Career & College Readiness Lesson Plan

An Online Tool I Can Use

# Career Planning

## Grade Level 6

### Overview

Students will be introduced to the California Career Center website as a tool to use for career and college exploration and planning.

### Learning Outcomes

At the end of this lesson, students will be able to:

* Comprehensibly explain the content sections, My Stuff features, and resources on the California Career Center Website

### Language Objectives

At the end of this lesson, students will be able to:

* Analyze and summarize the lesson using proper sentence structure and punctuation
* Use academic and content-specific vocabulary

### Standards Alignment

* California Common Core State Standards: College & Career Readiness   
  Anchor Standards:
  + L. 6.1; RI. 6.4
* California Career Technical Education Model Curriculum Standards:
  + 2
* California Standards for Career Ready Practice:
  + 1, 2
* National Career Development Guidelines:
  + ED 2
* English Language Development Standards:
  + Part I: C 12
* American School Counselor Association Mindsets & Behaviors for Student Success
  + BS-LS 5; BS-SMS 3

### Materials

1. Computer with internet access and projection capability for instructor
2. Computers with internet access for students
3. Instructor Resource
   * California Career Center Website Scavenger Hunt Answer Key (p. 5–10)
4. Student Handouts
   * Vocabulary (p. 11)
   * California Career Center Website Scavenger Hunt Worksheet (p. 12–15)
5. Online Resources

* [An Online Tool I Can Use Start-Up Video](https://youtu.be/dBlgTSQ1e0o) (01:06)

https://youtu.be/dBlgTSQ1e0o

* [California Career Center Website](https://www.calcareercenter.org/)

https://www.calcareercenter.org/

* [California Career Resource Network Lesson Plan E-copy Handouts](https://californiacareers.info/#?Lesson%20Plans)

https://californiacareers.info/#?Lesson%20Plans

### Activity

Introduce students to the California Career Center website content, a virtual counselor to help students get the most out of their middle and high school years. The California Career Center content is designed specifically for California’s students.

### Lesson Prep

* Review the lesson plan procedures, handouts, and start-up video (video link in Materials section). This information will help prepare you to lead discussions on finding the information they will need.
* Complete the California Career Center Website Scavenger Hunt Worksheet. Then review the answer key. Be prepared to demonstrate this activity.
* Make copies of the handouts or send them to your students electronically. The handouts are posted separately with the lesson plan on the California Career Resource Network Lesson Plans (link in Materials section).
* Before class begins, have your computer on and the California Career Center website open in your web browser (link in Materials section).

### Lesson Procedures

1. Introduce the lesson by describing the topic and activity. For a quick introduction, show the start-up video (link in Materials section). Confirm students understand what to expect.
2. First, ask students about their online experiences:
   * Have they used the world wide web to find information?
     + If so, what kind of information?
     + How did they find it? (a search engine, URL from a teacher or friend)
   * Have they used the internet for schoolwork?
   * Was it easy to find what they were looking for? Please elaborate.
   * How did they feel when they could not find what they’re looking for?
   * Did they ask for help if they could not find the information they wanted?
3. Explain that as they go through school, they will use the world wide web more and more and have to be careful so they can find accurate and reliable information.
4. Distribute and discuss the Vocabulary handout. (p. 11)
5. Tell students they’re going to practice finding information by exploring the California Career Center website—a website designed for them. The website helps them discover how they can get the most out of their middle and high school opportunities to prepare for life after high school. So, get ready for a scavenger hunt!
6. Distribute the California Career Center Website Scavenger Hunt Worksheet (p. 12–15).
7. Review the directions and demonstrate the activity.
   * If a student is unfamiliar with the world wide web, you may want to team them up with more experienced classmates.
8. Have students complete the scavenger hunt activity (or assign as homework). Allow time to work.
9. End of activity discussion: Discuss any issues students encountered during the activity. Possible discussion prompts:
   * What was the easiest part of the scavenger hunt?
   * What was the hardest part of the scavenger hunt?
   * What did you learn about finding information on the internet?
   * What did you like/dislike about being online?

You may want your students to turn in their handouts and/or you may want to review the answers during class.

1. *Wrap Up*. Point out to your students the knowledge they gained and employability skills they practiced in this lesson. These are skills they will use all through school:

* *Information Literacy Skills*: Practiced by critically evaluating the information they researched.
* *Self-directional Skills*: Exercised by completing tasks independently.
* *Technology Skills:* Practiced by using computer equipment and software; improved online navigation skills.

**Important**

Be aware of your district’s policies about students using the internet for school assignments.

### Estimated Time

One class session for navigating the website. If students do not complete the activity, assign it as homework. Ensure all students have access to the internet outside the classroom.

### Learning Assessment

* Review students’ scavenger hunt worksheet for accuracy and completeness.
* If students work in teams, evaluate their ability to work with others.
* Evaluate students’ ability to stay on task.

Other lessons and materials are on the

[California Career Resource Network](http://www.californiacareers.info/)

https://www.californiacareers.info/

Instructor Resource—**Answer Key**  
California Career Center Website   
Scavenger Hunt ***p. 1***

You’re going to spend time surfing through the California Career Center website. You’ll find tools to help you make your own school and career choices.

You’ll go on a website scavenger hunt looking for answers to complete your worksheet.

Get to a computer and go to the California Career Center at <https://www.calcareercenter.org/>.

Select “Quick Start” in the top navigation bar.

Your quest begins on the “Quick Start” webpage!

**The related webpage is linked below each answer.**

# Quick Start Section

1. Write down three (3) links from the California Career Center User’s Guide.

*Students can choose any three* *from this list:*

* My Stuff
* Middle and High School
* Career Options
* Getting a Job
* Education and Training
* Challenges
* Money Management
* Videos

([Quick Start](https://www.calcareercenter.org/Home/Content?categoryID=164) | [California Career Center User's Guide](https://www.calcareercenter.org/home/Content?contentID=319))

# Middle & High School Section

1. What does CTE stand for?

* Career Technical Education

([Career Technical Education](https://www.calcareercenter.org/Home/Content?contentID=113))

Instructor Resource—**Answer Key**  
California Career Center Website

Scavenger Hunt ***p. 2***

###### Middle & High School Section, continued

2. What are Career Technical Education classes designed to do?

* CTE helps you develop technical and employability skills that give you a head start in the job market.

([Career Technical Education](https://www.calcareercenter.org/Home/Content?contentID=113))

3. How many California industry sectors are in CTE?

* 15

([Career Technical Education](https://www.calcareercenter.org/Home/Content?contentID=113))

4. What high school programs can help you explore careers?

* Community Service
* Work Experience Education (WEE)
* Career Technical Education (CTE)
* Community College/High School Articulation Programs
* Adult Education

([High School Programs for Career Exploration](https://www.calcareercenter.org/Home/Content?contentID=92))

5. Are the classes required by the state for high school graduation the same as the classes required for admission to California State University or University of California?

No. The state does not require students to complete the A–G sequence of classes but the colleges do.

([A—G Courses Required by California Public University Systems](https://www.calcareercenter.org/Home/Content?contentID=344))

Career Options Section

1. Complete this sentence: Exploring jobs that interest you will help you…

* Exploring jobs that interest you will help youget a better sense of who you are, where you’re going, and how you’ll get there.

([Exploring Jobs that Interest You](https://www.calcareercenter.org/Home/Content?contentID=85))

Instructor Resource—**Answer Key**

California Career Center   
Website Scavenger Hunt ***p. 3***

###### Career Options Section, continued

2. What four (4) important skills and qualities are employers looking for in the workplace?

WORK HABITS AND ATTITUDE

* Develop Positive Relationships with Others
* Communicate Effectively with Others
* Collaborate with Others
* Maintain Composure Under Pressure
* Demonstrate Integrity
* Perform Quality Work
* Show Initiative & Self-direction
* Adapt to Change
* Provide Quality Goods and Services (internal and external)
* Demonstrate Safety and Security Regulations and Practices
* Use Technology, Information, & Media

PERSONAL & PROFESSIONAL DEVELOPMENT

* Complete Training or Certification Requirements for Your Job
* Set Personal Goals for Improvement

CRITICAL SKILLS TO HAVE

* Professionalism
* Communication
* Teamwork
* Critical Thinking & Problem Solving
* Enthusiasm & Attitude

([Skills & Qualities for the 21st Century World of Work](https://www.calcareercenter.org/Home/Content?contentID=122))

1. What is a Career Action Plan?

* A Career Action Plan is your customized plan for exploring career options, choosing your first career goal, and planning how to reach your goal.

([Creating a Career Action Plans](https://www.calcareercenter.org/Home/Content?contentID=149))

1. What is the first step to start a Career Action Plan?
   * Finding occupations that match your interests.

([Creating a Career Action Plan](https://www.calcareercenter.org/Home/Content?contentID=149))

Instructor Resource—**Answer Key**

California Career Center   
Website Scavenger Hunt ***p. 4***

# Getting a Job Section

1. What’s Job Shadowing?

* Job shadowing is spending time with someone who’s actually doing the work and/or volunteering to help out in the workplace.

([Job Shadowing](https://www.calcareercenter.org/Home/Content?contentID=126))

1. List five (5) resources you can use to help you find your first job.

*Students can choose any five from this list:*

* Networking with friends, relatives, neighbors, teachers, employers, clergy
* School Work Experience Office
* School Career Center
* Knocking on employers’ doors
* Calling potential employers (get telephone numbers from company website and/or professional associations)
* Employment openings posted in some public libraries
* Internet job posting sites
* Temporary Employment Agencies
* America’s Job Centers of California
* Help Wanted Ads
* Volunteer Work

. ([Finding Your First Job](https://www.calcareercenter.org/Home/Content?contentID=123))

3. If you’re under 18 years old and you want to work, you have to get a work permit. Where would you go to get a work permit?

* You get your work permit from your school.

([Work Permits](https://www.calcareercenter.org/Home/Content?contentID=139))

# Education & Training Section

1. There are many colleges and universities to choosefrom in California. What is the total number?

* 223

([California College Options](https://www.calcareercenter.org/Home/Content?contentID=196))

Instructor Resource—**Answer Key**

California Career Center   
Website Scavenger Hunt ***p. 5***

*Education and Training section, continued*

1. List three (3) resources you might like to use when choosing a college that is right for you.

*Students can choose any three from this list:*

* + College Nights
  + Print Material
  + Virtual Tours
  + Internet
  + Talk to College Alumni
  + Talk with Your School Counselor or Teacher
  + Visit Colleges

([Resources to Assist You with College Selection](https://www.calcareercenter.org/Home/Content?contentID=197))

1. What does CSU stand for?
   * California State University

([California State University (CSU) System](https://www.calcareercenter.org/Home/Content?contentID=206))

1. What does UC stand for?
   * University of California

([University of California (UC) System](https://www.calcareercenter.org/Home/Content?contentID=207))

# Challenges Section

1. Everyone faces challenges. Name four (4) challenges a person could face.

* Disabilities
* Foster
* Homeless/Transient
* Lesbian, Gay, Bisexual, Transgender, Questioning, +
* Migrant
* Military Dependents
* Pregnant/Parenting
* Probation/Court School
* Special Education
* Undocumented

([Challenges](https://www.calcareercenter.org/Home/Content?categoryID=71))

Instructor Resource—**Answer Key**

California Career Center

Website Scavenger Hunt***p. 6***

###### Challenges, continued

1. What is the Youth Crisis Text Code? Text HOME to 741741

What is the California Youth Crisis telephone number? 1-800-843-5200

What is the suicide prevention number? 1-800-273-8255

([Crisis Lines](https://www.calcareercenter.org/Home/Content?contentID=336))

# Money Management Section

1. Name the four main actions you can take to manage your money.
2. Control Your Spending
3. Create a Budget
4. Learn to Save
5. Manage Your Credit

([Keys to Managing Your Money](https://www.calcareercenter.org/Home/Content?contentID=212))

# What did you learn?

Write down three (3) things you learned from your scavenger hunt.

1.

2.

3.

Vocabulary

**California Career Center:** A website designed for you to help you with high school graduation, career exploration, and career planning. It’s the only website made specifically for Californians.

**Hyperlink (link or URL):** a web address you select to go anywhere on the web.

**Hypertext:** a word, phrase, or image that is the hyperlink and describes where the link goes.

**Internet (the net):** a global network of networks connecting electronic devices.

**World Wide Web (the web):** a collection of information that’s accessed through the internet (webpages, documents, accounts, etc).

**Web Browser (browser):** a software application used to access the world wide web.

**Website:** a collection of webpages of related information formatted in a uniform way.

**Navigation Bar:** A set of links to help visitors access information on a website.

**Surfing the Net:** moving from one website to another on the internet.

California Career Center Website   
Scavenger Hunt Worksheet ***p. 1***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You’re going to spend time surfing through the California Career Center website. You’ll find tools to help you make your own school and career choices.

You’ll go on a website scavenger hunt looking for answers to complete your worksheet.

Get to a computer, open a web browser and go to the California Career Center at [**https://www.calcareercenter.org/**](https://www.calcareercenter.org/).

Select “Quick Start” in the top navigation bar.

Your quest begins on the “Quick Start” webpage!

# Quick Start Section

1. Write down three (3) links from the California Career Center User’s Guide.

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# Middle & High School Section

1. What does CTE stand for?

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2. What are Career Technical Education classes designed to do?

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3. How many California industry sectors are in CTE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

California Career Center Website

Scavenger Hunt Worksheet ***p. 2***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What high school programs can help you explore careers?

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5. Are the classes required by the state for high school graduation the same as the classes required for admission to a California State University or University of California college?

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# Career Options Section

1. Complete this sentence: “Exploring jobs that interest you will help you…”

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2. What 4 important skills and qualities are employers looking for in the workplace?

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3. What is a Career Action Plan?

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1. What is the first step to start a Career Action Plan?

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# Getting a Job Section

1. What is Job Shadowing?

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California Career Center Website

Scavenger Hunt Worksheet ***p. 3***

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2. List five (5) resources you can use to help you find your first job.

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1. If you’re under 18 years old and you want to work, you must get a work permit. Where would you go to get a work permit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Education & Training Section

1. There are many colleges and universities to choosefrom in California. What is the total number? \_\_\_\_\_\_\_\_\_\_\_\_

2. List three resources you might use when choosing a college that’s right for you.

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5. What does CSU stand for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What does UC stand for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Challenges Section

1. Everyone faces challenges. Name four (4) challenges someone may face.

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1. What is the Youth Crisis Text Code? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What is the California Youth Crisis line telephone number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the suicide prevention number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

California Career Center Website

Scavenger Hunt Worksheet ***p. 4***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Money Management Section

1. Name the 4 main actions you can take to manage your money.

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Write down three (3) things you learned from your scavenger hunt.

1.

2.

3.