



## Integrating Career Awareness into the ABE and ESOL Classroom

### Course Overview and Schedule

**Course instructor**

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**Course registrar**

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**Course dates**

October 10– November 21, 2019

**Time**

Approx. 3–4 hours per week; 24 hours total

**Technical assistance**

techsupport@worlded.org

### Course Objectives

By the end of the course, you will be able to:

- Compare a variety of lessons and resources included in *Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide* to assist students completing a Career and Education Planning Worksheet.
- Complete a Lesson Planning Template from the *ICA Curriculum Guide* that is tailored to the student levels, intensity of instruction, length of your program cycle and aligned, where applicable, to your state or program content standards.
- Determine the preparation, classroom time, and resources that you will need in order to deliver the lessons that you've included in your Lesson Planning Template.
- Apply a framework for setting a personal goal and discuss how you would introduce this framework to students to help them set concrete goals.
- Navigate, compare, and assess local and online resources to complement the *ICA* lessons, such as career exploration websites, college websites, One Stop Career Centers, and potential guest speakers.
- List the education steps needed towards a credential in a specific career pathway and identify a postsecondary institution in your area that provides such training.

### Course Completion

Your work will be assessed on whether or not and to what extent you have done the following\*:

1. Completed the required activities and postings\*: total of 75%
  - Lesson 3: *Influences* posting (5%)
  - Lesson 3: Cultural Context Lesson Plan and *Cultural Context Lessons* posting (10%)
  - Lesson 4: *Skill Inventories* posting (5%)
  - Lesson 4: Pair assignment and *SMART Goals* posting (10%)
  - Lesson 4: Self-Exploration Lesson Plan and *Self-Exploration Lessons* posting (10%)
  - Lesson 5: *Navigating Websites* posting (5%)
  - Lesson 5: Occupational Exploration Lesson Plan and *Occupational Exploration Lessons* posting (10%)
  - Lesson 6: Educational Pathway Worksheet and *Educational Pathway* posting (10%)
  - Lesson 6: Career Planning Skills Lesson Plan, Part 1, and *Career Planning Skills Lessons* posting (10%)

\*In all cases where the assignment is a Forum *posting*, the requirement includes participating in the discussion by reading and responding thoughtfully to some of the other posts.

2. Completed the Final Lesson Planning Project: 25%

If you score an 80% or above, you will successfully complete the course and you may be able to earn 24 PDPs.

## Course Schedule

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### Lessons 1-2

- **Due Sunday, 10/13 midnight:** All lessons' content plus first posts to forums.
- **Due Wednesday, 10/16 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that have not received responses yet.

#### 1. Getting Started

- Introduction
- Required Software and Course Features
- Course Objectives
- Course Requirements
- Planning for Learning
- Course Project
- Lesson Planning Project
- Career and Education Planning Worksheet
- Working with Colleagues from Your Program
- Activity #1: Personal Learning Goals
- Questions and Observations
- Lesson Summary

#### 2. Career Awareness and Planning

- Lesson Objectives
- The U.S. Economy
- What Does the Data Say?
- Student Persistence
- Where do Adults Turn for Information and Assistance?
- What's Your Experience?
- Accessing Career Guidance
- Career Planning Model
- Key Features of the ICA Curriculum Guide
- The Appendices
- Questions and Observations
- Lesson Summary

### Lesson 3

- **Due Sunday, 10/20 midnight:** All lessons' content plus first posts to forums.
- **Due Wednesday, 10/23 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that have not received responses yet.

#### 3. Cultural Context

- Lesson Objectives
- Activity #2: The Influence of Family and Friends
- Forum:** Influences
- Lesson Planning Project
- Project Instructions: Cultural Context Lesson Planning
- Forum:** Cultural Context Lessons
- Questions and Observations
- Lesson Summary

### Lesson 4

- **Due Sunday, 10/27 midnight:** All lessons' content plus first posts to forums
- **Due Wednesday, 10/30 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that haven't received responses yet.

#### 4. Self-Exploration Process

- Lesson Objectives
- Self-Assessment Tools
- Introduction to the Tools
- Using the Tools
- Activity #3: Identifying Transferable Skills
- Forum:** Skill Inventories
- Online Self-Assessment Tools
- Optional Activity: Reflections on Online Self-Assessment Tools*
- Forum: Online Self-Assessment Tools*
- Goal Setting
- Activity #4: Setting SMART Goals
- Write and Share a Goal
- Forum:** SMART Goals
- SMART Goals Online
- Lesson Planning Project
- Forum: Self-exploration Lessons
- Questions and Observations
- Lesson Summary

### Lesson 5

- **Due Sunday, 11/3 midnight:** All lessons' content (except One Stop Career Centers, see note) plus first posts to forums.
- **Due Wednesday, 11/6 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that haven't received responses yet.

### 5. Occupational Exploration

- Lesson Objectives
- Resources for Occupational Exploration
- Activity #5: One Stop Career Centers  
*Note:* You have until 12/2 to complete this activity
- Using Online Resources for Occupational Exploration
- Activity #6: Online Occupational Exploration
- Forum:** Navigating Websites
- Lesson Planning Project
- Project Instructions: Occupational Exploration Lesson Planning
- Forum:** Occupational Exploration Lessons
- Questions and Observations
- Lesson Summary

### Lesson 6

- **Due Sunday, 11/10 midnight:** All lessons' content plus first posts to forums
- **Due Wednesday, 11/13 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that haven't received responses yet.
- **Happy Thanksgiving!**

### 6. Career Planning Skills

- Lesson Objectives
- Lesson Planning Project
- Project Instructions: Career Planning Skills Lesson Planning, Part 1
- Forum:** Career Planning Skills Lessons
- Understanding Career Pathways
- Ladders Versus Lattices
- Diagrams and Roadmaps
- Read and Reflect
- Activity #7: Mapping an Educational Pathway
- Research, Write, and Post
- Forum:** Educational Pathway
- College Knowledge
- Testing Your College Knowledge
- Lessons Planning Project, Part 2
- Forum:** Career Planning Skills Lessons, Part 2
- Questions and Observations
- Lesson Summary

### Lesson 7 and Course Completion

#### Lesson 7:

- **Due Sunday, 11/17 midnight:** All lessons' content plus first posts to forums

#### Course Completion

- **Due Thursday, 11/21 midnight**

### 7. Tying It All Together

- Career Planning Programs
- Effective Components
- Final Lesson Planning Project
- Finalizing Your Lesson Planning Template
- Questions and Observations
- Course Completion**
- Forum:** Reflections
- Course Evaluation
- Certificate of Completion

Course materials are available through December 21, 2019.