



Signal Success Career & Work Readiness Curriculum

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

Unit	Unit Snapshot	Relevant Focus Standards
<p>Unit 1: Self- Knowledge and Occupational Wellness (18-22 hrs)</p> <p><u>Key Topics:</u> Occupational Wellness (Holistic wellness model), Prior Work and Learning Experiences, Transferable Skills, Learning strengths, Values, Personality Exploration, Career Interests</p>	<p>KEY Learning Targets:</p> <ul style="list-style-type: none"> I understand how being satisfied with work is a part of my overall wellness. I am figuring out what I have to offer, what I need, and what I want. <p>Portfolio Components: Personal Wellness Wheels, Descriptions of past work and volunteering and reflection on learning, Skills Matrix, Learning Style assessment and reflection, Interest survey, I am... Presentation reflection</p>	<p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> Reading- 1. Reading for meaning and inferences; citing textual evidence Speaking & Listening- 1. Clear expression in conversation and collaborations. <p>MA Career Development Education (CDE) Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> W-2: An Exploratory attitude toward self, life and the world of work PS-1: Attitudes, behaviors, and skills that promote self-knowledge, personal responsibility, and self-direction <p>MA Career/ Vocational Technical Education (CVTE) Frameworks:</p> <ul style="list-style-type: none"> Strand 4.A.1- Career exploration and Navigation-Develop a career plan and portfolio (Assess interests, skills, potential careers, research career opportunities) Strand 4.C.3- Work Ethic and Professionalism- Accepts direction and constructive criticism. (responds to feedback, understand own learning style)
<p>Unit 2: Successful Life and Work Habits (32-44 hrs)</p> <p><u>Key Topics:</u> Work Standards and Evaluation/ WBLP, Professionalism, Dependability, Respect for Others, Communication Skills, Teamwork and Working Relationships, Time Management, Professional Norms of Specific Occupations, Sexual Harassment in the Workplace</p>	<p>KEY Learning Targets:</p> <ul style="list-style-type: none"> I know how to interact professionally with co-workers and supervisors. I understand the importance of meeting workplace expectations and am developing the skills to excel. <p>Portfolio Components: Performance Evaluation Case Study, 1-2 Written reflections, Mock Communication Scenario (Interview, critical feedback, occupation specific), Time Management Experiment Log, Research paper Comparing Professional Norms</p>	<p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> Writing- 7. Conduct research projects based on focused questions demonstrating understanding of the subject under investigation. Speaking & Listening- 1. Clear expression in conversation and collaborations. Speaking & Listening- 2. Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally <p>MA CDE Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> PS- 2. Attitudes, behaviors and interpersonal skills to work with others PS- 4 Behaviors, attitudes, and skills that foster respect for diversity <p>MA CVTE Frameworks:</p> <ul style="list-style-type: none"> Strand 4.B.1-2- Communication in the Workplace Demonstrated appropriate oral and written communication and active listening skills. 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.

Unit	Unit Snapshot	Relevant Focus Standards
<p>Unit 3: Planning for Success (20-30hrs)</p> <p><u>Key Topics:</u> Career exploration, Occupational research, Goal setting, Long-term aspirations, Short-term goals, Identifying and Overcoming barriers, Job Shadow, and Informational Interview</p>	<p><u>Key Learning Targets:</u></p> <ul style="list-style-type: none"> I can use occupational research and self-knowledge to identify jobs and careers that are a good fit for me. I can set SMART (Specific, Measurable, Achievable, Relevant, Timely) short-term goals to support my long term aspirations. <p><u>Portfolio Components:</u> 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</p>	<p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> Writing- 7. Conduct research projects based on focused questions Speaking & Listening-4. Clearly present information, findings, and supporting evidence in a way that is appropriate to task, purpose, and audience. Speaking and Listening- 5. Make strategic use of digital media and visuals <p>MA CDE Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> W-1. Knowledge and skills in the planning and decision-making process W-3. Knowledge and skills for employment and advancement. W-5 Knowledge of all aspects of an industry, service, trade or occupation A4- An appreciation of the relevance of education <p>MA CVTE Frameworks:</p> <ul style="list-style-type: none"> 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)
<p>Unit 4: Signaling Success (20-25 hrs)</p> <p><u>Key Topics:</u> Knowing your assets, Applications, Interviews, Resumes, Cover Letters, Thank you letters, References</p>	<p><u>Key Learning Targets:</u></p> <ul style="list-style-type: none"> I can showcase my employment strengths in resumes, applications, and interviews. <p><u>Portfolio Components:</u> 1 Written reflection, Updated skills matrix, general resume, sample cover letter, thank you letters, references, and feedback from mock interviews</p>	<p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> Writing- 4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience Writing-6. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others <p>MA CDE Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> A2: Communication and literacy skills for self-advocacy and presentation <p>MA CVTE Frameworks:</p> <ul style="list-style-type: none"> 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)
<p>Unit 5: Making your plan work for you! (16-20 hrs)</p> <p><u>Key Topics:</u> Career Pathways, Educational Planning, Goal Setting (short, transitional, long), Decision-making, Initiative, Removing Obstacles, Self- Advocacy, Support networks, Conflict Resolution, Stress Management</p>	<p><u>Key Learning Targets:</u></p> <ul style="list-style-type: none"> I am committed to my career plan and make decisions that support my goals. I can overcome challenges by advocating effectively for myself, setting boundaries, resolving conflicts, and accessing my support networks and coping skills. <p><u>Portfolio Components:</u> 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</p>	<p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> Writing- 7. Conduct research projects based on focused questions Speaking & Listening- 1. Clear expression in conversation and collaborations <p>MA CDE Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> A2. Organizational skills and critical thinking skills to evaluate information A3. An appreciation for how education and work relate to the needs and functions of society W-4 Awareness of social/cultural conditions that affect decisions and success PS3. An awareness of how personal and environmental conditions impact career management <p>MA CVTE Frameworks:</p> <ul style="list-style-type: none"> Strand 4.C.6- Work Ethic and Professionalism- (negotiates solutions to workplace conflicts)

Unit	Unit Snapshot	Relevant Focus Standards
<p>Unit 6: Essential Skills for 21st Century Job Seekers (15-18 hrs)</p> <p><u>Key Topics:</u> Building a positive online presence, networking strategies, online applications, job search skills, financial literacy, Updated digital versions of resume and references</p>	<p><u>Key Learning Targets:</u></p> <ul style="list-style-type: none"> I can use online tools and social media channels to advance my career. I have the knowledge to make responsible financial choices. <p><u>Portfolio Components:</u> 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</p>	<p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> 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. <p>MA CDE Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> 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 <p>MA CVTE Frameworks:</p> <ul style="list-style-type: none"> Strand 4.A.2- Career exploration and Navigation- (Complete online applications and develop social media networks for employment)
<p>Unit 7: Connecting Learning To Practice (16-20 hrs)</p> <p><u>Key Topics:</u> Project-Based Learning (Student-designed career readiness workshop, program collateral, youth-friendly LMI, informational video, Presentation to others</p>	<p><u>Key Learning Targets:</u></p> <ul style="list-style-type: none"> I can share my knowledge of careers and career readiness skills with other students. <p><u>Portfolio Components:</u> 1-2 Written reflections, completed group activity, individual reflection on group leanings</p>	<p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> 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 <p>MA CDE Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> A1. 21st Century academic, technical, and employability skills for success in school and in the workplace (Higher order thinking, tech skills, locating info) <p>MA CVTE Frameworks:</p> <ul style="list-style-type: none"> 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