

Career Exploration Curriculum Ketchikan High School

Course Description: Students will explore career opportunities based on personal assessments, career interest interviews with community members, and occupational outlook information. They will develop a four-year plan preparing them to meet their career goals after high school. Skills needed to be successful on the job and in school will be covered. Students will conduct interviews, fill out a job application, and learn job expectations from employers.

Standard 1 Students will identify appropriate work habits, skills, attitudes, and behaviors needed to obtain and maintain employment.

AK Performance *Reading* B, D, E *Writing* A *Math* None
Industry Based Standards D, P, B
AK Employability Standards A
AK Cultural Standards A, D, E
AK Technology Standards B, C
Voc/Tech Standards D, E, F, H

Students will:

- 1.1 Explain why rules of the training site are important to follow.
- 1.2 Analyze the link between school performance and job performance.
- 1.3 Identify habits and attitudes necessary for succeeding on the job.
- 1.4 Demonstrate an understanding of requirements for graduation by completing, with 100% efficiency, the 100 hour work evaluation.
- 1.5 Apply effective strategies in managing and organizing information in order to be efficient in the school and work environment.

Standard 2 Students will develop a flexible career plan by assessing and linking personal skills, interests, aptitudes, and lifestyles.

AK Performance *Reading* B, D, E *Writing* A *Math* None
Industry Based Standards D, B
AK Employability Standards B
AK Cultural Standards A, D, E
AK Technology Standards A, B, C, E

Voc/Tech Standards D, E, F, H

Students will:

- 2.1 Understand how goal setting affects their future career options.
- 2.2 Assess lifestyle as it relates to career options.
- 2.3 Identify personal and group learning skills.
- 2.4 Evaluate career interest leading to job satisfaction.
- 2.5 Identify potential aptitude areas.
- 2.6 Assess personality traits and characteristics and their links to specific careers.

Standard 3 Students will evaluate career options by researching labor market projections, educational requirements, job responsibilities, salaries and benefits and working environment.

AK Performance ***Reading*** B, D ***Writing*** A, D ***Math*** None
Industry Based Standards D, B, P
AK Employability Standards A, B
AK Cultural Standards C, D, E
AK Technology Standards A, B, C, D, E,
Voc/Tech Standards D, E, F, H

Students will:

- 3.1 Explore and organize career options based on the student's personal career profile.
- 3.2 Compare career choices by conducting employer interviews and utilizing local and national career data through technology based research.
- 3.3 Identify the types of education and training available and the career opportunities for each type.
- 3.4 Identify employment opportunities by researching occupational trends including fastest growing and sharpest declining jobs.

Standard 4 Students will demonstrate skills specific to seeking and maintaining employment.

AK Performance ***Reading*** B, D, E, ***Writing*** A, D ***Math*** None
Industry Based Standards D, B, P,
AK Employability Standards A, B,
AK Cultural Standards C, D, E

AK Technology Standards A, B, C, D, E
Voc/Tech Standards D, E, F, H

Students will:

- 4.1 Identify community resources that can be utilized to seek employment.
- 4.2 Complete a job application fulfilling a high school graduation requirement.
- 4.3 Create documents such as letters, memos, and reports that are clear and appropriate to the audience.
- 4.4 Show a positive image through one's appearance.
- 4.6 Recognize forms of non-verbal communication.
- 4.7 Identify factors that influence the success or failure of a job interview.
- 4.8 Understand and demonstrate verbal techniques in answering interview questions.
- 4.9 Demonstrate interviewing skills by participating in mock job interviews and career interest interviews with employers.
- 4.10 Perform written communication skills through confirmation and thank you letters to employers.

Standard 5 Students will develop an educational plan based on the development of career goals.

AK Performance Reading B, D, ***Writing*** A, D ***Math*** None
Industry Based Standards D, B, P
AK Employability Standards B
AK Cultural Standards C, D, E
AK Technology Standards A, B, C, D, E
Voc/Tech Standards D, E, F, H

Students will:

- 5.1 Evaluate and plan high school courses required for admission into post-secondary schools and training programs.
- 5.2 Research financial aid and scholarships available for all types of education and training.
- 5.3 Demonstrate how to access and compare post-secondary schools and training program information.
- 5.4 Complete a four year high school plan meeting graduation requirements and future career goals.