

# Statewide Career Pathways Basic Skills Curriculum:

Career Awareness Module

# Statewide Career Pathways Basic Skills: Career Awareness Module

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## FOUNDATIONS FOR DESIGN

- ✓ Instruction emphasizes learning by doing through projects and simulations; therefore, the instructor is a facilitator or learning coach.
- ✓ Each module emphasizes communication, teamwork, and critical thinking.
- ✓ Content is contextualized for career pathways basic skills awareness.
- ✓ Learning outcomes often require learners to engage in collaborative and individual projects involving authentic materials and resources, hear professionals in a variety of fields, and complete documents and writing tasks for career paths with the guidance of learning facilitators.
- ✓ Specific units within modules may serve as precursors for additional units within the module. Many lessons and units may be repeated and expanded from one module to another.
- ✓ Self-advocacy and continual self-assessment and self-monitoring are inherent to each module while students must be introduced to, required to meet with, and encouraged to consult with program coordinator as well as academic and employment professionals.
- ✓ Possible site visits to employers, guest speakers, and conferences with employment and academic professionals are integral to the relevance and value of the program for students.

## ASSUMPTIONS

- ✓ Each agency or instructor who may use these modules or this program will adapt instructional strategies, content level of difficulty, learning activities and projects to meet the needs of the program's target population and adult learners of lower and higher academic levels.
- ✓ Referenced resources, relevant Internet links, learning activities (created, suggested, attached, or referenced) will be used, modified, or omitted based on student need and restraints of class time and resources.
- ✓ This curriculum will work in established internal partnerships within the academic community as well as external partnerships/relationships in the employment community.

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- ✓ Units and lessons will be adapted to fit within varying contact hours of a program.

**Rationale:** Before adult education students enter the constantly changing workforce, they need to be aware of the wide variety of career opportunities available to them. Quite often students move through their educational experience without having any specific educational goals or career plans. Although having clear educational and career focus is not necessary, expanding personal and career awareness will assist an adult learner with a successful transition into post-secondary education and/or the workforce.

**Module Description:** Career Awareness assists the student in examining the components of career choice. The focus is on career awareness, personal awareness, and education awareness as they relate to the process of career choice and/or post-secondary education. Planning skills and a self-assessment instrument will help identify career options. Decision-making strategies, resume writing, interviewing skills, and job search techniques are covered.

## Module Objectives:

### Students will:

Upon successful completion of the course, a student should be able to:

- Explain the differences between a job and a career
- List the major stages of career awareness
- Describe the roles that personal assessment and self-understanding play in career awareness
- Identify individual interest and relate those to specific careers
- Define personal values as they relate to career choices
- Describe the role of values in career decision making and motivation
- Evaluate different thinking patterns and their relationship to career success
- Identify and evaluate personal skills and relate those skills to career choices
- Examine social and cultural influences on career choice
- Apply career information via computer
- Create a career awareness plan which identifies a possible career path based on identified interest, skills, and values

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## **Methods of Instruction**

- Lecture
- Small and large group discussions
- Hands-on activities
- Internet research

## **Methods for Evaluating Student Performance**

- Written and oral reports
- Group presentations
- Teacher observations
- Peer evaluations

## **Module Overview**

- Differences Between Job and Career
- Stages of Career Awareness
- Personal Assessment and Self-understanding
- Evaluating Interests, Values, Personality, and Skills
- Researching Careers
- Creating a Career Plan

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## Module Outline

1. Explain the differences between a job and a career
  - a. Differentiate between a job and a career
  - b. Determine how generational differences affect the workplace
  - c. Identify and apply Donald Super's theory to career awareness
2. Decide personal priorities
  - a. Discuss the importance of self-knowledge when determining a career path
  - b. Make decisions based on priorities and preferences
    - i. What Is Important to Me?
    - ii. Group discussion
3. Describe the role of values in career decision making and motivation
  - a. Discuss differences in personality types
  - b. Explain your own personality type
  - c. Recognize how a personality type relates/influences career planning
    - i. Principles based on information from Myers Briggs Assessment
    - ii. Myers Briggs Personality Type Indicator® handouts
  - d. Match your interest to potential careers
4. Evaluate different thinking patterns and their relationship to career success
  - a. Identify psychological barriers to decision making
  - b. Discuss alternative strategies for career success
5. Apply skills to a career
  - a. Explain the difference between knowledge and skills
    - i. ABCs
    - ii. My Skills
  - b. Discuss skill sets
6. Plan for future career
  - a. Discuss how to achieve a desired career/map a plan
    - i. How Do I Become A...?
    - ii. Planning for My Career
  - b. Discuss career research and preparation

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7. Identify career pathways
  - a. Identify career pathways and attributes needed to work in them
    - i. Career Path group project forms
    - ii. Occupation cards
  - b. Determine career pathway for chosen occupations
8. Discover career pathways
  - a. Tootsie Roll™ review of Career Paths
  - b. Discuss how career roles impact others
9. Choose a career pathway
  - a. Review career pathways and attributes
    - i. Who I Am...
  - b. Research three occupations of high interest
  - c. Explore available career information resources
10. Apply a decision-making model to career decisions
  - a. Discuss trends that possibly will affect career planning
  - b. Discuss changing trends in the workplace
    - i. Career Autobiography
    - ii. Pick 5
11. Create career awareness plan
  - a. Discuss and review possible career options based on information gathered about attitudes, beliefs, values, interests, personality, skills, and external influences
  - b. Career Plan Activity