



Louisiana Believes

**Education for Careers
Facilitation Guide**

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Introduction

Welcome to *Education for Careers (EFC)*, a career awareness course for grades 11 and 12 that incorporates 21st learning and project-based learning to support students with applying the Louisiana Career Education Model and (16) National Career Clusters™. *Education for Careers* is divided into two half credit courses. *EFC I* focuses on researching post-secondary options, understanding financial requirements related to post-secondary options, and utilizing resources for employment opportunities. *EFC II* focuses on researching careers, preparing documents for college admissions and/or employment, and developing a personal portfolio aligned to professional aspirations.

This facilitation guide provides an introduction to the context for the course and information about its instructional approach, lesson ideas, and resources in the *Education for Careers Toolbox*. Included in the *Toolbox* are articles, videos, instructional strategies, assessments, and links to online resources aligned with career exploration and preparation.

Education for Careers empowers students to become advocates of their academic and career experiences. Essential teacher knowledge required for the course includes graduation requirements, post-secondary admission requirements, National Career Clusters™, Areas of Concentration/Career Pathways, and qualifications for approved Industry-Based Certifications (IBC).

The *Education for Careers* Curriculum Framework

The curriculum framework is divided into the following components:

- Course Descriptions/Goals
- Course Content Standards
- Icon Guide
- Lesson Idea Guide
- Lesson Ideas
- Additional Resources
- Supplemental Resources

The Lesson Idea Guide provides an overview of each lesson, materials needed, assessments, and resources in the *Education for Careers Toolbox*. Lessons include: a description of focus; applicable Career Cluster(s)™; relevant Foundation Knowledge and Skills; career concepts, objectives; lesson closures and assessments; and examples of handouts, activities, and rubrics. A supplemental resource to several lessons is the use of a guest speaker (i.e. in-person or virtual) to connect students with professionals from various Career Cluster™.

Foundational to career exploration is an understanding of the (16) National Career Clusters™. The Louisiana Career Education Model groups the Career Clusters™ into (6) career paths. Within each Career Cluster™ are Areas of Concentration/Career Pathways. At the center of the model are the foundation knowledge and skills common to all clusters. Career Clusters™ serve as an organizing tool for tailoring the curriculum; connecting academic, technical and employable skills; and assisting the students with aligning interests and skills in the online Individual Graduation Plan (IGP).

Two additional online software applications are included in *Education for Careers*. Louisiana Connect, a one-stop resource to support students and parents with college and career planning, is an integral part of the *EFC* experience. Louisiana Connect is the online platform that facilitates student's ability to connect several components of post-secondary and employment planning and activities in *EFC with the development of an IGP*. EverFi, is an online financial literacy program that supports the building of essential financial concepts, knowledge and skills needed to achieve academic, social, and career goals.

In *Education for Careers*, students will prepare for post-secondary and career success. As the facilitator, the teacher will lead students to understand themselves and to use that self-knowledge to identify post-secondary and career options that will maximize their abilities. Through this course, students answer three essential questions: What are My Interests (Who Am I), What are My Goals (Where Am I Going), and How Do I Achieve My Goals (How Do I Get There)?

Appendix

The appendix contains two resources: an annotation of the *Education For Careers Toolbox* and a bibliography of articles, books, reports, and videos to assist the teacher with building content knowledge related to 21st Century learning, Career Clusters™, career and technical education, and project-based learning.

| Lesson Idea Guide | | | |
|---|---|---|---|
| Lesson Description | Materials Needed | Assessments | Education For Careers Toolbox |
| Introduction to EFC I | | | |
| <p>Welcome to Education for Careers / Who Are You? The teacher and students build relationships, learn why it is important to know your peers, and enhance their communication and presentation skills.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Who Are You? •Pair & Share Activity sheet •Deck of Cards | <p>Education for Careers Pre-Assessment</p> | <p>Assessments:</p> <ul style="list-style-type: none"> •Education for Careers Pre-Assessment •Education for Careers Pre-Assessment (KEY) <p>Instructional Strategies:</p> <ul style="list-style-type: none"> •Creative Grouping Strategies |
| <p>Know Where YOU Are Going... Students assess themselves, examine the importance to set goals and identify the steps to take to accomplish their goals.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Career Ladder •Learning Ladder •Mission Statement •Prezi •Animoto •Teacher/Guest Speaker Evaluation <p>Articles:</p> <ul style="list-style-type: none"> •<i>The Advocate</i> Article <p>Rubrics:</p> <ul style="list-style-type: none"> •Career Ladder •Mission Statement <p>Louisiana Connect</p> | <p>Get To Know Yourself</p> | <p>Assessments:</p> <ul style="list-style-type: none"> •Assessing Student Learning •Rubric Template •Oral Presentation Rubric <p>Instructional Strategies:</p> <ul style="list-style-type: none"> •Goal Lesson •Know Where YOU Are Going •Mission Statement •Penny Facts |
| Post-Secondary Education | | | |
| <p>U101: Post-Secondary Education Options Students research various post-secondary and employment options.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Schools List •Research Forms •PEO Shell • Personal Portfolios | | <p>Instructional Strategies:</p> <ul style="list-style-type: none"> •PEO |
| <p>Financial Planning for Your Future: Know YOUR Options Students explore the various options available to fund pursuing post-secondary options.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •<i>Scholarship List</i> •Scholarship search in Louisiana Connect | | <p>Instructional Strategies:</p> <ul style="list-style-type: none"> •FAO |
| <p>Other Financial Assistance Options Students identify alternative financial assistance options while pursuing post-secondary education.</p> | | | <p>Instructional Strategies:</p> <ul style="list-style-type: none"> •OFAO |

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| Lesson Description | Materials Needed | Assessments | Education For Careers Toolbox |
| Military Options | | | |
| <p>Life in the Military: Military Opportunities as an Option Students learn about post-secondary education options related to the military including the Coast Guard, Marine Corps, National Guard, U.S. Air Force, U.S. Army and the U.S. Navy.</p> | <p>Activities/Handouts Life in the Military Directions & Rubric, Evaluation Form</p> | | <p>Instructional Strategies: Military</p> |
| Post-Secondary Employment | | | |
| <p>The ABCs & 123s of Post-Secondary Employment Students utilize resources to investigate career options and complete documents for employment.</p> | <p>Activities/Handouts •Additional Survey Directions & Results List •Louisiana Connect •Exploring Careers Research Directions & Rubric • One Stop Center List • WIA Articles: <i>Louisiana Career Planning Guide</i></p> | <p>•<i>Career Cluster Interest Survey</i> •<i>Get to Know Yourself</i></p> | <p>Instructional Strategies: Post-Secondary Employment Interest Surveys & Assessments: •Career Cluster Interest Survey •Discover Your Personality</p> |
| <p>Seeking Employment Students complete employment applications, write a Letter of Application, resume, follow-up letter, and thank you letter; develop a list of references; and practice interview skills.</p> | <p>Activities/Handouts: •Sample Resumes/References/Le tters/Job Application, •Employment Documents Checklists Louisiana Connect</p> | | |
| <p>Employment Credentials Students review transcripts for requirements for high school diploma endorsements, Industry-Based Certifications (IBCs), trade certificates, and licensing.</p> | <p>Activities/Handouts: •LA Dept. of Education supporting documents from website •IGP in Louisiana Connect</p> | | <p>Instructional Strategies: Post-Secondary Employment</p> |

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|---|--|----------------------|---|
| Lesson Description | Materials Needed | Assessments | Education For Careers Toolbox |
| Post-Secondary Personal Finance | | | |
| <p>Personal Finance In EFC I, students examine personal finance involving careers (i.e. how to pay for housing, transportation and other fixed expenses as well as income tax, city/parish taxes/fees, f benefits and retirement planning).</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Portfolios •EverFi | | <p>Instructional Strategies:</p> <p>Personal Finance</p> |
| <p>Additional Lessons and Resources (Ongoing) Both EFC I and EFC II include this section as part of the curriculum framework. Descriptions for lesson ideas under this heading follow the Lesson Idea Guide for <i>Education for Careers II</i>. There are two different lesson ideas in EFC II: 1) Career Day and Young Lions, and 2) When I Grow Up.</p> | | | |
| Introduction to EFC II | | | |
| <p>Welcome to Education for Careers II Students practice soft skills and discuss importance of communication and teamwork skills.</p> | | | <p>Articles:</p> <p>Three Keys to Doing Well in School</p> <p>Instructional Strategies:</p> <p>Key Characteristics of Successful Students</p> |
| <p>Family Career Tree Students create a Family Tree depicting the careers of family members.</p> | <p>Activities/Handouts:</p> <p>Family Career Tree</p> | | <p>Articles:</p> <p>Three Keys to Doing Well in School</p> |
| Career Research | | | |
| <p>Career Detective: Investigating Careers Students examine various careers to discover careers of interest to them and to research for “Investigating Your Future” project or part of school’s Senior Project® initiative.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Career Detective Directions & Rubric, •Citation Examples •Louisiana Connect | Get To Know Yourself | <p>Interest Surveys and Assessments:</p> <ul style="list-style-type: none"> •Career Cluster Interest Survey •Discover Your Personality |
| <p>Investigating Your Future Students investigate a career aligned with their interests using available resources, build on career plan in Louisiana Connect, and enhance technology and presentation skills by selecting and using a multi-media program to share information.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Career-related books & Web sites •Contacts for professional interviews, •<i>CR Directions & Rubrics</i> •Possible Questions for Professional Interview •<i>Student Project</i> | | |

| Lesson Idea Guide | | | |
|--|---|---------------------------------------|---|
| Lesson Description | Materials Needed | Assessments | Education For Careers Toolbox |
| <i>Reflection</i> | | | |
| The Application Process Students apply for a job at a business related to the career area researched and practice technology skills by utilizing appropriate technology. | Activities/Handouts: <ul style="list-style-type: none"> •Print and online applications •CR3 Activities & Rubrics •Sample cover & follow-up letters •Sample resume & references, Letters/Resume/References •Checklists | | Career Clusters: Seeking Employment |
| Personal Portfolio | | | |
| The Personal Portfolio Students define the purpose of a personal portfolio and determine which information to include in their portfolios. | Activities/Handouts: <ul style="list-style-type: none"> •<i>Personal Portfolio Directions & Rubrics</i>, •Past student activities & projects •Teacher Portfolio | | Instructional Strategies: The Personal Portfolio |
| The Personal e-Portfolio Students define the purpose of web-based portfolios, identify additional documents to include, and create a web-based portfolio. | Activities/Handouts: e-Portfolio directions | | |
| Presenting the Portfolio Students practice communication and presentation skills by sharing web-based portfolios with the class. | Activities/Handouts: <ul style="list-style-type: none"> •Completed Portfolios •Rubrics | Education for Careers Post-Assessment | Assessments: <ul style="list-style-type: none"> •Oral Presentation Rubric •Education for Careers Post-Assessment •Education for Careers Post-Assessment (KEY) |
| Additional Lessons & Resources (Ongoing) | | | |
| Before You Begin Includes information to assist teachers with preparing and teaching <i>EFC I/II</i> , such as how to use the suggested online resources/programs | Activities/Handouts: Louisiana Connect | | Videos: Drive: The Surprising Truth About What Motivates US |
| Bell Ringers & Blogging Provides information and instructions about students using an online journaling resource to post thoughts and constructs in response to teacher postings related to the lessons presented. | Activities/Handouts: <ul style="list-style-type: none"> •Teacher-developed Procedures •<i>Using Edublogs</i>, •<i>Edublogs Handouts 1-8</i> • Student Procedures, Articles: “What People Earn” | | |

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| Lesson Description | Materials Needed | Assessments | Education For Careers Toolbox |
| <p>Preparing for the Interview through Bell Ringers Daily activities to assist students with enhancing interviewing skills.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Interview Questions found at (www.quintcareers.com/printable/interview_questions.html) •Student Journal or Blog | | |
| <p>Your Life as a Graphic Designer Students role play being a Graphic Designer (i.e. design business papers to use during the semester when showing appreciation to guest speakers; complete letters of applications, etc.)</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Greeting Card Directions & Rubric •<i>TY Card Shell</i> | | |
| <p>Personal Portfolios Students compile a print/online personal portfolio and use the portfolio to apply for employment and college admission as well as for real/simulated interviews.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Portfolio Directions •Assessment Checklist •Software applications for building portfolios | | |
| <p>Reinforcing the Laws of Life Students use the daily activities to improve Foundation Knowledge and Skills by reflecting on the Laws of Life and their role in academic and career success: attitude, preparation, trustworthiness, honesty, integrity, punctuality, etc.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Character Development Questions & DVD(s) •Laws of Life posters •U.S. Department of Labor Web site | | <p>Assessments: Soft Skills</p> <p>Instructional Strategies: Soft Skills</p> |
| <p>Did You Know? Students learn about job and volunteer opportunities.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •Flyers •Louisiana Connect | | |
| <p>Puzzlemania Students apply soft skills to cooperative, collaborative activities.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> Puzzles | | |
| <p>Lessons from Monday Morning Messages This resource utilizes the power of storytelling to teach morals and lessons.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> •<i>Monday Morning Messages</i> (Teacher may purchase book) or use •Monday Morning Messages Website | | |

| Lesson Idea Guide | | | |
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| Lesson Description | Materials Needed | Assessments | Education For Careers Toolbox |
| <p>Resources in Your Own Backyard & Under Your Own Roof Ideas for activities called <i>Walking Tours</i>, <i>Tours du Jour</i>, mini-field trips, faculty/staff guest speakers, and student guest speakers that are available in and around the school which provide students with unique experiences that will help them consider various careers.</p> | <p>Activities/Handouts: Examples of Parent/Faculty & Staff Letters</p> | | |
| <p>Yahoo! Students read, evaluate and respond to articles or multi-media presentations that reinforce curriculum concepts and Foundation Knowledge and Skills</p> | <p>Activities: Articles</p> | | <p>Articles:</p> <ul style="list-style-type: none"> • 10 Forces That Flatten the World • Return to Sender • George Lucas |
| <p>Career Day & Young Icons (EFC II only) Options for exploring careers using videos resources: <i>Career Day</i>, a 30-minute television show related to careers and <i>Young Icons</i>, a 30-minute television show about young entrepreneurs.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> • <i>Career Day</i> DVD • <i>Young Icons</i> DVD | | <p>Videos The Young Icons and Lane Sutton</p> |
| <p>When I Grow Up... (EFC II only) Students explore careers aligned with interests</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> • Toys • Completed career research project & display cards | | |
| <p>Lemonade Day Students create and implement a business plan to operate a lemonade stand whose profits are donated to designated charity.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> • Lemonade Day planning packet • LD Business Plan • <i>Parent Letter</i> • Parent Permission Form • Cameras | | <p>Instructional Strategies: Lemonade Day</p> |
| <p>Guest Speaker Resources Resources for securing guest speakers and to support students in preparing for guest speakers.</p> | <p>Activities/Handouts:</p> <ul style="list-style-type: none"> • Possible Guest Speaker Questions • Student Answer Sheet for Guest Speaker Questions • Guest Speaker Information | | |
| <p>Sources & Resources Listing of Books & Articles, DVDs, Movies, Funding, Testing, Web, Other Resources</p> | | | <p>Web Resources: Web Resources</p> |

| Lesson Idea Guide | | | |
|---|------------------|-------------|---|
| Lesson Description | Materials Needed | Assessments | <i>Education For Careers Toolbox</i> |
| <p>Supplemental Resources Suggestions for students to access programs outside the classroom, i.e., high ability programs for advanced students</p> | | | |
| <p>Supplemental Materials Listing of resources referenced at the end of each lesson</p> | | | |
| <p>EverFi (Online) Students expand their knowledge of personal finances through nine (9) financial literacy modules. This Internet-based program may be utilized if the instructor has completed the required training.</p> | EverFi | | <p>EverFi Overview Quick Start Guide</p> |

Appendix

Education for Careers Toolbox

Articles – variety of articles related to teaching career awareness, project-based learning, and 21st century learning

Assessments – included here are examples of rubrics for a variety of performance/authentic tasks as well as pre/post assessments aligned with the course goals and objectives.

Career Clusters™ – activities, games, presentations, publications, and readings about career clusters.

Instructional Strategies – directions and templates for instructional strategies embedded in the *EFC* curriculum framework as well as information about alternative instructional strategies.

Interest Surveys and Assessments – examples of interest surveys and listing of online assessments.

Posters – slides and images for use as posters or inclusion in presentations or lessons.

TOPS – brochures and information about eligibility requirements for this scholarship program.

Videos – inspirational and informative videos to share with instructional colleagues.

Web Resources – listing of websites referencing career and technical education topics, including one document entitled “Investigating Careers Using the Web,” an annotated guide to selected websites

Education for Careers Bibliography

(A more complete, [annotated bibliography](#) is available in the *Education for Careers Toolbox*)

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