



Integrating Career Awareness into the ABE and ESOL Classroom

Course Overview and Schedule

Course instructor

Martha Oesch, martha@oeschconsulting.com

Course dates

October 17–December 5, 2018

Course registrar

Leah Peterson, lpeterson@worlded.org

Time

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

Additional questions

Ruzica Banovic, rbanovic@worlded.org

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 can earn 24 PDPs.

Course Schedule

Lessons 1-2

- **Due Sunday, 10/21 midnight:** All lessons' content plus first posts to forums.
- **Due Wednesday, 10/24 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
- Recommendations for Teachers and Advisors
- Course Project
- Lesson Planning Project
- Career and Education Planning Worksheet
- Working with Colleagues from Your Program
- Activity #1: Personal Learning Goals
- Tips From ESOL Teachers
- Tips for Advisors
- Lesson Summary
- Help Forum

2. Career Awareness and Planning

- Lesson Objectives
- The U.S. Economy
- What Does the Data Say?
- Take the Poll: How Many Jobs Have You Had?
- Take the Poll: Baby Boomer Jobs
- Check Your Poll Responses
- Student Persistence
- Where do Adults Turn for Information and Assistance?
- What's Your Experience?
- Career Planning Model
- Key Features of the ICA Curriculum Guide
- The Appendices
- Lesson Summary

Lesson 3

- **Due Sunday, 10/28 midnight:** All lessons' content plus first posts to forums.
- **Due Wednesday, 10/31 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
- Lessons to Develop Awareness of the Cultural Context
- Project Instructions: Cultural Context Lesson Planning
- Forum:** Cultural Context Lessons
- Lesson Summary

Lesson 4

- **Due Sunday, 11/4 midnight:** All lessons' content plus first posts to forums
- **Due Wednesday, 11/7 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
- Lesson Summary

Lesson 5

- **Due Sunday, 11/11 midnight:** All lessons' content (except One Stop Career Centers, see note) plus first posts to forums.
 - **Due Wednesday, 11/14 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that haven't received responses yet.
-

5. Occupational Exploration

- | | |
|---|---|
| <input type="checkbox"/> Lesson Objectives | <input type="checkbox"/> Online Occupational Exploration |
| <input type="checkbox"/> Resources for Occupational Exploration | <input type="checkbox"/> Forum: Navigating Websites |
| <input type="checkbox"/> Activity #5: One Stop Career Centers
<i>Note:</i> You have until ____ to complete this activity | <input type="checkbox"/> Lesson Planning Project |
| <input type="checkbox"/> Activity #6: Using Online Resources for Occupational Exploration | <input type="checkbox"/> Project Instructions: Occupational Exploration Lesson Planning |
| | <input type="checkbox"/> Forum: Occupational Exploration Lessons |
| | <input type="checkbox"/> Lesson Summary |
-

Lesson 6

- **Due Sunday, 11/18 midnight:** All lessons' content plus first posts to forums
 - **Due Wednesday, 11/21 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that haven't received responses yet.
 - **Happy Thanksgiving!**
-

6. Career Planning Skills

- | | |
|---|---|
| <input type="checkbox"/> Lesson Objectives | <input type="checkbox"/> Activity #7: Mapping an Educational Pathway |
| <input type="checkbox"/> Lesson Planning Project | <input type="checkbox"/> Research, Write, and Post |
| <input type="checkbox"/> Project Instructions: Career Planning Skills Lesson Planning, Part 1 | <input type="checkbox"/> Forum: Educational Pathway |
| <input type="checkbox"/> Forum: Career Planning Skills Lessons | <input type="checkbox"/> College Knowledge |
| <input type="checkbox"/> Understanding Career Pathways | <input type="checkbox"/> Testing Your College Knowledge |
| <input type="checkbox"/> Ladders Versus Lattices | <input type="checkbox"/> Lessons on Developing Career Planning Skills, Part 2 |
| <input type="checkbox"/> Diagrams and Roadmaps | <input type="checkbox"/> Forum: Career Planning Skills Lessons |
| <input type="checkbox"/> Read and Reflect | <input type="checkbox"/> Lesson Summary |
-

Lesson 7 and Course Completion

Lesson 7:

- **Due Sunday, 12/2 midnight:** All lessons' content plus first posts to forums
- **Due Wednesday, 12/5 midnight:** Response to two (or more) participants' posts to forums. Prioritize those that haven't received responses yet.

Course Completion

- **Due Tuesday, 12/5 midnight**
-

7. Tying It All Together

- | | |
|---|--|
| <input type="checkbox"/> Promising Practices | Course Completion |
| <input type="checkbox"/> Effective Components | <input type="checkbox"/> Next Steps |
| <input type="checkbox"/> Final Lesson Planning Project | <input type="checkbox"/> Course Evaluation |
| <input type="checkbox"/> Finalizing Your Lesson Planning Template | <input type="checkbox"/> Reflections |
| <input type="checkbox"/> Forum: Final Template | <input type="checkbox"/> Certificate of Completion |
-

Course materials are available through January 5, 2019.