

LESSON PLAN 4

Career Exploration

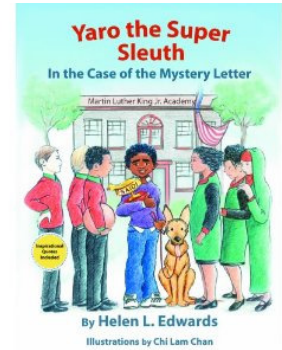
GRADE LEVELS: 4-6

BASED ON THE BOOK:

Yaro the Super Sleuth In the Case of the Mystery Letter

by Helen L. Edwards.

(Pages 28 -30, 48, 51-53, Appendixes C, F, and G & H)



PURPOSE:

- For career exploration, allowing students the opportunity to hear about a variety of careers from numerous professionals. Some students will visit a worksite and report back their experience in the world of real work to their class.

OBJECTIVE:

- To expose students to the vast array of careers available, that might fit their interests, natural talents, gifts and skill set, for further exploration and development. It is also an opportunity to expose students to possible careers they never knew existed and open up their options and avenues of interest.

MATERIALS NEEDED:

Forms --

- Teacher needs to generate a **Cover Letter** that will accompany both the **Student's Letter of Invitation** to the professional they are inviting to speak to their class and their **Talking Points for the Professionals Visiting the Class**; these forms are given to the visiting professionals prior to their classroom visit.
- Students visiting a worksite need to take both the **Career Interview** and **Student's Work Day Experience** forms with them to the worksite.

TEACHER'S NOTE:

1. All students will conduct a personal interview with a professional using the **Career Interview** form. They will use this form to report back to the whole class their findings.
2. Every student will invite a professional to the class to share what it takes to do their job. The professional can be a parent; relative, family friend or it could be a staff professional in your school (the principal, counselor, psychologist, P.E., teacher, nurse etc.).
3. It is not required that every student have someone come to speak to the class, just write a letter inviting someone. It is required that every student uses the **Career Interview** form and interviews someone. It would be nice if the students could interview someone in a career that they think they might like to pursue one day.

PRE-READING:

Review pages 28 -30, 48, 51-53, Appendixes C, F, and G & H of **Yaro the Super Sleuth In the Case of the Mystery Letter**

PRE-TEACHING Prior to **Professionals Class Visits** and **Students Worksite Visits:**

1. Teachers review pages 29 and 53- Appendix H in the book.
2. **“Bring Your Child to Work Day”** is celebrated every fourth Thursday during the month of April.
3. You will write a **Cover Letter** to the potential career professionals visiting your class, explaining your expectations and the details of the **“Bring Your Child to Work Day”** celebration.
4. Of course, not every child will be able to visit a worksite but this is another way to bring the world of real work into the classroom by inviting various professionals into the classroom to speak.
5. Review Yaro’s letter to his dad asking him to come speak to the class on page 30, in the book. This will give the class an idea of how to write a letter from their heart inviting a professional guest to come speak to the class about their profession.
6. Attach to the **Students Letters of Invitation** the **Teacher’s Cover Letter** and the form **Talking Points for Professionals Visiting the Class**.
7. Make sure that the day before the fourth Thursday of April all of your students attending worksites have their **Career Interview** form and their **Student’s Work Day Experience** forms with them.
8. Go over the **Student Career Ranking Sheet** and all of the forms prior to the students using them. Students will be using the **Student Career Ranking Sheet** during the professionals’ classroom visits to determine their desire to work in that profession. Or coming to the realization that maybe they have limited interest in that particular profession or would like to research more about a particular career that they had never known about.

PRE-TEACHING: Review with the class pages 46-48 and Appendixes B-C. “Dr. Howard Gardner’s Multiple Intelligences”

1. The multiple intelligences should be taught to the students in a way for them to see what their strengths are and where their weaknesses might be.
2. It is important to encourage them to find what their natural talents and gifts are if they do not recognize them.
3. Let the students know that we all have our strengths and our weaknesses. We play up our strengths and work hard at improving our weaknesses.

4. If you as their teacher could use Appendix C in the book and chart your natural talents and gifts as well as your strengths and weaknesses , as a personal example, as their teacher that would be powerful modeling.
5. Some students may not even be aware of their own natural talents and gifts. That is where your observations as a teacher come in to point out what you have observed regarding the student's natural assets. Maybe the student is a peacemaker, a hard worker, doesn't easily give up, athletic, an artist etc. just whatever you see as a natural talent, gift, or a personal asset beyond academics.
6. Once the students have a clear understanding of their own strengths, weaknesses and that we all have them, they will have a better sense of how to use the multiple intelligences as a tool, even when they are not conscious of it. It can give them insight as to how they like to give and receive information.
7. We also refer to the multiple intelligences as our form of a learning style. Once students know the major way in which they like to give and receive information, it will help them throughout life in how they present and receive information. Of course students need to understand that the average person uses all of these intelligences but we have a preference in the way we use them as individuals.

PRE-TEACHING after Professional Class Visits and Students Worksite Visits:

8. Say:

- The more we learn about the multiple intelligences, we realize that everyone is multi-talented. Therefore we need to explore how we all can capitalize on our multiple talents, our multiple intelligences.
- In today's world people may have multiple careers over their lifetime. They continue to get trained and pursue education in our ever changing world.
- Due to the growing technological advances new career opportunities avail themselves. A large number of people are using their natural talents and gifts in an entrepreneurial way. For example:
 - i. A technology person might work for a large corporation during the day but after work hours and on the weekends that person might build websites for small businesses.
 - ii. A person that might work in retail or at an office during the week might bake specialty cakes or desserts after work hours as their own business. Because people are multi-talented many seek additional education and training in a variety of areas.

- iii. A person may have an office position by day and sing or play in a band at night.
- Class now that we have had a variety of real work exposure and experiences through visiting a worksite for a day, we all have interviewed a career professional, we have heard many professionals come into our class and share with us some of the duties and responsibilities they have in their positions. I now want you all to **write an essay** on what two careers you would like to pursue and why.
 - Think about your natural talents and gifts, you should have a strong passion, desire or drive to succeed in your two choices. You need to state the field of education and training required for these two occupations. In life, sometimes people have to switch into a totally different field because maybe their position has become outdated or been replaced by technology. This is why it is crucial to always be thinking about several career interests that you would enjoy exploring.
 - Research and write an essay on two possible careers you would enjoy doing. You can use as part of your research the Career Interviews, information you heard from our professional class visitors, data from your experience visiting a worksite, as well as, two other sources of research of your choice. That could include research from a book, the Internet, a college catalog, or some other training program, etc.
2. Every student will then present their essay regarding their two choices of careers. Stating why they believe they would be good at those professions, what they would enjoy about them, how they view their natural talents, gifts, and how they would complement the professions they chose.
3. Discuss their skill level with regard to what these professions would require. Would they have to buckle down and study hard to get their skill level up to meet the requirements of these professions or are they already doing great in the subject areas required to do these occupations.

ASSESSMENT:

- Students are able to demonstrate through their essay that they have a clear understanding of the multiple intelligences.
- Each student should be able to state what their natural talents and gifts are and how they are marketable or an asset in their career choice(s).
- Students are able to list at least two possible careers of interest they would consider pursuing.
- Students need to demonstrate they have a realistic grasp on what the skill set is for their chosen career(s) and if they do have weaknesses in areas needed to perform in these occupations, the students are able to indicate what they will have to work on to improve in the various areas of weakness.

- If the career is well suited and matched for the student, they need to clearly indicate what assets they bring to that profession.
- All students need to indicate what their next steps will be to continue to hone their skills, be it seeking education, training, or additional experience, to succeed in whatever chosen field(s) they desire.
- Finally, a certain passion, enthusiasm, and motivation should be apparent in each student's essay regarding their career(s) or profession of choice.

Career Interview

1. What is the name of this company?

2. What is the primary business here?

3. What is your position or job title?

4. How long have you worked for this company?

5. What are your daily duties, responsibilities?

6. What technology do you use at your job, its function?

7. What do you enjoy the most about your job?

8. What do you like the least about your job?

9. Do you have a degree?

10. What type of education or classes prepared you for your position?

11. A person with your education and skill level what other positions or careers could you do?

12. Would you ever like to do something else career wise, if so what would you do?

13. Do you work by yourself a lot or do you work with a team of other employees?

14. What advice would you give someone that wanted a position like yours?

15. Do you feel like you are utilizing your natural talents and gifts in your current position?

16. Is this your dream career? If yes why? If not what would it be?

17. Any other information that you would like included in this interview?

18. Notes:

Student's Work Day Experience

1. What transportation did you use to get to the job? How long was the commute?

2. What time did you go to lunch? Did you bring lunch, eat at the worksite or go out to lunch?

3. How long did you get for lunch? Did you get breaks, how long?

4. Did you stay at the job a full day or half of the day?

5. What activities did you do at the worksite?

6. How did the employees dress, did they wear a uniform, was there a dress code?

7. What did you enjoy the most about your workday experience?

8. What surprised you?

9. What did you learn?

10. Did you use technology or any equipment?

11. Do you think you would like to work at that company or a company like that when you get older? If so why? If not, why not?

Talking Points for Professionals Visiting the Class

- Speak about the subjects in school you believe are particularly important to your profession?
- Discuss how your company or field of business contributes to our society.
- If you could bring a brochure, flyer or something to demonstrate, or a product to show what your company produces or what they represent that would be helpful.
- Present a power point presentation. Or recreate a simple role play that you might do with the students to illustrate customer service or something that routinely happens as part of your company's daily business.
- Talk about your company's mission statement, if they have a slogan or motto, showing and explaining the messaging or branding behind it.
- Anything that you could do that would be inter-active with the students and involve them in your presentation would capture their attention.
- Hands on activities that would be safe and allow the students to have an experience with something that you do or happens in your place of business would be great!
- If you are in sales, customer service, banking, retail etc. An example might be a role play of how to greet a customer. You might bring play money and have the students sell and other students purchase a product. Or make a bank deposit and fill out a fake deposit slip etc.

Student Career Ranking Sheet

Rate least desirable to most desirable profession 1 2 3 4 5 6 7 8 9 10

Least desirable ←-----→ Most desirable

Career/Profession	1	2	3	4	5	6	7	8	9	10
Education/Training	1	2	3	4	5	6	7	8	9	10
Responsibilities/Duties	1	2	3	4	5	6	7	8	9	10
Technology Used	1	2	3	4	5	6	7	8	9	10
What other areas can you advance into with your skill level?	1	2	3	4	5	6	7	8	9	10
What do you like about your job?	1	2	3	4	5	6	7	8	9	10
What do you like about your job?	1	2	3	4	5	6	7	8	9	10
What do you like about your job?	1	2	3	4	5	6	7	8	9	10
Could you see yourself working in this profession?	1	2	3	4	5	6	7	8	9	10
This career does not fit my interest. Why?	1	2	3	4	5	6	7	8	9	10