

<p>Unit 1 Title: Getting a Job</p> <p>Lesson Title: Completing Applications Lesson: 3 of 5</p> <p>Grade Level: 10</p> <p>Length of Lesson: 55 to 70 minutes</p> <p>Missouri Comprehensive Guidance and Counseling Big Idea: CD.9: Applying Skills for College and Career Readiness and Success</p> <p>Grade Level Expectation (GLE): CD.8.B.10: Apply knowledge of self to make informed decisions about post-secondary options.</p> <p>American School Counselor Association (ASCA) National Standard: Career Development B. Students will employ strategies to achieve future career goals with success and satisfaction.</p>
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Materials (include activity sheets and/ or supporting resources)

<p>Materials/Special Preparations Required: An example of a poorly completed application Applications for post-secondary education/training institutions and programs and various employment opportunities for students to complete.</p>
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Show Me Standards: Performance Goals (check one or more that apply)

X	Goal 1: Gather, analyze and apply information and ideas 10. Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
X	Goal 2: Communicate effectively within and beyond the classroom 2. Review and revise communications to improve accuracy and clarity
	Goal 3: Recognize and solve problems
X	Goal 4: Make decisions and act as responsible members of society 8. Explore, prepare for and seek educational and job opportunities

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

Academic Content Area(s)	Specific Skill(s)
X Communication Arts	1. Speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)
Mathematics	
Social Studies	
Science	

	Health/Physical Education	
	Fine Arts	

Enduring Life Skill(s)

X	Perseverance	X	Integrity	X	Problem Solving
	Courage		Compassion		Tolerance
	Respect	X	Goal Setting		

Lesson Measurable Learning Objectives:

The student will apply knowledge of self to development information to be used for post-secondary applications.

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 successfully complete application forms and checklists. Each student will develop a master document which will include the kinds of personal information most applications require.

Lesson Preparation

Essential Questions:

How does a person share his/her strengths and skills?

Engagement (Hook):

Activity: Show an application that has been poorly completed and ask, “What would you do with this application if you were a decision-maker in the admissions office (educational and training programs) or the human resources office (employers)?”

Procedures

<p>Instructor Procedures/Instructional Strategies:</p> <ol style="list-style-type: none"> 1. Lead a discussion about correct and incorrect elements of an application. 2. Provide students a blank application form (for instructional purposes, use a form that is easy to complete) and project blank application on board. Section by section, instruct students on all aspects of completing the sample application correctly. 3. Counselor will provide copies of three post-secondary institution applications and three 	<p>Student Involvement/Instructional Activities:</p> <ol style="list-style-type: none"> 1. Students will learn correct and incorrect elements of an application. 2. Students complete each section of the application and ask clarifying questions. 3. Students will review the information requested and independently complete
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<p>employment applications for students to complete (strive for applications which are formatted in several ways.) Monitor students' completion of the applications and check for their understanding of the process</p> <p>4. Instruct students to study the application forms and list the personal information required on all forms. From this list students will compile a master document of the common information requested.</p> <p>5. The counselor does a final review of the activity.</p>	<p>the applications.</p> <p>4. Students will develop a master document and keep it in their portfolio.</p> <p>5. Students review the activity with the counselor.</p>
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Teacher Follow-Up Activities

Teacher could arrange to have employees of colleges and/or businesses to class to discuss the application process and perform mock interviews with students.

Counselor reflection notes (completed after the lesson)