



11th Grade • Career Awareness and Preparation • English, Computer

Competency	13.1.11A Relate career to individual interests, abilities, and aptitudes.
Lesson Topic	Career exploration
Subject	English, Computer
Length	One class period
Materials	Internet access for EducationPlanner website and one computer per student
Evaluation	Students will answer statements about their interests that will help guide them to Career Clusters based on their responses.

Procedure:

1. Students go to www.EducationPlanner.org.
2. Students select the Students tab at the top of the webpage.
3. Students select Career Planning on the left side of the screen.
4. Next, students select the “Find Careers” link.
5. Students complete either the Career Clusters Activity and/or the Which Careers Match Your Skills exercise.
6. Students get results that show careers that match their answers. At this time, students can begin to further explore the Find Careers section, looking into educational requirements, skills needed, and salary data.



11th Grade ▪ Career Awareness and Preparation ▪ English, Computer

Competency	13.1.11B Analyze career options based on personal interests, abilities, aptitudes, achievements, and goals.
Lesson Topic	My career
Subject	English, Computer

Suggestions:

- Students visit www.EducationPlanner.org and complete the Career Clusters Activity and/or the Which Careers Match Your Skills exercise found in the Find Careers section under the Students tab. On completion, students will be able to deeply research information about their matched careers, ranging from schooling requirements to salary.
- Students visit www.EducationPlanner.org and search for the career they are interested in.
- Students can write an essay on their career interest.
- Students can write an autobiography to include their personal interests, abilities, achievements, goals, and career aspirations.
- Students can interview someone who is currently working or retired—a friend or relative—about their personal interests, abilities, aptitudes, achievements, and goals in regards to their career. Students should write a report from the interview about the person.



11th Grade ▪ Career Awareness and Preparation ▪ English, History

Competency	13.1.11C Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.
Lesson Topic	Role changes
Subject	English, History

Suggestions:

- Research up and coming career opportunities in the workplace.
- Discuss the changing roles of women and men in the workplace. Students can brainstorm jobs that were traditionally only one gender and now incorporate both men and female.
- Students research the career they are interested in and explore some of the opportunities that can become available to them in regards to how they may change, such as educational level, years of service, increase workload, career progression, etc.
- Students can take part in a debate about equity in the workplace—why or why not it is working—and provide examples.



11th Grade • Career Awareness and Preparation • English, Computer

Competency	13.1.11D Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to career days, career portfolio, community service, cooperative education, graduation/senior project, internship, job shadowing, part-time employment, registered apprenticeship, school-based enterprise.
Lesson Topic	Training programs and employment
Subject	English, Computer

Suggestions:

Career Days

- Plan a career day. This can include a career and education fair where local businesses and colleges set up booths in the gym or cafeteria and provide students with materials on their organization or college.
- Contact the local CareerLink or Chamber of Commerce to see if an event like this is already taking place in your community.
- Employer tours—Contact local business and industry partners within your community and ask for a tour. Students can sign up in the guidance office if they are interested in attending. If you need additional assistance with this task, contact your local CareerLink Employer Services Representative or check to see if an organization in your community is in charge on a Business and Education Initiative.

Career Portfolio

- If students have not completed a career portfolio, they can start listing in a journal or Word document the activities, events, clubs, awards, achievements, volunteer activities, and sports they have been involved with since grade 9.



Community Service

- Teachers can contact local not-for-profit organizations in their community for community service.
- A group of students can create their own community service project by cleaning a park or other part of town or helping to get a little league field ready for the season. The possibilities are endless!

Cooperative Education

- Contact your local CareerLink for cooperative education opportunities.

Graduation/Senior Project

- Senior projects can start in the 9th grade, and teachers can incorporate the EducationPlanner.org website.
- Senior projects vary from school to school and can vary from something long term to short term; however, the project should be a meaningful learning experience.
- Ideas can include:
 - Career research to include both shadowing and interviewing and a report
 - Unpaid community service
 - Volunteerism (at a youth center, hospital, or senior citizens center)
 - The creation of a tutorial services center for students run by students
 - Research paper
 - Career portfolio
 - Oral presentation

Internship

Internships may be hard to accomplish during the school year since students are required to be at a business or organization for a certain amount of time. However:

- Students can take part in internships in the summer months prior to their senior year.
- If your school has a flex period, activity period, or study hall at the end of the school day, students could be excused from school to attend their internship.
- Students must be aware that they may or may not receive pay for time worked and that the importance of this exercise is experience.



PA Academic Standards for Career Education and Work

Job Shadowing

- Contact your local CareerLink, Chamber of Commerce, or Business and Education Partnership for assistance with job shadowing opportunities.
- Teachers can arrange for a visit to one of each of the Pennsylvania in Demand Occupations employers in or surrounding the school district. Use a sign-in sheet for each trip, giving the date and student number cutoff.
- Find information on job shadowing on EducationPlanner.org by clicking on the Counselor tab at the top of the main page. Select the “Setting Up a Job Shadowing Program” on the left side of the webpage. Here you will find assistance for planning, implementation, follow-up, and so much more!

Part-Time Employment

- Introduce students to the local Career Link or employment assistance center via a field trip to the facility. Students can learn how to search for part-time employment using these resources.



11th Grade ▪ Career Awareness and Preparation ▪ English

Competency	13.1.11E Justify the selection of a career.
Lesson Topic	Career search
Subject	English

Suggestions:

Students can research the career they may be interested in through a writing assignment.

Requirements for this activity could include, but are not limited to:

- Career description
- History of the career
- Education or experience level required
- Identification of at least five places to gain the education or experience required
- Salary to include annual and hourly
- Work schedule and hours
- Yearly job openings and locations
- Why did you choose this career?
- Reasons why you like this career
- Things you do not like with this career
- Job advancement opportunities
- Career presentation to the class



11th Grade • Career Awareness and Preparation • English

Competency	13.1.11F Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: associate's degree, baccalaureate degree, certificate/licensure, entrepreneurship, immediate part-time/full-time employment, industry training, military training, professional degree, registered apprenticeship, tech prep, vocational rehabilitation centers.
Lesson Topic	Career prep options in your community
Subject	English
Length	One class period
Materials	Internet access, pencil
Evaluation	Student will brainstorm career preparation in regards to classes, activities, and community involvement.

Procedure:

Research the following career choices and list any colleges and/or programs in the area.

- Associate's degree
- Baccalaureate degree
- Certificate/licensure
- Entrepreneurship
- Immediate part-time/full-time employment
- Industry training
- Military training
- Professional degree
- Registered apprenticeship
- Tech prep
- Vocational rehabilitation centers.

Students should be advised these institutions and programs are the resources needed to achieve their career goals.



11th Grade ▪ Career Awareness and Preparation ▪ English, Computer

Competency	13.1.11G Access the implementation of the individualized career plan through the ongoing development of the career portfolio.
Lesson Topic	Career portfolio
Subject	English, Computer

Suggestions:

- To be sure students are continuing to develop their career portfolio, counselors could visit junior classrooms once every 7 weeks to review their portfolio, which could consist of electronic files or paper. This reminder may help students better document their high school achievements.
- English teachers could make the career portfolio a yearly assignment that is checked each marking period and graded. Grade items such as grammar, punctuation, spelling, and organization, as well as overall completion.



11th Grade • Career Awareness and Preparation • English

Competency	13.1.11H Review personal high school plan against current personal career goals and postsecondary opportunities based on personal career interests.
Lesson Topic	Interests and goals
Subject	English

Suggestions:

- Teachers/counselors can provide students with college, trade, or technical school brochures or packets to view requirements for admission. Counselors can also provide students with a current copy of their transcripts to compare their schoolwork against admission requirements.
- Variation: If brochures/guides are not available, students can search colleges on EducationPlanner.org to compare their academics with admission guidelines.