

<p><b>Unit 1 Title:</b> Getting a Job</p> <p><b>Lesson Title:</b> Completing Applications <span style="float: right;"><b>Lesson:</b> 3 of 5</span></p> <p><b>Grade Level:</b> 10</p> <p><b>Length of Lesson:</b> 55 to 70 minutes</p> <p><b>Missouri Comprehensive School Counseling Big Idea:</b> CD.9: Applying Skills for College and Career Readiness and Success</p> <p><b>Grade Level Expectation (GLE):</b> CD.8.B.10: Apply knowledge of self to make informed decisions about post-secondary options.</p> <p><b>American School Counselor Association (ASCA) Mindsets and Behaviors:</b> Career Development</p>
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**Materials (include activity sheets and/ or supporting resources)**

<p>Materials/Special Preparations Required:</p> <ul style="list-style-type: none"> <li>An example of a poorly completed application</li> <li>Applications for post-secondary education/training institutions and programs and various employment opportunities for students to complete.</li> </ul>
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**Show Me Standards: Performance Goals (check one or more that apply)**

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

**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	
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**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><b>Instructor Procedures/Instructional Strategies:</b></p> <ol style="list-style-type: none"> <li>1. Lead a discussion about correct and incorrect elements of an application.</li> <li>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.</li> <li>3. Counselor will provide copies of three post-secondary institution applications and three employment applications for students to</li> </ol>	<p><b>Student Involvement/Instructional Activities:</b></p> <ol style="list-style-type: none"> <li>1. Students will learn correct and incorrect elements of an application.</li> <li>2. Students complete each section of the application and ask clarifying questions.</li> <li>3. Students will review the information requested and independently complete the applications.</li> </ol>
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<p>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>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)**