

Activities/ Resources for Unit 1 Outcomes

Activities/ Resources for Outcome #1

NAME _____

CAREER PATH PORTFOLIO

#	Learning activity	Date Completed	Ok'd	Comments
1	Past and present			
2	Personal inventory			
3	3 objects presentation			
4	Reflection: my values			
4	Mission statement			
5	Career interest survey			
6	Jobs: loved and hated			
7	Childhood dreams and passions			
8	My dream job			
9	Past learning experiences			
10	Learning Styles Inventory			
11	Reflection: my learning style			
12	Multiple Intelligences inventory			
13	Reflection: my intelligences			
14	Myers-Briggs Personality Profile			
15	Employability Skills Inventory			
16	Goal setting			

Read each sentence below.
Fill in the blank.
Don't think too hard.

**When I was little, I used to
want to be _____
because _____.**

**I am taking this course now
because I want _____
and need _____.**

Name: _____

For practice, please **write in complete sentences**. Don't worry about spelling. **NO PARAGRAPHS PLEASE!**

1. Do you have a nickname that you like to be called?
Example: Please call me Elizabeth.

2. What is your date of birth?

3. Do you have a job? *(Please note that taking care of a house and children is an extremely important and difficult job. Of course, it counts!)*

 If so, what do you do?

 Where do you work?

 How many hours a week do you work?

 Do you like it?

 How long have you been there?

4. Where were you were born?

5. Are you married? If so, what is the name of your spouse? How long have you been married?

6. Do you have any children? If so, what are their ages and what are their names?
Yes, I do. Their names are Patrick (age 12) and Charlie (age 9).

7. Whom do you live with?

8. What do you like to do on weekends?

9. What is your favorite holiday? What is the best part of the celebration?
My favorite holiday is Easter because I love the beginning of spring
10. What is your favorite season? What do you like to do in this time of year?
11. Describe your favorite meal.
I love when my sister cooks . . .
12. What is your favorite snack? What is your favorite drink?
13. What kind of music do you listen to? Who is your favorite artist?
I like to listen to. . .
Do you play a musical instrument and/or sing?
14. What household chore do you hate to do?
15. If someone gave you a gift of \$10, what would you do with it?
If someone gave me \$10, I would go and see a movie.
16. If someone gave you a gift of \$100, what would you do with it?
17. If someone gave you a gift of \$1000, what would you do with it?
18. If someone gave you a gift of \$10,000, what would you do with it?
19. If someone gave you a gift of \$1,000,000, what would you do with it?
20. If you could travel anywhere in the world, where would you go?
21. In ten years, I hope to _____
22. What three things do you most enjoy doing?

Student Information Form

LastName_____FirstName_____Phone_____

Do you live in a house, apartment, mobile home?_____

Your town_____Zipcode_____

Email address_____

Transportation to class? (Please check which you usually do)

___walk___bike___motorcycle___wagon___swim___taxi___bus___drive with friend___drive myself

In class, you can call me (nickname?)_____

First Language_____

What other languages do you speak?_____

What language do you speak in your home?_____

Who lives with you? Please list name, age, and relationship to you:

Name	Age	Relationship to you

Please note in answering the above: *If you are currently unemployed, what was your previous job? If you work at home to take care of the household and/or your children, you may choose one of the following terms for your occupation: **homemaker, stay-at-home-parent, domestic engineer***

If you have a *paying* job, how many hours a week do you work? _____

What time do you wake up in the morning?_____

How many hours of sleep do you get most nights of the week? (Check your average)

___more than 8 ___7-8 ___about 6 ___5 or fewer

Do you have a cell phone? ___yes ___no

IS YOUR CELL PHONE TURNED OFF RIGHT NOW?!?!?!?!?

Activities/ Resources for Outcome #2

Values Mini-Presentation: This is what is important to me

CPP # 3

Step 1: Reflect upon each of the following questions. Then write a few words and phrases next to each to help you organize and remember your ideas.

What do you LOVE to do?

What are you good at?

How do you spend most of your time during your day?

Who is closest to your heart?

Step 2: Answer the following question:

What is most important to you in your life? Limit your list to the top 3 responses. List below.

1. _____

2. _____

3. _____

Step 3: Choose an object which represents or symbolizes each of your responses above. Write the symbols below.

Example: I love my children with my heart and soul. This family portrait symbolizes our love.

1. _____ represents _____ in my life.

2. _____ represents _____ in my life.

3. _____ represents _____ in my life.

Step 4: For the next class, bring these symbolic objects to class. Each of you will share with a small group what is most important in your life.

Values Auction

A “value” is a belief that something is important. This values auction is a way for you to determine your real values. Basically, it consists of bidding on the items offered in the auction. You are given a thousand dollars to use in this auction. Read each value and assign a monetary amount to represent your bid. Highest bidder wins the item. Remember, you only have \$1,000.00. Spend wisely and do not go over this amount.

<u>AMOUNT</u>	<u>DESCRIPTION OF VALUE</u>	<u>WINNER</u>
_____	1. become a fashion model	_____
_____	2. have an apartment of my own	_____
_____	3. enjoy my job	_____
_____	4. have a career-related benefit package [hospital, dental, vision insurance]	_____
_____	5. have a starring role in a movie	_____
_____	6. have a college degree in the major of my choice	_____
_____	7. have a decent career for life with a minimum salary of \$50,000.00 a year	_____
_____	8. have a nutrition pill to eliminate excess weight gain/loss	_____
_____	9. have a dream house built to my design	_____
_____	10. have a contract to play a professional sport	_____
_____	11. get married and have a family	_____
_____	12. buy a car of my choice	_____
_____	13. be healthy	_____
_____	14. have free medical treatment	_____
_____	15. be happy	_____

- _____ 16. have complete furnishings for my house _____
- _____ 17. have all-expense paid job travel _____
- _____ 18. have free tuition and books for college studies in
chosen career field _____
- _____ 19. have a recording contract for two years _____
- _____ 20. have a complete career-related wardrobe _____
- _____ 21. have my student loan paid off in full _____
- _____ 22. have a job that pays \$12 an hour _____
- _____ 23. marry a millionaire _____
- _____ 24. have my own business _____
- _____ 25. travel in company limo/jet _____
- _____ 26. be a successful/happy housewife _____
- _____ 27. live and work in a big city _____
- _____ 28. have expensive jewelry _____
- _____ 29. be secure/safe in life and property _____
- _____ 30. have the respect of others _____

Values Auction

This exercise has students decide which values are most important to them by requiring bidding for the values in an auction. In other words, students will not be able to have any particular value unless they outbid the other competitors to “win” that value.

Give each student the “Values Auction Chart” (copy it front to back) and tell them they have \$1,000 to bid in an auction to win these values. Have them spend a few minutes filling it out individually and figuring where they would want to put the most money, etc.

Then get students in groups of 5 or so to discuss their values. Give them 10 minutes to work in groups to present their top values and why they chose them.

Once they are finished, inform them that they are now a team. Their team has \$10,000 and they will be competing against the other teams to bid on these values. Have them come up with a team name, e.g., “Great Gauchos.” Give them 10-15 minutes to negotiate between their individual preferences and decide on their team’s top values. They must reach a consensus and decide which values they prioritize and will try to win.

Write the team names on the board in a place where you can keep a tally. Start with \$10,000 under each team and then deduct for each successful/winning bid. Also, set a minimum bid of \$50 or \$100 so that you don’t end up with unending bids of \$10 each.

At this point, run it like a real auction with a caller (the more enthusiastic the better) naming the value that is up for bid and taking bids. For example:
“The value is ‘To be the richest person in the world.’ Who will start the bidding at \$500? I got \$500, do I have \$700? Alright \$700 to my left? What about \$800? \$800? No, how about \$750? Yes - \$750. Who will bid \$800? \$800? Last bid is \$750 – going once, going twice... SOLD to the Great Gauchos!”

If you wish, you can have premade signs with each value on it and hand each one out as they are won by each team.

After each winning bid, add it to that team’s tally and subtract to give them their new available total they have left to bid. Also, after each winning bid, give the teams a minute to renegotiate their lists as certain values are no longer available.

Consider the experience with the class auction and answer the questions below:

- 1) What did you bid on?
- 2) What did you buy? Why were you able to do so?
- 3) On what (if anything) did the class not bid? Why?

Read each question. “Dig deeply” before you write the answers. Each answer should be about 3-4 sentences. You may choose to write a paragraph in which you incorporate all of your answers to these questions.

- A) How do you define “personal values”?
- B) At this point, list 4 or 5 of the most important values you hold. Which one would you fight hardest for? Explain.
- C) Has there ever been a time when you have chosen to leave a relationship or a situation because of a conflict in values? Explain.
- D) How do you think you learned and developed these values?
- E) How do you think your values might change as you get older?
- F) Why do you think it’s important to incorporate your values into your career choices?

Career Interest Survey:

<http://www.careerclusters.org/resources/ccinterestsurvey/InterestSurvey.pdf>

Selected Readings:

"The Greatest Job in the World," "Becoming Yourself," "Tender to the Bone" from ***Beyond True Stories***

Heyer, Sandra. ***Beyond True Stories: A High Intermediate Reader***. Pearson, Longman, 2003.

The Last Lecture, by Randy Pausch, section II, "Really Achieving Your Childhood Dreams"

Film Clip:

Last Lecture, Classroom Edition. DVD. 30 minutes. Disney Educational Productions, 2009.

Resource:

Farr, Michael. ***Quick Job Search: Seven Steps to Getting a Good Job in Less Time***. 4th ed. JIST Publishing Co., 2006.

Think about jobs or tasks that you have had in the past or that you hold now

A. Write about one job or task that you absolutely HATED.

When did you have this job? How old were you?

How long did you have this job?

Why did you leave . . . or are you still in this job?

What did you have to do? Be very specific.

Where did you work? Describe the work conditions.

Who was your boss or supervisor?

Whom did you work with?

What was so bad about it? Be very specific.

How did this work make you feel?

Under what conditions would you do this job again?

B. Write about one job or task that you really enjoyed.

When did you have this job? How old were you?

How long did you have this job?

Why did you leave . . . or are you still in this job?

What did you have to do? Be very specific.

Where did you work? Describe the work conditions.

Who was your boss or supervisor?

Whom did you work with?

Why did you enjoy it so much? What was good about it?

How did the work make you feel?

Remembering Childhood Dreams: what is your passion?

**Complete each statement below by writing 2 or 3 sentences.
Don't think too hard! Write what comes to your mind and heart.**

When I was a child, I used to love to

When I was little, I wanted to _____ when I grew up.

When I became older, I wanted to _____ when I grew up.

I always thought I would _____
_____. I believed this with
my whole heart.

I **love** to _____. (Come on! You can think of at
least 5!)

Someday I will _____. (Dream big!)

Close your eyes for a moment and imagine yourself in your dream job.

This job is not about money.

This job is about you getting paid to do what you love in a setting in which you are happy and productive.

Can you see yourself?

Describe yourself succeeding in this dream job you have imagined for yourself. Consider the answers to the questions below. Then write a short paragraph incorporating your answers.

- What are you doing? Be very specific.
- Where are you working? Look around. How do your surroundings meet your needs?
- What time of day is it?
- Who is working with you?
- What do you see around you?
- What are you wearing?
- How do you feel?

Very important finish to your fantasy: *Attach a photograph or create a drawing that will match or remind you of the most meaningful parts of the dream job you described.*

Activities/ Resources for Outcome #3

REFLECTION: Past Learning Experiences

Career Profile Portfolio #9

Positive:

Recall a learning experience in which you felt very successful. Remember that we learn through ordinary events, not just in school. Write a few notes for each question.

How old were you in this event?

Where did this happen?

What happened?

What did you learn?

Were you TRYING to learn something, or was it something you learned by accident?

HOW did you learn this?

What (or who) helped make this a POSITIVE experience?

NOW DRAW yourself in this positive learning event. What are you saying about this? (Stick figures are always beautiful.)

Negative:

Recall a learning experience in which you felt frustrated, embarrassed, and UNSUCCESSFUL. Write a few notes for each question.

How old were you in this event?

Where did this happen?

What happened?

What did you learn?

Were you TRYING to learn something, or was it something you learned by accident?

HOW did you learn this?

What (or who) helped make this a NEGATIVE experience?

NOW DRAW yourself in this positive learning event. What are you saying about this?

Learning Styles Inventory

Career Path Portfolio #10

http://www.educationworld.com/a_lesson/03/lp319-01.s

<http://www.ldpride.net/learningstyles.MI.htmhtml>

<http://www.engr.ncsu.edu/learningstyles/ilsweb.html>

My preferred learning style is: _____

Now that I understand about this style, it makes sense to me that:

1. _____
2. _____
3. _____
4. _____
5. _____

When I am a student in class, two good strategies to help me handle new information are:

1. _____
2. _____

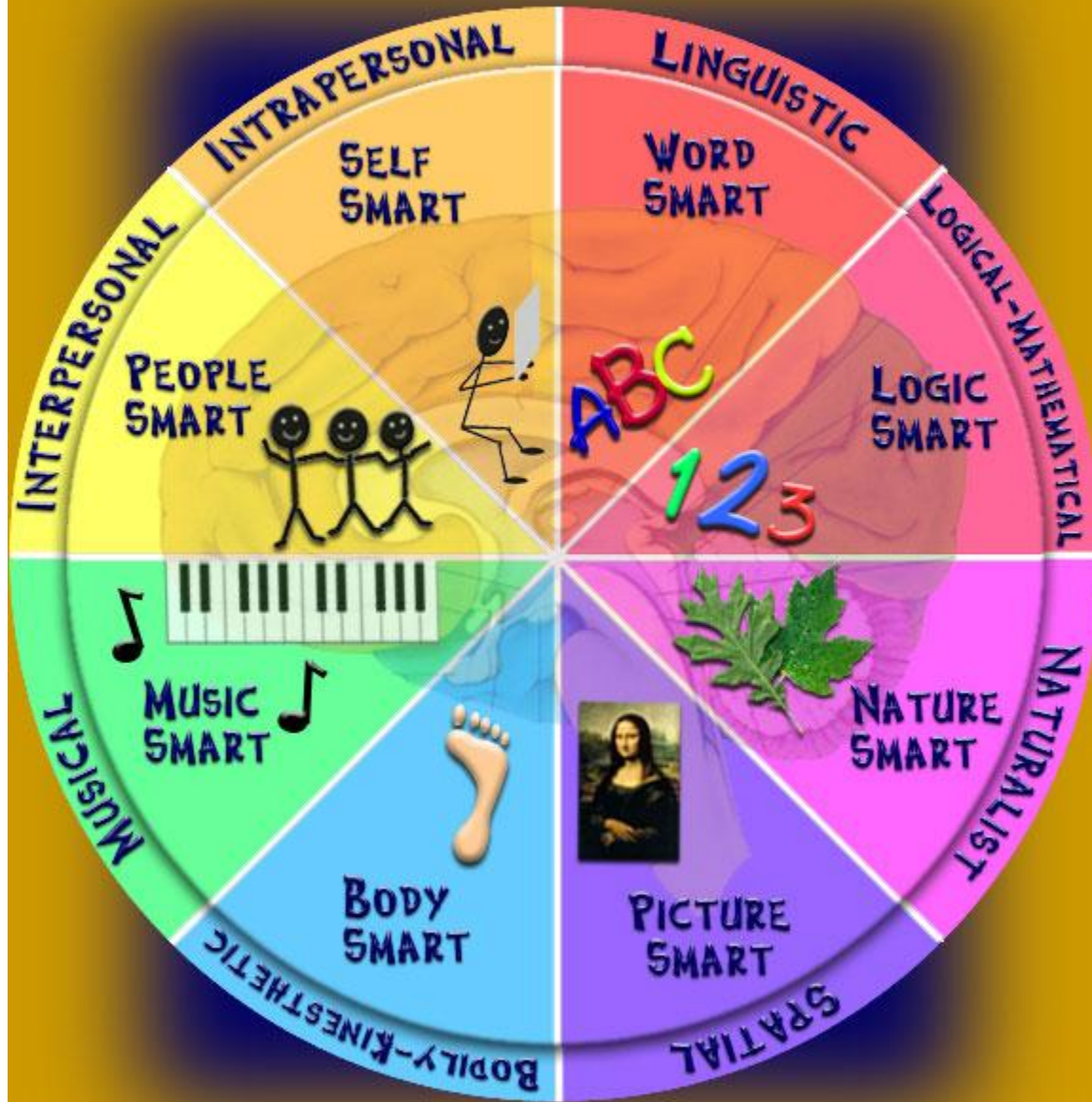
Here are three good strategies for studying which are very natural for me because of my learning styles:

1. _____
2. _____
3. _____

Aha! Because of my learning style, I do/will do very well in these jobs or tasks:

1. _____
2. _____
3. _____

MULTIPLE INTELLIGENCES



THEORY BY HOWARD GARDNER
GRAPHIC BY MARK R. KASER
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Multiple Intelligences Inventory

Career Path Portfolio #12

http://www.spannj.org/BasicRights/appendix_b.htm

<http://www.lth3.k12.il.us/rhampton/mi/mi.html>

<http://www.google.com/imgres?imgurl=http://classroomchoreography.files.wordpress.com/2010/05/multiple->

<http://literacyworks.org/mi/assessment/findyourstrengths.html>

<http://www.ldpride.net/learningstyles.MI.htm>

Activities/ Resources for Outcome #4

Personality Inventory

Career Path Portfolio #14

High level vocabulary: <http://keirsey.com/sorter/instruments2.aspx?parti>

Explanation of 4 temperaments:

http://www.keirsey.com/4temps/overview_temperaments.aspd=0

Explanation of Myers-Briggs: http://www.personalitypathways.com/type_inventory.html

Collection of interest and personality inventories and information:

<http://www.librarysupportstaff.com/4personaltest.html#personality>

Convergent and Divergent Thinking:

<http://www.learningandteaching.info/learning/converge.htm>

Activities/ Resources for Outcome #5

Employability Skills Inventory

Career Path Portfolio #15

http://www.coe.uga.edu/cgi-bin/cgiwrap/~rhill/new_wei/esa.pl

<http://cscfamily.cscbroward.org/surveys/BESassessment.asp>

<http://www.sst6.org/attachments/article/343/employability%20skills%20checklist.pdf>

Thank you letter format:

<http://www.business-plans-guide.com/business-thank-you-letter.html>

<http://ualr.edu/careerservices/uploads/2010/04/Guide%20to%20Writing%20a%20Thank%20You%20Letter.pdf>

**Activities/
Resources
for
Outcomes #6 & #7**

SELF-ASSESSMENT APPOINTMENT with Program Coordinator

Name _____

Date of appointment _____ **Time of appointment** _____

Coordinator's comments:

Student's comments:

Signature of Coordinator _____ **Date** _____

Signature of Student _____ **Date** _____

Name _____ Date _____

CURRENT ROLES

This semester I am enrolled in:

ASE _____ ABE _____ (list courses)

Other courses:

For ESL students:

Level _____

Do you have your GED^R? ____yes__no

Do you have your high school diploma from the U.S? ____yes____no

Please list any other degrees, licenses, or certifications that you have.

What kind of computer skills do you have? Describe.

Have you taken any formal technology training courses? __no __yes

If yes, please list or describe.

Do you think that your technology skills are sufficient for your studies and your job?

Explain.

Have you taken the COMPASS Reading Test? ____no ____yes Score: _____

Employed? no _____yes _____ hours per week _____

Current occupation: _____

Place of employment: _____

Do you have your own transportation? How do you get to work/school?

Do you suffer from any chronic ailments which interfere with your school or work obligations?

How would you rate your overall health?

___excellent___good___fair___poor

Do you have any children?

If so, what are their ages?

Who takes care of your children when you are at work? In class?

What other family obligations demand your regular time and attention? (care for an elderly parent, care for a disabled spouse, etc.)

Are you receiving any kind of financial assistance? (unemployment, public aid, free lunch program, etc.)

___no___yes If yes, what kind?

Who helps and supports you in your studies now? (encouragement, tutoring, child care, help in the home, instructors, church)

When and how do you study now with your current obligations?

List 3 things that would make your life easier right now.

- 1)
- 2)
- 3)

FUTURE GOALS AND ROLES

What is your desired profession?

Why is this profession desirable to you?

Imagine observing a person working in this profession. What do you actually see the person doing?

Where have you met or seen someone in this profession? (nurse at a doctor's office? nurse on television? paramedic who helped you after a car accident? dental assistant in your dentist office? Or, did you just read about it?)

What are some of your related experiences?

Do you have any related training to this future profession?

What do you see as personal strengths that would make you successful in this profession?

What have you learned about this profession that you think will be most challenging to you?

How will you achieve your *CAREER GOAL*?

Goals/plans/needs/preparation	Next semester	1 year from now	5 years from now
<i>Academics</i>			
<i>Language learning</i>			
<i>Financial aid/earnings/savings</i>			
<i>Help and support for my studies (family, friends, cohort, tutoring)</i>			
<i>Access to and technology skills</i>			
<i>Health related job experience</i>			
<i>Personal Health</i>			
<i>Transportation</i>			
<i>Entrance to desired program of study</i>			
<i>Child care</i>			
<i>Time management /study skills</i>			

Activities/ Resources for Outcomes #8

Name: _____ Date: _____ Period: _____

KWL

Topic: _____

K
(What I know)

W
(What I want to know)

L
(What I have learned)

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