

# Career & College Readiness Lesson Plans

## An Online Tool I Can Use

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### Career Planning

#### Grade Level 6

##### Overview

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

##### Learning Outcomes

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

- Explore the various components, resources, and tools available using the “Navigate Your Way through the California Career Center Website” handout.

##### 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:
  - RI. 4; W. 2; SL. 2; L. 1, 2
- California Career Technical Education Anchor Standards:
  - 2
- California Standards for Career Ready Practice:
  - 1, 2, 4
- National Career Development Guidelines:
  - PS 2.K1; 2.K2; ED 2.K5
- International Society for Technology in Education Standards For Students:
  - 3
- English Language Development Standards:
  - Part I: 1–3, 12
- American School Counselor Association Mindsets & Behaviors:
  - M 3; BLS 7

## Materials

1. Computers with Internet access for students
2. Computer with Internet access and projection capability for instructor
3. Projector
4. Instructor Resource
  - Answer Key—Navigate Your Way through the California Career Center Website (pp. 5–8)
5. Student Handout
  - Navigate Your Way through the California Career Center Website (pp. 9–11)
  - An Online Tool I Can Use Summary (p. 12)
6. Online Resources
  - [An Online Tool I Can Use Start-Up Video](#)
  - [California Career Center Website](#)

## Academic Vocabulary

- **Hyperlink (link):** is a word, phrase, or image on a website or in a computer document which you click on in order to go to a different website, or different document.
- **Internet:** is generally defined as a global network connecting millions of computers.
- **Navigate:** is to move around a website or computer screen, or between websites or screens.
- **Website:** is a location on the World Wide Web that brings specific information together from diverse sources in a uniform way.

## Activity

Introduce students to the California Career Center website content—a virtual counselor that helps students get the most out of their middle and high school years.

## Getting Ready

- Review the lesson plan procedures, handouts, and start-up video.

- Complete the handout and be prepared to demonstrate the process to your students.

### Lesson Procedures

1. Introduce the lesson by describing the topic and activity. For a quick introduction, you can show the lesson start-up video (link in Materials section). Confirm students understand what to expect.
2. First, ask students to share their Internet experiences:
  - Have they used the Internet to find information?
    - i. If so, what kind of information?
    - ii. How did they find it? (a particular search engine, URL from friend, etc.)
  - Have they used the Internet for schoolwork?
  - How did they feel when they couldn't find what they're looking for?
3. Explain that as they go through school, they'll use the Internet more and more. They'll have to find very specific and reliable information.
  - For example, they'll look for information about classes, activities, how to graduate, and what to do after graduation.
4. Tell students they're going to explore the California Career Center website to discover how it can be a resource for them to get the most out of their middle and high school opportunities. So get ready for a scavenger hunt!
5. Distribute the handout, "Navigate Your Way through the California Career Center Website".
6. Review the directions.
  - If students do not have adequate computer experience, you can have them work in teams.
7. Have students complete the scavenger hunt handout. Allow time to work.
8. Use your Answer Key and review the answers with your students. Discuss any issues that came up 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 specific information on the Internet?

9. Next, distribute the handout, An Online Tool I Can Use Summary. Have students write a summary of their experience and include what they learned and how they'll use it in the future.
10. Wrap Up. Tell students they did a great job learning how to find specific information online and how to search through a website to find what they're looking for. This is an important skill they'll need to succeed.

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***Important***

*State and federal laws govern the conditions and limitations for Internet usage by children under the age of 13. Before using the Internet, check your district policies and/or state and federal regulations.*

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Visit the [California Career Center's privacy policy](#), web page for details on their privacy policies.

**Estimated Time**

One class session

**Evaluation**

- Review students' scavenger hunt handout for accuracy and completeness.
- If students work in teams, evaluate their ability to work with others.
- Evaluate students' summary handout for spelling, grammar, and punctuation.

This lesson and all other lessons and materials are posted on the [California Career Resource Network](#).

# Instructor's Resource

## Answer Key—Navigate Your Way through the California Career Center Website

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You are going to spend time navigating through the California Career Center website. You will find tools to help you map your future and become acquainted with the many resources available to assist you as you do this.

To navigate the site, you will go on a scavenger hunt where you have to go to different web pages to gather information to complete your worksheet.

- Go to the [California Career Center](#)
- Click on Quick Start in the top navigation bar
- Click on Frequently Asked Questions

Your quest begins here! Look at the information on the Frequently Asked Questions web page and use the resources under each section to gather the information you need.

### Quick Start Section

1. Write down three (3) links from the California Career Center User's Guide. Students can name any three from this list (See the [California Career Center User's Guide](#) page):

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

2. What is the Youth Crisis Line telephone number? (See the [Crisis Lines](#) page.)

- **1-800-843-5200**

### Middle & High School Section

1. What does CTE stand for? (See the [Career Technical Education](#) page.)

- **Career Technical Education**

## Answer Key—Navigate Your Way through the California Career Center Website, *page 2*

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2. What are CTE classes designed to do? (Same page as above.)

- **...prepare you for occupations needed in your community and the state; they help you achieve your career needs and desires.**

3. How many industry sectors are in CTE? (Same page as above.)

- **15**

4. What high school programs can help you explore careers? (See the [High School Programs for Career Exploration](#) page.):

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

5. Are the high school 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 campus? (See the [High School Graduation Requirements](#) page.)

- **No. California public colleges and universities have A–G requirements; these are not part of California’s minimum graduation requirements.**

### Career Options Section

1. Complete this sentence: Exploring jobs that interest you will help you...  
(See the [Exploring Jobs that Interest You](#) page.)

- **...get a better sense of who you are, where you’re going, and how you’ll get there.**

2. What four (4) important skills and qualities are employers looking for in the workplace? (See [Skills & Qualities for the 21<sup>st</sup> Century World of Work](#) page.)

- **Information and communication skills**
- **Thinking and problem-solving skills**
- **Interpersonal and self-directional skills**
- **Technical skills**

3. What is a Career Action Plan? (See the [Creating a Career Action Plan](#) page.)

- **A Career Action Plan is where you write down your occupational goals and the actions necessary to reach your goals.**

## Answer Key—Navigate Your Way through the California Career Center Website, *page 3*

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4. How many sections are there in the Career Action Plan? (Same page as above.)
- **There are 11 sections.**

### Getting a Job Section

1. What is Job Shadowing? (See the [Job Shadowing](#) page.)
- **Job shadowing involves spending time with someone who's actually doing the work and/or volunteering to help out in the workplace.**
2. List five (5) resources to help you find your first job. (See the [Finding Your First Job](#) page.) Any five from this list:
- **Networking with friends, relatives, neighbors, teachers, employers, clergy**
  - **School Work Experience Office**
  - **School Career Center**
  - **Knocking on employers' doors (for example, at malls or supermarkets)**
  - **Calling potential employers (get telephone numbers from company website, professional associations, or the telephone book)**
  - **Looking at employment openings posted in some public libraries**
  - **Internet job posting sites**
  - **Temporary Employment Agencies**
  - **America's Job Centers of California**
  - **Help Wanted Classified Ads**
  - **Volunteer Work**
3. If you are a minor (under the age of 18) and want to work, you must get a work permit. Where would you go to get a work permit? (See the [Work Permits](#) page.)
- **You would go to your school's main office.**

### Education & Training Section

1. There are many colleges and universities to choose from in California. What is the total number? (See the [What is the Right College?](#) page.) **(223)**
2. Which state has more colleges and universities than California? (See same page as above.) **(None)**
3. How many resources (links) are listed that can help you choose the right college? (See same page as above.) **(6)**

## Answer Key—Navigate Your Way through the California Career Center Website, *page 4*

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4. List three (3) resources that you might like to use when choosing a college that is right for you. (See the [Resources to Assist You with College Selection](#) page.)
  - **College Nights**
  - **Print Material**
  - **Virtual Tours**
  - **Internet**
  - **Talk to Alumni**
  - **Talk to School Counselor**
  - **Visit Colleges**
5. What does CSU stand for? (See the [California State University \(CSU\) System](#) page.)
  - **California State University**
6. What does UC stand for? (See the [University of California \(UC\) System](#) page.)
  - **University of California**

### Challenges Section

1. Everyone in life faces challenges. Name four (4) challenges you may face. (See the [Challenges](#) page.)
  - **Disabilities**
  - **Foster**
  - **Homeless/Transient**
  - **Lesbian, Gay, Bisexual, Transgender, Questioning**
  - **Migrant**
  - **Military Dependents**
  - **Pregnant/Parenting**
  - **Probation/Court School**
  - **Special Education**
  - **Undocumented**

### Money Management Section

1. What is a large part of your college cost and how can you cut this cost down? (See the [Tips to Reduce Postsecondary Education Costs](#) page.)
  - **Living expenses are a large part of college costs. Living at home and commuting to college is a sure way to save money.**

### Student Summary

Write a summary of how you will use the information you learned for creating your career goals. Use complete sentences and proper punctuation.

# Student Handout

## Navigate Your Way through the California Career Center Website

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You are going to spend time navigating through the Career Center website. You will find tools to help you map your future and become acquainted with the many resources available to assist you.

To navigate the site, you will go on a scavenger hunt where you have to go to different web pages to gather information to complete your worksheet. Let's begin.

- Go to the California Career Center at <https://www.calcareercenter.org/>.
- Click on Quick Start in the top navigation bar.
- Click on Frequently Asked Questions.

Your quest begins here! Look at the information on the Frequently Asked Questions web page and use the resources under each section to gather the information you need to fill in your handout.

### Quick Start Section

1. Write down three links from the California Career Center User's Guide

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2. What is the "Youth Crisis Line" telephone number? \_\_\_\_\_

### Middle & High School Section

1. What does CTE stand for?

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2. What are CTE classes designed to do?

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

# Navigate Your Way through the California Career Center Website

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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 campus? If they are not the same, how are they different?

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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 four 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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4. How many sections are there in the Career Action Plan? \_\_\_\_\_

## Getting a Job Section

1. What is Job Shadowing?

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2. List five resources to help you find your first job.

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3. If you are a minor (under the age of 18) and want to work, you must get a work permit. Where would you go to get a work permit?

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# Navigate Your Way through the California Career Center Website

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## Education & Training Section

1. There are many colleges and universities to choose from in California. What is the total number? \_\_\_\_\_
2. Which state has more colleges and universities than California? \_\_\_\_\_
3. How many resources are listed that can help you choose the right college? \_\_\_\_\_
4. List three resources that you might like to use when choosing a college that is right for you.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## Challenges Section

1. Everyone in life faces challenges. Name four challenges a person may face.

_____	_____
_____	_____
_____	_____

## Money Management Section

1. Review the Tips to Reduce Postsecondary Education Costs web page. What is a large part of your college cost? How can you cut down this cost?

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\_\_\_\_\_

\_\_\_\_\_

