



SCHOOL DISTRICT OF MONROE

Preparing for the Future, One Child at a Time

Career Communications

Course Description:

The curriculum for this required course is developed from the [Wisconsin Standards for English Language Arts](#), specifically, the Department of Public Instruction has designated a subset of standards which can be found within the English Language Arts standards which place a special emphasis on skills students will need to be prepared for college and careers. The skills are [listed in both sections on the Common Core](#) to underscore the special relationship these particular skills have in preparing students for the world of work.

Students will be exposed to and practice skills related to: reading informational texts, writing, speaking and listening, and language. Grades are determined by quizzes, tests, projects and daily work. The information in this course overview outlines what students should understand and be able to do by the end of the semester/year.

Mastery Standards:

College and Career readiness anchor Standards for Writing

Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.

Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.

Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

Conduct short as well as more sustained research projects based on focused questions, demonstrating understanding of the subject under investigation.

Gather relevant information from multiple print and digital sources,

College and Career readiness anchor Standards for Speaking and Listening

Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.

Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.

Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

Unit	Description of Unit and Learning Targets
<p>Unit Title: The Future (and past) of Work</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> How can students consider the changes in the workforce in order to prepare for future/emerging careers? 	<p>Students will.....</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> research the world of work in the 20th/21st century including how careers have changed, disappeared, or emerged develop public speaking skills necessary for the world of work
<p>Unit Title: Researching a Career</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> What careers are available to me and how can I be informed about the requirements of these careers? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> choose and research a career that the student is considering for the future, utilizing strong research skills such as paraphrasing, citation, and using multiple strong sources polish writing through a collaborative peer review process
<p>Unit Title: Soft Skills</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> What positive and negative work habits impact success? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> discuss and analyze the qualities that go into making a good employee complete a self-assessment of strong and weak soft skills and develop these skills through a long-term writing project
<p>Unit Title: Career Portfolio</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> How can I best present my aptitudes to future employers? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> create a strong resume, cover letter, and resume practice workplace writing including business letters, email etiquette, and interpersonal communication
<p>Unit Title: Interviewing</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> In what ways does the way we present ourselves impact the perceptions of others? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> practice verbal and non-verbal aspects of a job interview research businesses to determine the qualities an employer is seeking self-assess personal strengths and weaknesses in answering interview questions and applying for a job