### Unit 1 Title: Evaluating One’s Personal, Ethical, Academic, and Work Habits

**Lesson Title:** How Does Who I Am Relate to Employability? (Part 2)

**Grade Level:** 6

**Length of Lesson:** 50 minutes

**Missouri Comprehensive Guidance and Counseling Big Idea:**
CD.9: Applying Skills for College and Career Readiness and Success

**Grade Level Expectation (GLE):**
CD.9.B.06: Develop a resume of work experiences for home and school.

**American School Counselor Association (ASCA) National Standard:**
Career Development
   - C: Students will understand the relationship between personal qualities, education, training and the world of work.

### Materials (include activity sheets and/ or supporting resources)

<table>
<thead>
<tr>
<th>Activity Sheet:</th>
<th>It’s All About Me!</th>
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<tbody>
<tr>
<td>OPTIONAL: If students have access to a computer lab, students could complete actual resumes using the It’s All About Me Activity Sheet. Most computer word processing software contains a resume template.</td>
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</tbody>
</table>

### Show Me Standards: Performance Goals (check one or more that apply)

<table>
<thead>
<tr>
<th>Goal 1</th>
<th>gather, analyze and apply information and ideas</th>
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<tbody>
<tr>
<td>10.</td>
<td>Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers.</td>
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<tr>
<th>Goal 2</th>
<th>communicate effectively within and beyond the classroom</th>
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<tbody>
<tr>
<td>1.</td>
<td>Plan and make written, oral and visual presentations for a variety of purposes and audiences.</td>
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<tr>
<th>Goal 3</th>
<th>recognize and solve problems</th>
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<th>Goal 4</th>
<th>make decisions and act as responsible members of society</th>
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<tbody>
<tr>
<td>1.</td>
<td>Explain reasoning and identify information used to support decisions.</td>
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<tr>
<td>2.</td>
<td>Recognize and practice honesty and integrity in academic work and in the workplace.</td>
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<tr>
<td>8.</td>
<td>Explore, prepare for and seek educational and job opportunities.</td>
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</table>

### This lesson supports the development of skills in the following academic content areas.

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<thead>
<tr>
<th>Academic Content Area(s)</th>
<th>Specific Skill(s)</th>
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<tbody>
<tr>
<td>Communication Arts</td>
<td>Reading and writing</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
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<tr>
<td>Social Studies</td>
<td>Use of tools of social inquiry and relationships of the individual to the group</td>
</tr>
</tbody>
</table>
Lesson Measurable Learning Objectives:
The student will assess and analyze five work habits, which contribute to success in the workplace.
The student will complete a personal resume of work experiences for home and school.

Lesson Formative Assessment (acceptable evidence):
Assessment should relate to the performance outcome for goals, objectives and GLE. Assessment can be question answer, performance activity, etc.
Students will participate in question and answer sessions.
Students will develop a skill-based resume. Students will be able to explain resume-writing situations in which an ethical dilemma may present itself. Students will be able to project the personal consequences and the ethics involved in presenting oneself in a positive, yet truthful, light. Self-evaluation tools will be used.

Lesson Preparation
Essential Questions: What is a resume and what is its purpose? Why are personal, ethical, and work habits important to career decision making? How do these components relate to job-seeking skills?
Engagement (Hook): How will employers know who you are and what your capabilities may be before they have seen you? What is a resume? What skills and experiences have you had that would be valuable to employers and to employability in general?

Procedures
<table>
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<tr>
<th>Instructor Procedures/Instructional Strategies:</th>
<th>Student Involvement/Instructional Activities:</th>
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<tbody>
<tr>
<td>1. Students will review prior the prior guidance lesson pointing out the importance of Personal Characteristics and Work Habits in the job seeking, getting and keeping process.</td>
<td>1. Students will identify personal characteristics and work habits and relate them to ethical decision-making at school as well as on the job.</td>
</tr>
<tr>
<td>2. Continue with, “A resume is a short story of our life experiences, interests, and abilities. Today, we will start that process. Today, you will be completing an Activity Sheet</td>
<td>2. Students will complete Activity Sheet.</td>
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</table>
that will give you a chance to ‘talk in writing’ about yourself. You will be reviewing and reflecting what you have said about yourself from the point of view of an employer.” Provide students with “It’s All about Me” Activity Sheet.

3. Once the students have completed the Activity Sheet, ask students to take the role of a prospective employer. Does the information on the It’s All About Me activity sheet reflect who the student is and his or her capabilities? How is the information presented? Based on what’s presented, how will the individual’s academic skills and abilities be viewed? What about personal skills and work habits?

4. OPTIONAL: The counselor may allow time for students to work with a computer software program to complete a resume, based on information from the Activity Sheet.

Information will be inserted into the students’ Personal Plan of Study/Career Portfolios for review and discussion throughout Middle School (See Unit 1 Lesson 1: Guidelines for Personal Plan of Study/Career Portfolio)

3. Students will engage in a critical self-evaluation of their responses on the “It’s All About Me” Activity Sheet. The final question—“Will I be called for an interview with the employer?”

4. OPTIONAL: Students will complete their resumes using computer software.

**Teacher Follow-Up Activities**

The teacher will give students an opportunity to update the resume information.

**Counselor reflection notes (completed after the lesson)**

Missouri Comprehensive Guidance & Counseling Programs: Linking School Success to Life Success

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Activity Sheet: It’s All About Me!

Your life experiences can lead to opportunities in the future. When you are applying for a job, a resume is a way to introduce yourself and to tell about your experiences.

Name: __________________________________________________________

Street Address: ___________________________________________________

City/State/Zip Code ________________________________________________

Telephone Number: __(Area Code_____)_________________________________

Wellness and Self-Care: You must be healthy and fit to be your most successful self. How do you maintain your mental and physical wellness? (handling stress, personal hygiene, getting rest, eating healthy foods)
________________________________________________________________
________________________________________________________________
________________________________________________________________

How would others rate your care for yourself? Great Good Poor

How do you rate yourself in the area of wellness? Great Good Poor

At Home: How do you help at home? (help with laundry, cooking, cleaning, taking care of animals, mowing, raking leaves, etc.)
________________________________________________________________
________________________________________________________________
________________________________________________________________

How would your parents/guardians rate your work? Great Good Poor

Do you finish your jobs? Always Sometimes Once in a While
At School: How do you help at school? (tutoring others, classroom jobs, etc.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How would school people rate your work? Great  Good  Poor
Do you finish your jobs? Always  Sometimes  Once in a While

Social Responsibility—Service to Others: How do you help in the community? (helping a neighbor or participating in a community project—such as a food drive)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How would people in the community rate your work? Great  Good  Poor
Do you finish your jobs? Always  Sometimes  Once in a While