

# Careers in Action

## Summer Teacher Internship/Lesson Plan Writing Project

This lesson has been endorsed by Julian Mendez, Operators Manager, Digital Office Systems

Roberto Liguez	Auto Technology	June 4-June 21, 2007
<b>Teacher's Name</b>	<b>Course/Subject</b>	<b>Date(s)/Time</b>

<b>Content</b>	<b>Objective(s)</b>	<b>Career Concentration(s)</b>
	TLW create an impressive resume that is appropriate for their place of employment using a format that includes an objective, highlights, skills, job experience, references and qualifications. Students will turn in a final copy of resume. It will be proofread by teacher to ensure that it is error free and format is correct.	<input type="checkbox"/> Agricultural Science <input type="checkbox"/> Art, Communications & Media <input checked="" type="checkbox"/> Business & Marketing <input type="checkbox"/> Health Science Technology <input checked="" type="checkbox"/> Human Dev., Management & Services <input checked="" type="checkbox"/> Industrial and Engineering <input type="checkbox"/> Personal and Protective Services

TEKS Reference: 125.5 1c,1d,2a,2b,

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<b>Process</b>	<b>Focus/Anticipatory Set</b>	<b>Bloom's Taxonomy in Lesson</b>	<b>Multiple Intelligences</b>	<b>SCANS</b>								
	Ask students if they owned a business; who would they want to hire? What skills would you look for that sets them apart from the other applicants?	<input checked="" type="checkbox"/> Knowledge <input checked="" type="checkbox"/> Comprehension <input checked="" type="checkbox"/> Application <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Synthesis <input checked="" type="checkbox"/> Evaluation	<input checked="" type="checkbox"/> Linguistic <input type="checkbox"/> Logical/Math <input type="checkbox"/> Musical <input type="checkbox"/> Spatial <input type="checkbox"/> Bodily-Kinesthetic <input checked="" type="checkbox"/> Intrapersonal <input checked="" type="checkbox"/> Interpersonal <input type="checkbox"/> Naturalist	<b>Foundation</b>	1	2	3	A	B	C	D	E
<b>Competencies</b>	1	2	3									

### Instructional Methodology (Activities)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Lecture          | <input checked="" type="checkbox"/> Class/Group Discussion |
| <input checked="" type="checkbox"/> Teacher Modeling | <input type="checkbox"/> Question/Answer                   |
| <input type="checkbox"/> Media Presentation          | <input type="checkbox"/> Guided Practice                   |
| <input checked="" type="checkbox"/> Small Group      | <input checked="" type="checkbox"/> Independent Practice   |

### Instructional Material(s)

Resume sample, computers, software (Microsoft)

### Detail's of Instructional Methodology (Activities)

Teacher helps students determine personal qualifications that sets them apart from their peers. Example: good public speaker, work experiences, references, motivated to learn, great work ethics and learns quickly. Teacher will explain different parts of the resume. Teacher will demonstrate his or her personal resume. Students will create own resume using template on computer. Students will work in partners to proofread and edit each others resumes. Students will create a final copy.

### Materials/Resources

Resume sample, computers, software (Microsoft)

### Use of Technology

Computers and software

### Accommodations

follow modifications for special education students and Lep students.

<b>Product</b>	<b>Assessment</b>	<b>Bloom's Taxonomy in Assessment</b>
	<input type="checkbox"/> Teacher Evaluation <input type="checkbox"/> Employer Evaluation <input type="checkbox"/> Test/Quiz <input checked="" type="checkbox"/> Peer/Self Evaluation <input checked="" type="checkbox"/> Written/Oral Presentation <input type="checkbox"/> Others; _____	<input checked="" type="checkbox"/> Knowledge <input checked="" type="checkbox"/> Comprehension <input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Analysis <input checked="" type="checkbox"/> Synthesis <input checked="" type="checkbox"/> Evaluation
<b>Product</b>	<b>Reteach Activity/Homework</b>	<b>Lesson Closure</b>
	Using a their resume, students will make corrections and submit a corrected final copy.	Ask a few students to share their final copy with the rest of class and ask them what makes a resume impressive? Students will point out highlights of a good resume.