



40 Years of Inspiring, Educating, Connecting.

Technology Integration Workshop 2016

Unit Title: Job Shadow

Grade Level: 12

Subject Area: *Senior Transitions*

Duration/Length/Number of class periods: *5-7 Block Periods*

Description :

Comprehensive unit plan that builds the skills needed to complete a structured on the job shadow experience with an employer in the field they hope to pursue.

Established Goals (National, State, Local):

<http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/SocialStudies/index.html>

9/12 2. Economics 3. Fundamental Concepts 4. Economic systems differ in the ways that they address the three basic economic issues of allocation, production and distribution to meet society's broad economic goals. 9.2.3.4.1 Explain how the availability of productive resources and technology limits the production of goods and services.

9/122. Economics 2. Personal Finance 2. Personal and financial goals can be achieved by applying economic concepts and principles to personal financial planning, budgeting, spending, saving, investing, borrowing and insuring decisions. 9.2.2.2.1 Establish financial goals; make a financial plan considering budgeting and asset building to meet those goals; and determine ways to track the success of the plan.

9/12 2. Economics 4. Microeconomic Concepts 6. Profit provides an incentive for individuals and businesses; different business organizations and market structures have an effect on the profit, price and production of goods and services 9.2.4.6.1. Compare and contrast characteristics of various market structures.

What Enduring Understandings are desired?

1. Choosing a rewarding occupation is very important in generating a good overall feeling of well-being.
2. Employers expect employees to have general knowledge of the job and to learn how to function as they watch

- other employees perform specific job duties.
- Employees should be prepared to do the work required on the job.

What Essential Questions will be considered?

- What occupation would you like to become in the future?
- What preparation needs to be done before applying to employers for a job shadow?
- How will soft skills be used to set up and then participate in the job shadow?
- Are you satisfied with the way they participated and completed the job shadow?
- Do you want to continue to pursue preparing for employment in the work area they chose for the shadow?
- Does your resume show experience that would be relevant to the field you want to go into?

Students will know / be able to:

- Students will synthesize, discuss and understand terms related to career and job success. Terms success will be measured with schoology quizzes students will take until they have achieved a 90% on the comprehensive quiz.
- Students will select a job they would like to shadow for the experience based on their future career aspirations, based on their choice they will tailor their resume and cover letter to entice the employers to offer them a job shadow.
- Tailor their resume to the job they would like to shadow
- Tailor their Cover Letter to the job they would like to shadow.
- Communicate the expectation of the job shadow to an employer and request an opportunity to shadow at the employer's place of business.
- Students will demonstrate all of the expectations of the Job Shadow in the required amount of time required.
- Complete the hours of the job shadow as needed to complete the guidelines.
- Represent themselves and the school in a way that the employer deems appropriate.
- Complete the employer interview and evaluation of the job shadow.

<p><i>Units must include at least one of each formative, summative, introductory activity and learning activity. Check the appropriate box; one per row.</i></p>	<p>Formative</p>	<p>Summative</p>	<p>Introductory Activity</p>	<p>Learning Activity</p>	<p>Student Technology Used</p>	<p>Teacher Technology Used</p>	<p>ISTE Standards</p>
--	----------------------------------	----------------------------------	------------------------------	--------------------------	--------------------------------	--------------------------------	---------------------------------------

Description							
Background: Student discussion of the assessments taken, preparation needed for chosen careers, personal history shown on resumes and Cover Letters that were created previously		X	X	X	X	X	2A
Review terms as a whole group, discuss terms and share quizlette list or take notes as desired			X	X	X	X	2B
Student aptitude assessment evaluation popcorn occupations chosen based on assessments,		X		X	X	X	3C and 4C
Resume Assignment Research current job openings and the skill set required for the job Student learns what skills employers require for the job		X	X	X	X	X	2B and 3B
Cover Letter Assignment Review Cover Letter tutorials in You Tube Student gains understanding in the role of the Cover Letter		X	X	X	X	X	2B and 3B
Interview Skills		X	X	X	X	X	2A

5 minute Mock interview with a classmate Assess job interview							
Apply to Employers for Job Shadow List and discuss the local employers and occupations available for job shadow's Communication skills needed in the workplace			X	X	X	X	2,B,C
Job Shadow Complete the required hours on the job site Demonstrate skills employers look for in the workplace			X	X	X	X	2,B,C
Employer Interview and Student Evaluation Pair share then Student discussion Venn Diagram the Job Shadow experience		X	X	X	X	X	2D and 4B
Rubric Evaluate student project Conference with instructor to evaluate the final results of the experience	X		X	X	X	X	2B and 3D

Materials, tools and resources

Terms <https://quizlet.com/145522654/senior-transitions-terms-flash-cards/alphabetical>

Job Skills

https://create.kahoot.it/?_ga=1.68916185.931128338.1470336908&deviceId=99809aaa-65b7-4ecc-8b04-8ca510fb3841R#quiz/72c28d98-38cb-48a0-9574-8cec8044798e

What Employers want <https://www.youtube.com/watch?v=XGdTTbXizYI>

Terms Assessment https://app.schoolology.com/assignment/430202945/assessment_questions
Resume Review <https://docs.google.com/presentation/u/0/>

Unit Plan Author
Lorna Kruger
Worthington High School
lorna.kruger@isd518.net

Additional credit given to.