

**Argenta-Oreana High School
Education to Careers**

Date Semester	IL Learning Standards	Unit and/or Essential Question Content and/or Skills	Assessments and/or Products
Sept/05	3.C.4a. 3.C.5a 4B.3d 4.B.1b 4.C.4a	<p>Chap.1 - Participating in Coop Education Chap. 2 – What Your School Expects Chap. 3 – What Your Employer Expects</p> <p>Verbal: Getting to Know You classmates, Candidates for Coop Ed., Discuss work permits, oral reports, brainstorming, divide into teams positive attitude role playing, ask for punctuality policies from job shadowing experiences.</p> <p>Reading: The Cooperative Work Experience, The Benefits of Cooperative Work Experiences, Training Agreement Policies, Step by Step training plan, Reading case studies, An Employers View.</p> <p>Writing: Write articles, reports, design posters</p>	Chapter tests Study guides Oral presentations
Oct./05	3.C.4a 4.C.5a 4B.1b 4.B.2b	<p>Chap.4 – Communicating on the Job Chap. 7 - Looking Good on the Job Chap. 8 – Safety on the Job</p> <p>Verbal: Role playing, phone etiquette, Dealing w/customers, Give speeches/exercise or sport, appropriate clothing, debate, Interview parent about safety conditions on the job.</p> <p>Reading: Step by Step training plan, Case studies on jobs</p> <p>Writing: Write out a speech over good communication techniques in the workplace, write summaries from magazine “Life 101”.</p>	Chapter tests Study guides Unit Test Design a poster/Safety Issues on job

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Nov./05	1B.2.a 1.B.2b 1.B.2c 3.C.4a 3.C.4b	Chap. 9 – Leadership Skills Chap. 10 – Participating in Meetings Chap. 11 – Learning About Yourself	Chapter test Unit test Interviewing each student in class. Benefits about the cooperative experience “Earn While you learn” poster.
Dec./05	4.B.1b 4.B.2b 4.B.3d 4.B.4d 4.B.5d 1.B.2a	Chap.12 – Learning About Careers Chap. 13 – Researching Careers Chap. 14 – Making Career Decisions	Write paper on “Two of the most difficult decisions I’ve had to make” Decision making process Evaluate the right career For you. Career Cruising/online career self-assessment.