



LESSON PLAN

GRADE:	10
MEETING:	13
DATE:	5/13/10
THEME:	Job App & Résumé Critique

NAVIGATION 101:

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

Announcements:

◆ Keep your best work for your portfolio. Reflections are on the DPHS website if you need more.

Lesson Goals:

Students critique their job applications and résumés.

ESSENTIAL QUESTIONS:

What do I need to do to get a job?

MATERIALS NEEDED:

Student Portfolios
Job Application Handout (*from portfolio*)
Job Application Critique Form (*one for each student*)
Résumé Worksheet Handout (*from portfolio*)
Résumé Critique Form (*one for each student*)

CLASSROOM ACTIVITY 1:

REVIEW JOB APPLICATION & Resume(10 minutes)

Critique job application

- Have students imagine that they are an employer and pair share their job applications.
- Give each student a **Job Application Critique Form**. As they read their partner's job application, have them list items which are complete, items which impress them, items which are missing, and items which "turn them off."
- Repeat the same process with the **Résumé Critique Form**
- When students are finished, have them discuss with the class items which they have listed which they believe are of particular note.
- Partners should return the job application and critique to be placed in student portfolios.

CLASSROOM ACTIVITY 2:

Remind Students of last year's lesson on cyber safety. (5 minutes)

According to news sources "sexting" and other risky behaviors with cell phones and on the Internet are on the rise. Just remind students not to do or post anything they would not want their mother or future employers to see. Everything is archived and employers and organizations are getting more sophisticated in researching future employees and/or other types of relationships.

Bullying is illegal (Case in New England where a 15 year old killed herself because of bullying. After her death her tormentors bragged about accomplishing their goal, but are under indictment for bullying and stalking etc.)

CLASSROOM ACTIVITY 3:

Celebrate the end of sophomore advisories (15 minutes)

Remind student they work this year to discover who they are and what they want to become. This process will continue next year and will work into their senior culminating project.

You may provide treats or let the students visit for the rest of the advisory.

Those students who do not have their binders up-to-date may want to work on them or list what is missing.

ASSESSMENT:

1 point for completed job application and resume critiques.

1 point for participation.

NOTE:

Advisors need to ensure that they have checked off missing assignments such as work samples and work sample reflections prior to giving the final grade for the year.

Job Application Critique Form

Name _____

Date _____

Advisor _____

Completed Items	Impressive Items
Missing Items	“Turn Off” Items

Reviewer:

Resume Critique Form

Name _____

Date _____

Advisor _____

Completed Items	Impressive Items
Missing Items	“Turn Off” Items

Reviewer: