



LESSON PLAN

GRADE: 10

MEETING 11

DATE: 4/8/10

THEME: SLC Reflection/Job App

NAVIGATION 101:

CLEAR, CAREFUL, AND CREATIVE PLANNING FOR LIFE BEYOND HIGH SCHOOL

ANNOUNCEMENTS:

- ◆ Even if their parents could not come, students who did not do a Student Led Conference must make arrangements with you, at your discretion, to make it up, or they will not pass advisory. The SLC may be done without parents if they are not able to make it.
- ◆ Remind students they need 2 work samples & reflections form this semester.

LESSON GOALS:

Students reflect on their student-led conferences.
Analyze and complete a job application.

ESSENTIAL QUESTIONS:

Did I present myself clearly?
What do I need to do to get a job?

MATERIALS NEEDED:

Student Portfolios
Note Card Rings-clipped to a binder ring
Student-Led Conference Reflection Handout
Job Application Handout

CLASSROOM ACTIVITY 1:

REVIEW CONFERENCES

Review student-led conferences.

- Distribute a copy of the ***Student-Led Conference Reflection Handout*** to each student.
- Discuss what students learned at their conferences. How did they do? How could they have done better?
- Review the information on the ***Student-Led Conference Reflection Handout*** and evaluate presentations **using the rubric** in the handout. Give students time to complete the ***SLC Reflection Handouts***.
- File the ***SLC Reflection Handout*** in the Personal and

CLASSROOM ACTIVITY 2:

Job Application

Distribute the *Job Application Handout* to students.

- Preview the different text features found in the *Job Application Handout* (i.e. headings, subheadings, blanks to fill in, etc.)
- Have students analyze the sorts of information they need to complete their job application. Have them share what they know and what they still need to find out.
- Have students use what they know to begin to fill out their job applications. (DUE AT THE NEXT ADVISORY)

CLASSROOM ACTIVITY 3:

Résumé Introduction

- Explain to students that they should complete their job applications by researching at home what they did not know today.
- Explain to students that they will use information from their job application to begin a résumé next session.

CLASSROOM ACTIVITY 4:

- Circulate around the room and check students' grade reports.

Scoring:

Award 1 point for a completed SLC Reflection

Award 1 point when the job application is finished.

JOB APPLICATION

NAME (Last, First, Middle)

ADDRESS (Number and Street, City, State, Zip Code)

PHONE NO.

() _____

POSITION DESIRED _____ Full-time ___ Part-time ___

EDUCATION

	NAME AND ADDRESS OF SCHOOL	MAJOR	DEGREE/ DIPLOMA
High School	_____ _____	_____	_____
.....			
College	_____ _____	_____	_____
.....			
Trade, business, other	_____ _____	_____	_____

SPECIAL SKILLS / QUALIFICATIONS: List job-related licenses, skills, training, honors, awards, and special accomplishments

EMPLOYMENT HISTORY: (START WITH PRESENT OR LAST POSITION)

Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Position Title: _____ From: _____ To: _____

Duties:

Salary: _____ Reason for leaving: _____

.....

Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Position Title: _____ From: _____ To: _____

Duties:

Salary: _____ Reason for leaving: _____

.....

Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Position Title: _____ From: _____ To: _____

Duties:

Salary: _____ Reason for leaving: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes _____ No _____

REFERENCES: (EXCLUDE RELATIVES AND FORMER EMPLOYERS)

Name/Title	Address and Phone No.	Occupation
1. _____ _____	_____ _____ _____	_____
2. _____ _____	_____ _____ _____	_____
3. _____ _____	_____ _____ _____	_____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

DATE _____ SIGNATURE _____

