 **Santa Clara Adult Education**

**Adult High School Diploma Program**

**Careers Elective Class**

**5 Credits**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6/2019

**Careers Syllabus**

**1**.) Go to [www.CaCareerZone.org](http://www.cacareerzone.org) Set up a free student account. Then under “Explore”, take these **3** assessments and print the results for your teacher: Interest Profiler, Work Importance Profiler, Skills Profiler.

**2**.) On the same site, go to “Money Choices” under “Grow”. Click on “Developing a Budget Guide”. Read it through to the end, and then proceed to create a budget for yourself, following all the directions. Print your results; give to your teacher.

**3**.) Again on [www.CaCareerZone.org](http://www.cacareerzone.org), click on “Explore” and under “Occupations” click on “Video Library”. Occupations are listed in alphabetical order.

In this section you are to view a total of **7** videos: After each one, visit the “Profile” for it, which will provide you with detailed printed information about the job. Select ones that highlight career areas that interest you.

For each video you are to take a page of notes (what you find interesting/important) Be sure to write the title of the video at the top of your page. You will turn these in to your teacher.  **\*\*\*Review Note-taking Tips” at the end of the syllabus.\*\*\***

**4**.) On the same site, under “Explore”, go to Fields of Study. Choose a career area (college major) that interests you. Read through all the material about **4** specific jobs and take notes on each of the jobs. Compare them to each other and see if there is a particular job that you would like to have. Turn in your notes to your teacher.

**5**.) Complete the attached college information forms for **3** different colleges or universities anywhere in the United States. You can get the information you need by googling specific colleges by name or by using information you find on the CaCareerZone site. If you are planning to attend college, you should choose schools that are possible options to actually attend. Turn in the sheets to your teacher.

**6**.) Go to the NOVA website, [ttps://novaworks.org/seeker/getting-started](https://novaworks.org/seeker/getting-started). Watch the Orientation video. Search for workshops that are held at the Sunnyvale location of NOVA. Are there some coming up that would be of interest to you? The workshops are free of charge. You just need to attend a registration session first. These are held daily. Turn in a list to your teacher that shows **6** workshops that might be helpful for you to attend **at the Sunnyvale location**. Your list should show the title of the workshop and when it will be held.

**7**.) Create and print your own resume. Go to [www.CaCareerZone.org](http://www.cacareerzone.org). Click on “Grow” and “Resume Builder”. Read through all the directions and review the examples in the “Resume Usage Guide”. Then in “Resume Builder”, click on “Create one”. Print a copy of your completed resume for your teacher.

**8**.) Go to this website: <https://zety.com/blog/how-to-write-a-cover-letter> It provides good ideas and some very specific directions (heading, closing, etc.) about how to write an excellent cover letter that should accompany a resume you submit to a potential employer. The samples provided are for some fairly specialized positions, but the way to write the letter remains the same for any job.

Now go to this webpage on the NOVA site.

<https://myplan.novaworks.org/attachments/resume/CoverLetter.pdf>

Read the information presented there about cover letters. Study the examples given.

You should now be ready to write 2 cover letters of your own. Each should be for a different type of job you would like to hold. Your teacher will be looking for how you tweak similar information in those two different letters.

**9**.) Go to this site: <https://www.calcareercenter.org/Home/Content?contentID=134>Read the directions on the page and then download the master job application form at the bottom of the page. You will need to fill this out with all your current information. Keep this master form updated and use it to copy information onto “real” job applications as you go forward. As NOVA points out, “Check over the application before filling it out. Many **applications have instructions or comments of which you should be aware before answering. Read the fine print. By complying with instructions, you indicate to your prospective employer your ability to follow directions and your attention to detail.”**

Remember, spelling, neatness, and accuracy all count. You are trying to present your best self in order to get hired! When completed, send your teacher a copy or print and submit one.

**10.)** Prepare to do a role play with your teacher

a) leaving a message for a potential employer and

b) recording a message for your own phone machine that is appropriate for potential employers to hear. The attached sheet has instructions for you to follow.

**11.)**  Watch this “good interview” video: <https://www.youtube.com/watch?v=SieNfciN274> (Job Interview....good example [CTE Skills.com )](https://www.youtube.com/channel/UCoCVISiLN48gZYgmv-uUDbQ)  and make a list of at least **8** ways this woman does well in her interview. Then watch this “poor interview”: <https://www.youtube.com/watch?v=_3Rii8w> (Job Interview....poor example [CTE Skills.com)](https://www.youtube.com/channel/UCoCVISiLN48gZYgmv-uUDbQ)  and make a list of at least **10** ways this man failed at his. Turn in your lists to your teacher. Now watch this video: <https://www.youtube.com/watch?v=R_dxlajqA4s> (Mock Interview Preparation: Common Questions with Feedback! [Curry College Center for Career Development ) to learn how to best prepare your own interview answers and comments.](https://www.youtube.com/channel/UCRSI12i6Nevj2MDlc-133UQ)

**12.)**  Do “Networking for Success”. First, read all the information about Informational Interviews. Then complete the lists of family and friendjobholders.Finally, be sure to complete the **3** informational interviews and **turn in the notes** you take on those along with this assignment.

**13**.) Choose Activity **A** or **B**.

1. Anyone may do this activity, but it may be best for day students who are available to visit during the Center’s daytime open hours.

Visit the Career Center on our campus, Room L4. Check with your teacher to be sure the center is open before you visit. Acquaint yourself with the job and school postings there and if possible, chat with one of the staff members in the room. Have a staff member there sign off the last sheet in the syllabus in order to get credit for your visit. Turn that in to your teacher.

1. Anyone may do this activity, but it may be best for evening students who are **not** available to visit the Center’s daytime open hours.

Go to <https://roadtripnation.com/watch/public-television/season-ten> **.** Scroll through the various episodes of Roadtrip Nation, and find one that centers on a type of job experience that interests you. You may look through additional seasons as well. Watch the episodes and take notes on what you learn about the job in question and what you take to be the point of the video. Turn in your notes to your teacher. Be sure you identify in your notes which season and episode you watch.

**14.)** Complete and turn in the attached Dream Job sheet.

#### **Note-taking Tips**

#### The concept of note-taking is to write down only the key points of something you read, hear or see, the things that are important, that you want or need to remember later. Do not try to write down every single thing. Listen or read carefully and select what is relevant.

 If you learn how to take notes effectively and efficiently, you’ll save yourself quite a lot of time just by observing a few simple tricks. The process of actually writing or typing information you see or hear helps your brain remember those things. It also helps you to concentrate, listen better, and increases your understanding.

How do you know what’s important? Look/listen for:

* Things that are repeated
* Things that are introduced in the beginning and explained in detail later
* Things that sound important such as dates, new terms or vocabulary, concepts, names, and explanations of ideas.
* Things that are emphasized by the speaker or written in bold or given a lot of time or space in the material

When taking notes do NOT write is complete sentences. You can use abbreviations that make sense to you, like b/c for the word because. You can sketch a little picture or diagram to help yourself recall something.

It is important to use lined paper to keep notes organized. If you skip lines, you allow yourself room to add a related item later. Be sure to title your page so you later know what the notes were about!

Summarize the main idea into a few sentences you’ll be able to remember. If you try to write everything down word for word, you’ll miss some things and confuse yourself. Write using your own words for better understanding.

Although you may be trying to write down the information quickly, write legibly! If you can’t read your own writing later, what’s the point?

Credit for portions of the above text to Roell, Kelly. "How To Take Notes." ThoughtCo, Dec. 5, 2018, thoughtco.com/how-to-take-notes-3211494.

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College Information Form**

Name of college: Location:

URL address:

What is the present cost of attendance?

 Tuition:

 Fees:

 Books:

 Room and board (if applicable):

 Other (parking, etc.):

Specifically what program(s) could this school offer you?

If you were to follow one of these programs and graduate from this school, what are some jobs for which you would be qualified?

What specific classes would a first year student with your interests typically take?

Why might you choose to attend this school?

Why might you choose **not** to attend this school?

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Why might you choose to attend this school?

Why might you choose **not** to attend this school?

**Careers Class Role Play: Phone Messages**

To leave a message for a potential employer regarding a job:

1. Speak slowly and clearly. Use a professional but friendly tone of voice.
2. Open with a professional greeting.
3. Identify yourself by your full name.
4. Explain briefly the reason for your call.
5. Leave your phone number.
6. Repeat your name and number. “Again, this is …”
7. Close the call with a polite thank-you, etc.

To record a message on your phone that is suitable for potential employers to hear:

1. Speak slowly and clearly. Use a professional but friendly tone of voice. Do not use slang expressions.
2. Identify yourself by your full name.
3. Ask for the caller’s name, phone number, and a brief message.
4. Offer to call back promptly.
5. Close the message.
6. Do not include any music.

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# **Networking for Success**

# Informational Interviews

Informational interviews can be a great job-hunting resource. They are like job interviews except you ask all the questions about an occupation, not a specific job opening. You have two goals during this interview. The first is to learn about the occupation to see if it might suit you. The second is to establish a connection with the person you’re interviewing.

Informational interviews can lead to job search suggestions, company contacts, and even job offers!

### Benefits

Informational interviews provide many benefits to help you.

* Make a contact—a connection with someone.
* Learn more about the company, industry, and job.
* Gain confidence as you practice your interviewing skills.
* Possibly learn about “hidden” (unadvertised) jobs or internship**s.**

### Who to Ask

Interviews take time, so target only individuals who have occupations you really want to pursue.

You might ask:

* Friends, family, neighbors, supervisors, coworkers, and anyone they know.
* People listed in the yellow pages or association directories.

### Guidelines

Here are some general guidelines for the interview:

* Interview three people for each occupation of interest.
* When you call, say how you got that person’s name.
* Explain that you’re seeking information and guidance.
* Ask to meet for 20 minutes and stick to it (wear a watch).
* Bring paper and pen with you and take notes.
* Research the occupations and organization beforehand as you would for a job interview.
* Dress and act as you would at a job interview.
* DON’T ask the person for a job in any way.

### Questions to Ask

Since you probably don’t have much time, pick only a few important questions to ask.

Here are some ideas:

* How did you get into this type of work? This job?
* What type of preparation/education/training did you have? What is required?
* What do you enjoy the most? The least?
* What three skills do you use most often?
* Describe a typical day or week.
* What motivates you?
* Describe difficulties you regularly face on the job.
* What are the advancement opportunities and limits?
* How does a person usually progress in this field?
* What must a person know to stay competitive?
* What’s the economic outlook for this career?
* How does your job affect your home life?
* What are typical entry-level job titles and duties?
* How do you suggest I learn more about this field?
* Here are my strengths. How do they fit in this field?

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### Afterward

When your scheduled time is almost up, end the interview. Here are some important tips for ending your interview.

Thank the person before you leave.

Ask for referrals to others who might be available for an informational interview.

Ask for the person’s business card.

Immediately send a thank you note.

Evaluate how well you conducted the interview.

Decide how to weigh what the interviewee said. Take what you heard with a grain of salt and trust your own judgment.

Review the notes you took and decide on your next step.

When you eventually do get a job, tell your interviewees about it—they’ll want to know how your search ended!

**NOW:**

Begin your networking by identifying family and friends you can talk to about their jobs.

List **five** family members and what they do for a living:

|  |  |
| --- | --- |
| **Name** | **Job** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

List **five** friends and what they do for a living:

|  |  |
| --- | --- |
| **Name** | **Job** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Schedule an informational interview with at least **three** of the people on your list. Ask them about their career path. Take notes.

* Why did they choose their career?
* What do they do in a typical day?
* What education and/or training is required?
* Where can you find more information about their career field?
* What about future openings in the field?

You may also want to ask if it is possible to get a summer job or internship in their organization. If this opportunity is available, ask what you need to do to apply.

Shadow one or more of these people at their workplace for a day. You can do this during a holiday break or vacation. How did you like the work environment? Is this a career field which might match your talents and interests?

**Careers Class**

**Activity # 10 Career Center Visit**

I visited the Career Center, Room \_\_\_\_\_ on our campus on \_\_\_\_\_\_\_\_\_\_\_ (date).

I was there from \_\_\_\_\_\_\_\_\_ (time) until \_\_\_\_\_\_\_\_\_ (time).

Name some things you saw, learned or used there that could be helpful to you in searching for a job or a college to attend:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Staff member) (Date)

**Careers Elective Class**

**My Dream Job**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dream Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Description (provide your responsibilities in detail)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How I prepared for this position (schooling, training, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job location (specific city and site, e.g.office building, hospital, construction site) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Job days and hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job salary (annual) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job benefits (vacation, health insurance, etc...be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I love this job because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_