## Signal Success Career & Work Readiness Curriculum

(This is full offering- most organizations prioritize specific learning objectives and deliver shorter, customized versions.)

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<td><strong>Unit 1: Self-Knowledge and Occupational Wellness</strong>&lt;br&gt; (18-22 hrs)</td>
<td><strong>KEY Learning Targets:</strong>&lt;br&gt; - I understand how being satisfied with work is a part of my overall wellness.&lt;br&gt; - I am figuring out what I have to offer, what I need, and what I want.</td>
<td><strong>Common Core College and Career Readiness Anchor Standards:</strong>&lt;br&gt; - Reading- 1. Reading for meaning and inferences; citing textual evidence&lt;br&gt; - Speaking &amp; Listening- 1. Clear expression in conversation and collaborations.&lt;br&gt; <strong>MA Career Development Education (CDE) Benchmarks:</strong> Learners will develop and demonstrate:&lt;br&gt; - W-2: An Exploratory attitude toward self, life and the world of work&lt;br&gt; - PS-1: Attitudes, behaviors, and skills that promote self-knowledge, personal responsibility, and self-direction&lt;br&gt; <strong>MA Career/ Vocational Technical Education (CVTE) Frameworks:</strong>&lt;br&gt; - Strand 4.A.1- Career exploration and Navigation- Develop a career plan and portfolio (Assess interests, skills, potential careers, research career opportunities)&lt;br&gt; - Strand 4.C.3- Work Ethic and Professionalism- Accepts direction and constructive criticism. (responds to feedback, understand own learning style)&lt;br&gt;</td>
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<td><strong>Unit 2: Successful Life and Work Habits</strong>&lt;br&gt; (32-44 hrs)</td>
<td><strong>KEY Learning Targets:</strong>&lt;br&gt; - I know how to interact professionally with co-workers and supervisors.&lt;br&gt; - I understand the importance of meeting workplace expectations and am developing the skills to excel.</td>
<td><strong>Common Core College and Career Readiness Anchor Standards:</strong>&lt;br&gt; - Writing- 7. Conduct research projects based on focused questions demonstrating understanding of the subject under investigation.&lt;br&gt; - Speaking &amp; Listening- 1. Clear expression in conversation and collaborations.&lt;br&gt; - Speaking &amp; Listening- 2. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally&lt;br&gt; <strong>MA CDE Benchmarks:</strong> Learners will develop and demonstrate:&lt;br&gt; - PS- 2. Attitudes, behaviors and interpersonal skills to work with others&lt;br&gt; - PS- 4 Behaviors, attitudes, and skills that foster respect for diversity&lt;br&gt; <strong>MA CVTE Frameworks:</strong>&lt;br&gt; - Strand 4.B.1-2- Communication in the Workplace Demonstrated appropriate oral and written communication and active listening skills.&lt;br&gt; - Strand 4.C.1-6- Work Ethic and Professionalism- Demonstrate attendance and punctuality, proper workplace appearance, responsiveness to feedback, respect for diversity in the workplace, collegiality.</td>
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<td><strong>Unit 3: Planning for Success (20-30hrs)</strong></td>
<td><strong>Key Learning Targets:</strong>&lt;br&gt;- I can use occupational research and self-knowledge to identify jobs and careers that are a good fit for me.&lt;br&gt;- I can set SMART (Specific, Measurable, Achievable, Relevant, Timely) short-term goals to support my long term aspirations.&lt;br&gt;<strong>Portfolio Components:</strong>&lt;br&gt;Report on 3 occupations and presentation rubric, Future-planning presentation rubric and reflection, short-term goal sheets, 1-2 Written reflections, written description of job/internship, job shadow observation form and informational interview report</td>
<td><strong>Common Core College and Career Readiness Anchor Standards:</strong>&lt;br&gt;- Writing- 7. Conduct research projects based on focused questions&lt;br&gt;- Speaking &amp; Listening-4. Clearly present information, findings, and supporting evidence in a way that is appropriate to task, purpose, and audience.&lt;br&gt;- Speaking and Listening- 5. Make strategic use of digital media and visuals&lt;br&gt;<strong>MA CDE Benchmarks:</strong> Learners will develop and demonstrate:&lt;br&gt;- W-1. Knowledge and skills in the planning and decision-making process&lt;br&gt;- W-3. Knowledge and skills for employment and advancement.&lt;br&gt;- W-5 Knowledge of all aspects of an industry, service, trade or occupation&lt;br&gt;- A4- An appreciation of the relevance of education&lt;br&gt;<strong>MA CVTE Frameworks:</strong>&lt;br&gt;- Strand 4.A.1- Career exploration and Navigation-Develop a career plan and portfolio (Assess potential careers, research career opportunities, identify training and education requirements)</td>
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<td><strong>Unit 4: Signaling Success (20-25 hrs)</strong></td>
<td><strong>Key Learning Targets:</strong>&lt;br&gt;- I can showcase my employment strengths in resumes, applications, and interviews.&lt;br&gt;<strong>Portfolio Components:</strong>&lt;br&gt;1. Written reflection, Updated skills matrix, general resume, sample cover letter, thank you letters, references, and feedback from mock interviews</td>
<td><strong>Common Core College and Career Readiness Anchor Standards:</strong>&lt;br&gt;- Writing- 4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience&lt;br&gt;- Writing-6. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others&lt;br&gt;<strong>MA CDE Benchmarks:</strong> Learners will develop and demonstrate:&lt;br&gt;- A2: Communication and literacy skills for self-advocacy and presentation&lt;br&gt;<strong>MA CVTE Frameworks:</strong>&lt;br&gt;- Strand 4.A.3- Career exploration and Navigation-- Demonstrate all phases of the job interview process. (Gathering information about employers, practicing interview skills and interpreting job descriptions and compensation)</td>
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<td><strong>Unit 5: Making your plan work for you! (16-20 hrs)</strong></td>
<td><strong>Key Learning Targets:</strong>&lt;br&gt;- I am committed to my career plan and make decisions that support my goals.&lt;br&gt;- I can overcome challenges by advocating effectively for myself, setting boundaries, resolving conflicts, and accessing my support networks and coping skills.&lt;br&gt;<strong>Portfolio Components:</strong>&lt;br&gt;1-3 Written reflections , Reality check on career plan, educational plan, Support Network Map, Rubric and Reflection from mock conflict scenarios, Stress-Management experiment logs, and Stress Management plan</td>
<td><strong>Common Core College and Career Readiness Anchor Standards:</strong>&lt;br&gt;- Writing- 7. Conduct research projects based on focused questions&lt;br&gt;- Speaking &amp; Listening- 1. Clear expression in conversation and collaborations&lt;br&gt;<strong>MA CDE Benchmarks:</strong> Learners will develop and demonstrate:&lt;br&gt;- A2. Organizational skills and critical thinking skills to evaluate information&lt;br&gt;- A3. An appreciation for how education and work relate to the needs and functions of society&lt;br&gt;- W-4 Awareness of social/cultural conditions that affect decisions and success&lt;br&gt;- PS3. An awareness of how personal and environmental conditions impact career management&lt;br&gt;<strong>MA CVTE Frameworks:</strong>&lt;br&gt;- Strand 4.C.6- Work Ethic and Professionalism- (negotiates solutions to workplace conflicts)</td>
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| **Unit 6: Essential Skills for 21st Century Job Seekers**  
(15-18 hrs) | **Key Learning Targets:**  
- I can use online tools and social media channels to advance my career.  
- I have the knowledge to make responsible financial choices.  
**Portfolio Components:**  
1-2 Written reflections, Linked In profile, digital file for applications, Updated general resume, sample of resumes tailored to a job posting, Online Job Search Scavenger Hunt, Reflection from Online application, Sample budget and online banking and budgeting form | **Common Core College and Career Readiness Anchor Standards:**  
- Writing- 6. Use technology, including the Internet, to produce and publish writing to interact and collaborate with others.  
- Speaking & Listening- 1. Clear expression in conversation and collaborations.  
**MA CDE Benchmarks:** Learners will develop and demonstrate:  
- A2-2. Mathematical life skills for time and money management  
- PS1. PS-1: Attitudes, behaviors, and skills that promote self-knowledge, personal responsibility, and self-direction  
**MA CVTE Frameworks:**  
- Strand 4.A.2- Career exploration and Navigation- (Complete online applications and develop social media networks for employment) |
| **Unit 7: Connecting Learning To Practice**  
(16-20 hrs) | **Key Learning Targets:**  
- I can share my knowledge of careers and career readiness skills with other students.  
**Portfolio Components:**  
1-2 Written reflections, completed group activity, individual reflection on group leanings | **Common Core College and Career Readiness Anchor Standards:**  
- Writing- 2 Write informative texts to convey complex ideas and information clearly through the effective selection, organization, and analysis of content  
- Speaking and Listening- 5. Make strategic use of digital media/ visuals  
**MA CDE Benchmarks:** Learners will develop and demonstrate:  
- A1. 21st Century academic, technical, and employability skills for success in school and in the workplace (Higher order thinking, tech skills, locating info)  
**MA CVTE Frameworks:**  
- Strand 4.C.4 & 4.C.6- Work Ethic and Professionalism- (Demonstrate motivation and initiative, and work productively with teams)  
- Strand 4.B.1- Communication in the Workplace – Communicate effectively for a variety of audiences |