Go online and use the link on <a href="http://careerchoices.com">careerchoices.com</a> to explore the wages and salaries of hundreds of jobs.</p> <p>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.</p> <p>Divide the class into groups as noted in the Instructor's Guide</p> <p>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.</p>
23	<p><i>Career Choices</i>, p. 102-103 <i>Workbook</i>, p. 46</p>	<p>A Few Words About Poverty</p> <p>Could You Become a Poverty Statistic?</p>	<p>pp. 4/67-68, Presentation suggestions</p>	<p>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.</p>
24	<p><i>Career Choices</i>, pp. 104-110 <i>Workbook</i>, pp. 46-48</p>	<p>Money Isn't Everything</p> <p>Psychological costs – sacrifices vs. rewards</p>	<p>p. 4/69, Presentation suggestions</p> <p>p. 4/70, Presentation suggestions</p>	<p>After discussing these two topics, choose one of the activities listed in the 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 then report on their conclusions. Do class members have anything to add?</p>
25	<p><i>Career Choices</i>, pp. 111-113 <i>Workbook</i>, pp. 49 -50</p> <p><i>Career Choices</i>, pp. 116-117 <i>Workbook</i>, pp. 51</p> <p><i>Career Choices</i> pp. 118 - 119, <i>Workbook</i> p. 52-53</p>	<p>You Win Some, You Lose Some</p> <p>After-Hours Rewards</p> <p>An Investment in Education ... Yields</p> <p>Beginning of the planning process</p>	<p>p. 4/71, Presentation suggestions, Activities</p> <p>pp. 4/73-73, Presentation</p> <p>p. 4/74, Presentation suggestions</p>	<p>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.</p> <p>Break students into triads and brainstorm how the workers on page 113 might</p> <p>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. p. 118 and worksheet on p. 119 of <i>Career Choices</i>. Ask students to share their findings.</p>
<b>Homework</b>				
<b>Assign as homework</b> , review interviewing etiquette and strategies. Assign students to create Resource File				
<b>Assign completion of chart as homework (page 4/77 of Instructor's Guide).</b>				
<b>CHAPTER FIVE</b>				
26	<p><i>Career Choices</i>, pp. 124-134 <i>Workbook</i>, pp. 57-62</p> <p><i>Career Choices</i>, pp. 124-134 <i>Workbook</i>, pp. 57-62</p>	<p>Your Ideal Career</p> <p>Your Ideal Career (continued)</p>	<p>pp. 4/80-81, Presentation suggestions</p> <p>pp. 4/80-81, Energizer</p>	<p>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 After students have completed their charts, begin brainstorming possible careers that meet their essential career characteristics (see <i>Instructor's Guide</i>).</p>
27	<p><i>Career Choices</i>, pp. 135-137 <i>Workbook</i>, p. 63</p> <p><i>Career Choices</i>, pp. 138-139 <i>Workbook</i>, pp. 64-65</p> <p><i>Career Choices</i>, pp. 140-141</p>	<p>Consider Your Options</p> <p>Employee or Employer?</p> <p>What about Status</p>	<p>p. 4/82, Presentation suggestions</p> <p>pp. 4/83, Presentation suggestions</p> <p>p. 4/84, Presentation</p>	<p>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,</p>
<b>CHAPTER SIX</b>				
28	<p><i>Career Choices</i>, p. 144-146 <i>Career Choices</i>, p. 147</p>	<p>Career Interest Areas</p> <p>Bring In Your Identity</p>	<p>p. 4/78, 4/86</p> <p>p. 4/88, Presentation suggestions</p>	<p>Use one student 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.</p>
29	<p><i>Workbook</i>, p. 67</p> <p><i>Career Choices</i>, pp. 148-149</p>	<p>Career Research</p>	<p>p. 4/89, Presentation suggestions</p>	<p>Review text. Take a tour of the career center/library.</p>
30	<p><i>www.careerchoices.com</i> p. 149-150</p> <p><i>Career Choices</i>, pp. 150-155 <i>Workbook</i>, pp. 68-73</p>	<p>Career Research online</p> <p>Career Interest Survey</p>	<p>Find careers with most promising</p> <p>p. 4/89, Presentation suggestions</p>	<p>You'll want to recruit the assistance of your career librarian or career technician and spend the next three days in the library or career center or online at <a href="http://www.academicinnovations.com">www.academicinnovations.com</a></p>

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	<i>www.careerchoices.com p. 150</i> <i>Career Choices</i> , pp. 150-155 <i>Workbook</i> , pp. 68-73 <i>www.careerchoices.com p.150</i> <i>Career Choices</i> , pp. 150-155 <i>Workbook</i> , pp. 68-73 <i>www.careerchoices.com p. 150</i>	Career Interest Survey <i>(continued)</i>  Career Interest Survey <i>(continued)</i>	p. 4/89, Presentation suggestions  p. 4/89, Presentation suggestions	
	<i>Workbook</i> , pp. 73-74 <i>Career Choices</i> , pp. 158-159 <i>Workbook</i> , p. 75	Seeing in the Mind's Eye  The Shadow Program	pp. 4/92-93, Presentation suggestions pp. 4/94, Presentation suggestions	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> .
31	<i>Career Choices</i> , pp. 160-161 <i>Workbook</i> , p. 76 <i>Career Choices</i> , pp. 162-165 <i>Workbook</i> , pp. 77-78	Involve Me and I Understand The Chemistry Test	p. 4/101, Presentation suggestions  pp. 4/102, 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 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
<b>CHAPTER SEVEN</b>				
33	<i>Career Choices</i> , pp. 168-170 <i>Workbook</i> , p. 80 <i>Career Choices</i> , p. 171  <i>Workbook</i> , p. 80 <i>Career Choices</i> , pp. 172-174	Identifying Choices  Gathering Information  Evaluating Choices	p. 4/108-109, Presentation suggestions, Activities, Brainstorm p. 4/110, Presentation suggestions  pp. 4/111-112, Presentation suggestions, Activities	
34	<i>Workbook</i> , pp. 81-82 <i>Career Choices</i> , pp. 176-177 <i>Workbook</i> , pp. 82-83 <i>Career Choices</i> , p. 178	Gloria's Chart/Your Chart  Make a Decision	p. 4/113, Presentation suggestions p. 4/114, Presentation suggestions	Report out before the end of the period 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 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.
35	<i>Workbook</i> , p. 84			
<b>CHAPTER EIGHT</b>				
36	<i>Career Choices</i> , pp. 182-185 <i>Workbook</i> , p. 86 <i>Career Choices</i> , pp. 186-190 <i>Workbook</i> , p. 86 <i>Career Choices</i> , p. 190 <i>Workbook</i> , p. 86	Tools for Solving Problems  Setting Goals and Objectives  Setting Goals and Objectives	pp. 4/118-119, Presentation suggestions, Activities pp. 4/120-121, Presentation suggestions pp. 4/120-121, Activities	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 if you have time, you'll want to have your students complete pages 102-106 of <i>Lifestyle Math</i> . This exercise demonstrates how to use goals and objectives to develop a timely, quantitative plan.
<b>CHAPTER NINE</b>				
38	<i>Career Choices</i> , pp. 197-199 <i>Workbook</i> , p. 89 <i>Career Choices</i> , p. 200 <i>Workbook</i> , p. 90 <i>Career Choices</i> , pp. 201-202	What's Your Excuse?  Taking Responsibility  Startling Statement Quiz	pp. 4/124-125, Presentation suggestions. p. 4/126, Presentation suggestions p. 4/127, Presentation	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

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39	<i>Career Choices</i> , pp. 203-206	Detours and Roadblocks	p. 4/128, Presentation suggestions, Activities	
	<i>Workbook</i> , pp. 92-93			
	<i>Career Choices</i> , p. 207	Is It Worth Staying In School?	p. 4/129, Presentation suggestions, Activities	
40	<i>Workbook</i> , p. 94	Economics of Bad Habits	p. 4/130, Presentation suggestions,	
	<i>Career Choices</i> , pp. 208-209			
	<i>Workbook</i> , p. 95	If You're a Woman	pp. 4/132-133, Presentation suggestions, Activities	
41	<i>Career Choices</i> , pp. 211-213	Before You Give Up Your Dream	p. 4/134, Presentation suggestions	Read Dream Deferred by Langston Hughes, Possibilities, p. 212
	<i>Workbook</i> , p. 99	(Developing anxiety tolerance)	p. 4/135, Presentation suggestions	Have students complete the inventory on p. 6 of <i>Lifestyle Math</i> and review the text on p. 7. Then read pp. 216-217 of <i>Career Choices</i> and help students write a guided visualization to overcome math anxiety.
	<i>Career Choices</i> , pp. 216-217			
42	<i>Workbook</i> , p. 100	One Step at a Time	p. 4/136, Presentation suggestions	
	<i>Career Choices</i> , pp. 218-221			
	<i>Workbook</i> , p. 101	Yorik's Story	p. 4/137, Presentation suggestions	Have students/teams present their plans for Yorik.
43	<i>Career Choices</i> , pp. 222-223	Taking Risks	p. 4/138, Presentation suggestions, Activities	
	<i>Workbook</i> , p. 102			
	<i>Career Choices</i> , pp. 224-225	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.
44	<i>Career Choices</i> , p. 226 - 227	Alternative Career Ladder (cont.)	p. 4/139 and the Occupational Outlook Handbook	Go online to gather data for chart on p. 227
	<i>Workbook</i> , p. 104	Re-evaluate salary requirements, 30 year time line	p. 4/140	Brainstorm what a person can do if their career does not pay enough. Have student create the 30 year old timeline.
	<i>Career Choices</i> , pp. 230-231	How Much Home Can you Afford		Use this online calculator to help students focus on how salary will impact their living quarters. This will help them to raise their educational goals.
<b>CHAPTER TEN</b>				
44	<i>Career Choices</i> , pp. 230-231	Affirmations	P. 4/142, Presentation suggestions, Activities	
	<i>Workbook</i> , p. 104			
	<i>Career Choices</i> , pp. 232-235	The Six E's of Excellence	p. 4/143, Presentation suggestions,	
45	<i>Career Choices</i> , pp. 236-237	Going For It... Work Is an Aggressive Act	p. 4/145, Presentation suggestions, Activities	
	<i>Workbook</i> , p. 104	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 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
	<i>Career Choices</i> , pp. 238-241			
46	<i>Workbook</i> , pp. 105-107	The Employee of the Twenty-first Century	p. 4/148, Presentation suggestions, Activities	
	<i>Career Choices</i> , pp. 242-245	Managing Change	p. 4/150, Presentation, Activities	
	<i>Workbook</i> , pp. 108-109			
47	<i>Career Choices</i> , p. 246	Transferable Skills Chart	p. 4/150, Updating Career Portfolio	Have students create a transferable skills chart
	<i>Workbook</i> p. 109			
	<i>Career Choices</i> , pp. 250-251	Your Resume	p. 4/152, Presentation suggestions	Review what is included in a resume
48	<i>Workbook</i> , p. 111	Interactive resume writing online		Have students explore the various databases on p. 253 of <a href="http://www.careerchoices.com">www.careerchoices.com</a>
	<i>Career Choices</i> , pp. 253-254			
	<i>Workbook</i> , p. 111			
<b>CHAPTER ELEVEN</b>				
48	<i>Career Choices</i> , pp. 250-251	Your Resume	p. 4/152, Presentation suggestions	Review what is included in a resume
	<i>Workbook</i> , p. 111	Interactive resume writing online		Have students explore the various databases on p. 253 of <a href="http://www.careerchoices.com">www.careerchoices.com</a>
	<i>Career Choices</i> , pp. 253-254			

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49	Career Choices, p 254 - 255	Finding a Job....	p. 4/155, Presentation suggestions	
	www.careerchoices.com p. 254	Finding a job online	Use the databases listed to explore job opportunities	
50	Career Choices, p. 256 Workbook, p. 112	Job Applications	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.
	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.
51	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,	At the beginning of class, read the poem "The Bridge Builder." After discussing text on p. 262 of <i>Career Choices</i> , ask students to break into pairs and answer questions on p. 263 of <i>Career Choices</i> .
<b>CHAPTER TWELVE</b>				
52	Career Choices, pp 267-269	Getting the Education or Training you Need	p. 4/162 Presentation	
	www.careerchoices.com pp. 267 - 269	Online resources of available education and training		Have students spend a period reviewing the variety of online resources that can help the fine tune their education and training plan.
53	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	"If" by Rudyard Kipling Delaying Gratification	p. 4/165, Presentation suggestions	Open the class by reading "If" aloud.
54	Workbook, pp. 119-120			
	Possibilities, pp. 252-253 Career Choices, pp. 276-277	"Be the Best of Whatever Facing Fears and	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
55	Workbook, pp. 120-121	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
	Career Choices, pp. 278-281 Workbook, pp. 121-123	Your Plan (continued)	p. 4/166, Presentation suggestions	
56	Career Choices, pp. 278-281 Workbook, pp. 121-123			
		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
57	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.
	Possibilities, p. 283	"We Are a Success..." by Robert Louis Stevenson		
59	Post Class Survey		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
60	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.