

References

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Hogue, Ann. ***First Steps in Academic Writing.*** Pearson Education, Inc., 2008.

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Starting Out! in the Workplace: Charting a Successful Life Course. McGraw Hill Companies, Inc., 2011.

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Websites:

Government:

www.state.il.us/Agency/idol Illinois Department of Labor

<http://www.ilworkinfo.com/> Workforce information

www.irs.gov Internal Revenue site, forms, information

Getting Hired in Healthcare: all teachers and students should check here

<http://career-advice.monster.com/job-search/getting-started/healthcare-career-advice/article.aspx>

Health Career Exploration:

http://www.illinoisworknet.com/voc_portal/residents/en/Jobs/

Thank you letter formats:

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

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

<http://www.csufresno.edu/scholarships/faq/thankyouletter.shtml>

Multiple Intelligences

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>

Learning Styles Inventory

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>

Career Exploration: <http://www.careerpath.com/ath:>

Career Development Process:

<http://www.eileensharaga.com/process.htm>

<http://www.career.sunysb.edu/content/students/view-career-development-cycle:>

links to letters, resumes, interviewing, networking

Completing job applications:

<http://jobsearch.about.com/od/jobapplications/qt/employmentapp.htm>

http://www.ext.colostate.edu/pubs/consumer/job_app.pdf

sample online job application:

<http://spreadsheets.google.com/viewform?formkey=cjZsZUJVS1RXWkRHVGptdFhSMzdmS2c6MA>

Applying to technical college:

<http://www.dekalbtech.edu/admissions/application.php>

Applying to community college:

<http://www.schoolsintheusa.com/ApplyingtoCommunityColleges.cfm>

http://www.ehow.com/how_2139821_apply-community-college.html

Choosing online colleges and universities:

http://www.college-scholarships.com/ten_rules_for_choosing_online_colleges_and_universities.htm

<http://distancelearn.about.com/od/onlinecourses/u/OnlineCollege.htm>

Applying for financial aid:

FAFSA: **<http://www.fafsa.ed.gov/>**

Pell Grant: **<http://www2.ed.gov/programs/fpg/index.html>**

Search for private scholarships:

<http://www.bankrate.com/finance/college-finance/scoring-a-private-scholarship-or-grant.aspx>

Government grant programs:

<http://www.financialfreedomexpress.com/>

Convergent and Divergent Thinking

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

Employability Skills

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

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

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

PersonALITY Inventory:

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

Explanation of 4 temperaments:

http://www.keirseey.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>

Interest Surveys

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

HIPAA role plays

copy of basic release form: <http://www.healthcare-information-guide.com/support-files/basic-hipaa-release-form.pdf>

HIPAA violations:

<http://www.youtube.com/watch?v=4N5dvGpVUGE&feature=related>

A Day in the life of a:

medical assistant: <http://www.youtube.com/watch?v=6jbS5bLzQoU>

ER nurse:

<http://www.youtube.com/watch?v=3GzBKoCK3lk&playnext=1&list=PLE4577C0CB BB047C4>

assistant to RN path: <http://www.youtube.com/watch?v=QSRUr6ZR XUc>

CNA for hospice: <http://www.youtube.com/watch?v=JebsUIHSftc>

CNA for cardiologist: <http://www.youtube.com/watch?v=i2JFzKUdBn0>

Paramedic: a heart attack: <http://www.youtube.com/watch?v=rv-uWXo4xzU&feature=related>

Massage therapy:

<http://www.youtube.com/watch?v=eF9oP7Nczpg&feature=related>

Dental hygienist: <http://www.youtube.com/watch?v=CX0eTN8-bG0>

Rad tech: <http://www.youtube.com/watch?v=2b0OZOvGFXM>

pharmacy tech: <http://www.youtube.com/watch?v=VZdd3icYxFs>

physical therapist: <http://www.youtube.com/watch?v=YqZGswvhRZw>

physical therapist assistant: <http://www.youtube.com/watch?v=EwkChSSVDnI>

<http://www.youtube.com/watch?v=OvskYItW20k&feature=rela>

Conflict Management

This site offers hundreds of role plays, lessons, and information about all aspects of communication in the workplace.

<http://www.skillsconverged.com/FreeTrainingMaterials/tabid/258/articleType/CategoryView/categoryId/97/Conflict-Management.aspx>

<http://epc.ucsc.edu/UserFiles/File/Peer%20Mentor%20-%20Conflict%20Resolution.pdf>

<http://www.cnr.berkeley.edu/ucce50/aq-labor/7labor/13.htm>

Problem-Solving:

<http://www.unce.unr.edu/publications/files/cd/other/fs9726.pdf>

Compass Reading Test Practice:

Test #1

<http://www.qcc.cuny.edu/basicskills/Practice%20Test%201%20for%20the%20COMPASS%20Reading%20Assessment%20Examination.htm>

Test: 3

<https://web.gsc.edu/fs/mhorton/LSEnglish/readingpractice/test3/reading3.html>

Online Compass Reading Practice Test:

<http://www.compass-test-practice.com/compass-reading-test-online.htm>

Compass Test Practice:

<http://www.compasstestquestions.com/>

Website for test preparations:

<http://www.testprepreview.com/>

The ACT Test:

<http://www.actstudent.org/sampletest/index.html>

The SAT Test:

http://www.testprepreview.com/sat_practice.htm

Test Practice Resources:

http://www.internet4classrooms.com/act_sat.htm

<http://www.sparknotes.com/testprep/>

College entrance essays:

http://www.quintcareers.com/college_application_essay.html

Writing and college entrance help for ELL students:

<http://www.englishclub.com/writing/college-application-essays/lessonone.html>

Application essays:

<http://www.unc.edu/depts/wcweb/handouts/application.html>

Kaplan test preparation and college entrance advice:

<http://www.4tests.com/>

Reading Test Practice:

<http://www.testprepreview.com/modules/reading1.htm>

Listening:

This site offers general information in outline format.

<http://crs.uvm.edu/gopher/nerl/personal/comm/e.html>

Body language and nonverbal communication: very informative; simply stated; age appropriate

http://helpguide.org/mental/eq6_nonverbal_communication.htm

http://findarticles.com/p/articles/mi_m4467/is_4_55/ai_73328864/

Education vs Training vs. Schooling

<http://simply-speaking.blogspot.com/2008/02/education-versus-training.html>

<http://steve-olson.com> **<http://steve-olson.com/education-vs-schooling/>**