

Unit 2 Title: Evaluating One’s Personal, Ethical, Academic, and Work Habits

Lesson Title: How Does Who I Am Relate to Employability? (Part 2)

Lesson: 2 of 2

Grade Level: 6

Length of Lesson: 50 minutes

Mississippi College and Career Readiness Standards

ELA: W.7.1, W.7.4

ELA: SL.7.1, SL.7.2, SL.7.3, SL.7.4

ELA: L.7.1, L.7.2, L.7.3, L.7.4, L.7.5, L.7.6

ELA: WHST.6-8.1, WHST.6-8.4

<https://districtaccess.mde.k12.ms.us/curriculumandInstruction/MississippiCurriculumFramework/ELA/2016-MS-CCRS-ELA.pdf>

American School Counselor Association (ASCA) Mindsets and Behaviors:

M 3, M 5, M 6

B-LS.4, B-LS.7

B-SM.4, B-SM.5

B-SS.6, B-SS.7

<https://schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf>

Materials (include activity sheets and/or supporting resources)

Activity sheet: It’s All About Me!

OPTIONAL: If students have access to a computer lab, students could complete actual resumes using the It’s All About Me! activity sheet. Most word processing software contains a resume template.

Enduring Life Skill(s)

X	Perseverance	X	Integrity	X	Problem Solving
X	Courage		Compassion	X	Tolerance
X	Respect	X	Goal Setting		

Lesson Measurable Learning Objectives:

The student will assess and analyze five work habits, which contribute to success in the workplace.

The student will complete a personal resume of work experiences for home and school.

Lesson Formative Assessment (acceptable evidence):

Assessment should relate to the performance outcome for goals, and objectives.

Assessment can be question answer, performance activity, etc.

Students will participate in question-and-answer sessions.

Students will develop a skill-based resume. Students will be able to explain resume-writing situations in which an ethical dilemma may present itself. Students will be able to project the personal consequences and the ethics involved in presenting oneself in a positive, yet truthful, light. Self-evaluation tools will be used.

Lesson Preparation

Essential Questions: What is a resume and what is its purpose? Why are personal, ethical, and work habits important to career decision making? How do these components relate to job-seeking skills?

Engagement (hook): How will employers know who you are and what your capabilities may be before they have seen you? What is a resume? What skills and experiences have you had that would be valuable to employers and to employability in general?

Procedures

Instructor Procedures/Instructional Strategies:	Student Involvement/Instructional Activities:
<ol style="list-style-type: none"> 1. Students will review prior the prior guidance lesson pointing out the importance of personal characteristics and work habits in the job-seeking, -getting and -keeping process. 2. Continue with, “A resume is a short story of our life experiences, interests, and abilities. Today, we will start that process. Today, you will be completing an activity sheet that will give you a chance to ‘talk in writing’ about yourself. You will be reviewing and reflecting what you have said about yourself from the point of view of an employer.” Provide students with the It’s All about Me! activity sheet. 3. Once the students have completed the activity sheet, ask students to take the role of a prospective employer. Does the information on the It’s All About Me! activity sheet reflect who the student is and his or her capabilities? How is the information presented? Based on what’s presented, how will the individual’s academic skills and abilities be viewed? What about personal skills and work habits? 4. OPTIONAL: The counselor may allow time for students to work on a computer to complete a resume based on information from the activity sheet. <p>Information will be inserted into the students’ Personal Plan of Study/Career Portfolios for review and discussion throughout Middle School (See Unit 1, Lesson 1: Guidelines for Personal Plan of Study/Career Portfolio)</p>	<ol style="list-style-type: none"> 1. Students will identify personal characteristics and work habits and relate them to ethical decision-making at school as well as on the job. 2. Students will complete the activity sheet. 3. Students will engage in a critical self-evaluation of their responses on the It’s All About Me! activity sheet. The final question—“Will I be called for an interview with the employer?” 4. Optional: Students will complete their resumes using computer software.

Teacher Follow-Up Activities

The teacher will give students an opportunity to update the resume information.

Counselor reflection notes (completed after the lesson)

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Activity Sheet: It's All About Me!

Your life experiences can lead to opportunities in the future. When you are applying for a job, a resume is a way to introduce yourself and to tell about your experiences.

Name: _____

Street Address: _____

City/State/Zip Code _____

Telephone Number: (Area Code _____) _____

Wellness and Self-Care: You must be healthy and fit to be your most successful self. How do you maintain your mental and physical wellness? (handling stress, personal hygiene, getting rest, eating healthy foods)

How would others rate your care for yourself? Great Good Poor

How do you rate yourself in the area of wellness? Great Good Poor

At Home: How do you help at home? (help with laundry, cooking, cleaning, taking care of animals, mowing, raking leaves, etc.)

How would your parents/guardians rate your work? Great Good Poor

Do you finish your jobs? Always Sometimes Once in a while

At School: How do you help at school? (tutoring others, classroom jobs, etc.)

How would school people rate your work?	Great	Good	Poor
Do you finish your jobs?	Always	Sometimes	Once in a While

Social Responsibility—Service to Others: How do you help in the community?
(helping a neighbor or participating in a community project, such as a food drive)

How would people in the community rate your work?	Great	Good	Poor
Do you finish your jobs?	Always	Sometimes	Once in a while