

Lesson Title: Professional Development for Career Success.

Created by: Lisa Wilcox, Caldwell Community College and Technical Institute

Major Sections	Content
Lesson Overview	<p>Overall Purpose</p> <ul style="list-style-type: none">• This lesson is designed to help prepare you for a professional job interview, and provide information preparing a personal biography, resume and portfolio. You will also gain skills in public speaking and public presentation. After completing this lesson, you will be able to showcase your skills, abilities, strengths, and interest to potential employers. <p>Estimated Timeframe</p> <ul style="list-style-type: none">• 1.5-hour class time, class meets one day a week, approximately 4-6 weeks <p>Courses for Implementation</p> <ul style="list-style-type: none">• MED 264• Any Program of Study <p>Format</p> <ul style="list-style-type: none">• Hybrid <p>Key Terms</p> <ul style="list-style-type: none">• Interview Skills• Communication• Public Speaking• Resume/ Portfolio• Professional Etiquette <p>Standards/Skills Addressed</p> <p>Academic</p> <ul style="list-style-type: none">• English: Use of language for presentation and communication purposes, preparing resume/portfolio• Math: Calculate and negotiate salary <p>Technical</p> <ul style="list-style-type: none">• Computer skills / Microsoft Word• Online research for jobs• Power point presentation• Online course work

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	<p>21st Century/Employability</p> <ul style="list-style-type: none"> • Public speaking for presentations • Time management skills • Critical thinking • Teamwork • Oral and written communications <p>Learner Outcomes/Student Learning Objectives</p> <ul style="list-style-type: none"> • Create a professional resume / portfolio in a hardcopy and digital format • Identify factors to consider when preparing for a job interview such as dressing appropriately and how to answer certain types of questions • How to negotiate salary • Apply technology applications along with effective communication
Equipment/Materials	<p>List of Materials/Equipment/Texts</p> <ul style="list-style-type: none"> • Computer / laptop with Wi-Fi access and PowerPoint • Access to a printer with paper • Leather binder in the color of black or brown ONLY • Business attire for mock interview; this can be purchased at a thrift store if needed
Discussion	<p>Industry/Real-world Scenario</p> <ul style="list-style-type: none"> • You will attend a mock interview and sit before a panel of Human Resource representatives. The panel will ask you multiple questions that will require critical thinking skills and knowledge that you have developed during this lesson. You will also be asked to conduct a brief presentation before the panel using technology. After a successful first-round interview, you will proceed to a second-round interview with more detailed questions based on your career path. <p>Integrated Content - Possible Knowledge/Skills Overlap</p> <ul style="list-style-type: none"> • Knowledge of applied academic skills • Communication skills • Critical thinking • Information and technology use

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Instructional Strategies	<p>Proposed Teaching Strategies <u>Group Work: Use the following learning objectives to develop teamwork during class and conduct interactive learning, a major component of this lesson!</u></p> <p>BLOOM'S</p> <ul style="list-style-type: none"> • Create: Design and create a resume / portfolio • Evaluate: Students critique each other's work • Analyze: Students work together and outline an interview from start to finish and reflect on the outline • Apply: Students demonstrate their knowledge by answering possible interview questions • Understand: Perform an oral presentation indicating skill and use of technology • Remember: Students can recall what they learned from the lesson in a brief journal entry <p>REACT</p> <ul style="list-style-type: none"> • Relating: Students will be able to connect with each other during group work and discussions • Experiencing: Learn with mock interviews and presentations • Applying: Apply critical thinking skills and knowledge that students develop during this lesson • Cooperating: Groupwork, peer review, practicing the interview process and presentations • Transferring: Students begin to move forward, transferring from a mock interview to a real interview
Activities/Lesson Procedure	<p>Activity Preparation</p> <p>Instructor</p> <ul style="list-style-type: none"> • Help students locate material / information for resume and portfolio preparation • Analyze student's presentation with appropriate assessment • Arrange for a human resource representative to be a guest speaker • Complete the 4-hour FREE course PRDV 103 – Interviewing Skills online @ Saylor.org prior to teaching this lesson. This will help prepare you for the weekly discussions in the classroom. <p>Learner</p> <ul style="list-style-type: none"> • Research and analyze job listings • Design an oral presentation using technology • Apply critical thinking skills and communication • Complete PRDV 103

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	<p>Activity Steps/Lesson Procedure</p> <ul style="list-style-type: none"> • Students will create an online account with Saylor Academy @ Saylor.org and enroll in the FREE course PRDV 103 – Interviewing Skills. This course will provide useful information for the upcoming mock interview that will take place the final week of the lesson. • After creating the online account and reading the course syllabus, begin to read unit 1. Students will read one unit each week and write a brief summary of the unit and prepare to have a round table / group discussion on the reading for the week, this will take 4 weeks. At the end of the course students will complete a final exam, a score of 70% or higher must be achieved to pass the course and be awarded a course completion certificate. • Students will create a LinkedIn account and learn to navigate through the website to gain knowledge of professional networking, job seeking and career development. • Allow students to perform their own research on how to write a professional resume and short biography, let students help instruct their peers on research tips and techniques. • Students will conduct a brief 5-10-minute power point presentation on a topic assigned by the instructor such as; what are your career goals within the next 5 years and how do you plan to meet them? Have the students critique the presentations for areas of improvement. • The final activity will be the mock interview. Dressed in business attire, the student will sit before a panel of 3 human resource representatives from various corporations the instructor has invited and answer questions similar to what they learned in the interviewing skills course. They will use the techniques and skills developed during the lesson to achieve a successful interview. After a successful first-round interview, you will proceed to a second-round interview with more detailed questions based on your career path. <p>Expected Results/Learner Products</p> <ul style="list-style-type: none"> • Upon completion of this lesson, students will be able to showcase their knowledge, skills and abilities to potential employers during an interview using professional etiquette. A completed resume, short biography and portfolio will be created and the ability to negotiate compensation will also be expected. Students will also demonstrate the use of technology if needed during the interview process. <p>Extension Options</p> <ul style="list-style-type: none"> • Invite guest speakers from various human resource departments within the local community for potential employment opportunities for students.

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Faculty Resources	<p>Background Material</p> <ul style="list-style-type: none"> • Instructors should reflect on their own personal experiences with career development, interview strategies and techniques. • Complete the 4-hour FREE course PRDV 103 – Interviewing Skills online @ Saylor.org prior to teaching this lesson. This will help prepare you for the weekly discussions in the classroom. <p>Handouts and Supplemental Materials</p> <ul style="list-style-type: none"> • Video presentation on how to prepare for various types of technology-based interviews • Resume templates <p>Suggested Website Links:</p> <ul style="list-style-type: none"> • https://www.linkedin.com/ • https://www.saylor.org/ • https://www.indeed.com/
Assessment	<p>How will students demonstrate what they have learned?</p> <ul style="list-style-type: none"> • Students will demonstrate their knowledge during the mock interview by illustrating the various interview skills from start to finish in a successful way • Preform an oral presentation using technology • Journal entries from the weekly readings to assess understanding of the lesson • Professional completeness of the resume, biography and portfolio <p>Learner Products/Assessment Tools or Processes</p> <ul style="list-style-type: none"> • Oral and Technology Presentation: 25% • Participation and Group Discussion: 35% • Completeness of Resume / Portfolio: 25% • PRDV-103 Final Exam: 15% <p>Rubrics Oral Presentation Rubric (Provided) Career Portfolio Rubric (Provided)</p>