			Preparing for Employment - Unit Overview (4/1/2020)											
Lesson Title:	Pacing Guide:	Overview:	Opener/Why is this important?:	Student Learning Objectives:	Standards:	Video Title:	Instructions for Activity:	Worksheet Name:	Extension for Learning - Day 2 Practice:	Additional Lesson to help students understand:	Assessment for the Lesson			
Writing a Resume 1	1 to 3 days	In this lesson students will learn the 5 parts of a basic resume. Then will use our resume template to make their own. Students will also learn that their resume should always be updated as they gain new skills and have new work realated experiences.	Understanding a resume and the 5 basic parts will help students to start making a resume.	Students will learn the parts of a resume and the importance of keeping it up to date with current information	College and Career Readiness Anchor Standard for Writing: 6. 7. and 8.	Writing a Resume.mp4	Using this Resume template create a simple resume for yourself that includes the 5 basic elements of a resume.	5 Year Plan - Steps Towards Your Goals.pdf	Sudents can send their resume to a classmate to review and discuss the skills and experience they listed. Students can revise and send the final to the instructor.	If the students are struggling to figure out what experience or skills they may have, they can make a list of the activities they have done while in high school this might help them to list relevant skills and experience that relates to job skills.	Reviewing the students Resume after they have created a final draft with a partner will show you if the understand how to create a resume.			
How to Prepare for an In- Person Job Interview 1	1 to 2 days	Students will think about all the things they need to do before, during and after an interview. The activity sheets has ideas of things that you need to do before during and after an interview.	It is important to put your best foot forward to going to a job interview. This is the time to be prepared and ready to show an employer what you can do.	Students will learn about things they can do before during and after a job interview. They will be given ideas and can also think of their own ideas of how to be prepared for an interview.	College and Career Readiness Anchor Standard for Writing: 6. 7. and 8.	Before During After a Job Interview Video.mp4	Complete the "Before, During, and After an Interview" Activity. Using the "Questions to Ask" page, select two to three questions to ask your interviewer.	Before During and After a Job Interview Activity.pdf	Practice Interview Activity: Students can take turns asking the questions they have prepared in the activity. Learning how to practice for an interview is important. Interview language is not the same as everyday language. It is important to practice looking at people in the eye when you are talking to them, siting in a manner that is professional.	Looking at each section individualy can help students think about things that they can do Before, During and After an interview. Cutting apart the activity sheet to think about all the things can help.	Reviewing the students activity sheet can show the students ideas of what is importatn to remember before during and after an interview.			
How to Disclose Your Disability 1	1 to 3 days	This lesson helps the student write a disability disclosure statement. While this lesson focuses on how a person with a disability discloses their disability, it could be used by any person to highlight how their particular needs can be accomodated and how their strengths can be an asset for the team.	The opener for this lesson could focus on individuals unique strengths when they have their needs met. I need to sit at the front of the class so that I don't get distracted, this helps me to stay focused and not get visiting with other students.	Students will learn to write a disclosure stament and students will practice delivering a disclosure statement with a partner.	College and Career Readiness Anchor Standards for Speaking and Listening. 1 and 2.	Disclosing your disability video with captions.mp4	Students will develope a power statement in this activity.	Disclosure Statement Activity Level 1. pdf	After the students have completed the activity and created their disclosure statement, they will practice delivering their disclosure statement to another student in the class. This can be a very powerful activity.	If students struggle to come up with a power statement talk through the Skills and Attributes page of the activity. Ask them to identify one or two that they feel is true for them. Now what accomodation do they need to make it easier for them to acchieve that goal. Thinking through this in reverse can be helpful to students.	This lesson can be access by reading the statement that students created or by listened to the statment students said when they were practicing with a partner in class.			