

Course: Career & Technology Exploration Unit: 1 Personal and Social Responsibilities Grades: 8

Teacher Team: KINDT Date: June 2015

Stage 1 – Desired Results			
Established Goals	Enduring Understandings/Transfer		
1. What 21 st Century Essentials included in	Written as a declarative statement, an enduring understanding is a "big idea" that focuses on larger concepts,		
the mission statement will this unit	principles, and processes that go beyond discrete facts or skills. Enduring Understandings are applicable to		
address?	new situations across content areas and TRANSFERABLE (the ability to learn in one context and apply to a new situation,		
Problem-solving	particularly outside of the classroom) to the real world.		
Transfer of Learning			
Effective Communication Skills	3. List the Enduring Understanding(s):		
Career Planning and Life-Long Learning	Personal interests, skills and societal demands change, causing possible career shifts. Researching and analyzing careers assists you in determining a career path.		
2. What content standards will this unit	Knowing yourself helps one to learn and treat others and themselves with respect.		
address?	Adjusting to novel information or situations with intellectual agility is a life skill.		
	Identifying, preventing and coping with bullying and cyberbullying is a life skill.		
• ELA Common Core State Standards			
Reading Informational Text:	File management, retrieval and transfer skills are necessary for utilizing technology efficiently.		
	Proper keyboarding is learned and practiced for accuracy, speed and efficiency.		
CC.1.2.8.B Cite the textual evidence that			
most strongly supports an analysis of	4. What do you want students to do with this knowledge or skill beyond this course? What is Transfer?		
what the text says explicitly, as well as	* Students will understand that a life-changing event can create a new job trajectory.		
inferences, conclusions, and/or	* Students will understand that life is change and it is essential to adapt and learn.		
generalizations drawn from the text.	* Students will understand that career paths may change as interests, skills and societal demands change.		
CC.1.2.8.C Analyze how a text makes	* Students will understand why productive citizens need to be life-long learners.		
connections among and distinctions	* Students will understand importance of reflecting on their behavior, interests and choices.		
between individuals, ideas, or events.	Students will recognize the characteristics of bullying and cyberbullying and react appropriately.		
CC.1.2.8.L Read and comprehend literary nonfiction and informational text on			
grade level, reading independently and			
proficiently.			
pronciently.			

WRITING:

CC.1.4.8.A Write

informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly. CC.1.4.8.F Demonstrate a grade appropriate command of the conventions of standard English grammar, usage, capitalization, punctuation, and spelling. CC.1.4.8.S Draw evidence from literary or informational texts to support analysis, reflection, and research, applying grade-level reading standards for literature and literary nonfiction. CC.1.4.8.V Conduct short research projects to answer a question (including a self-generated question), drawing on several sources and generating additional related, focused questions that allow for multiple avenues of exploration.

SPEAKING:

CC.1.5.8.A Engage effectively in a range of collaborative discussions, on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly

CC.1.5.8.D Present claims and findings, emphasizing salient points in a focused, coherent manner with relevant evidence, sound, valid reasoning, and well-chosen details; use appropriate eye contact, adequate volume and clear pronunciation.

CC.1.5.8.F Integrate multimedia and visual displays into presentations to add interest, clarify information, and strengthen claims and evidence.

Essential Questions

What thought-provoking questions will foster inquiry, meaning-making, and transfer?

5. List the Essential Question(s) that students should ponder, wonder about or explain by the end of this unit: What are my individual strengths, weaknesses, interests, dislikes and why?

What aspects of a career are important/unimportant to you?

How and why do we (I) behave the way we do toward others?

What is our (my) role in bullying or cyberbullying, why, and, if necessary, how do we (I) cause change?

Acquisition

Students will know...

- 6. What facts should students know and be able to use to gain further knowledge?
 - *What is an interest? a skill?
 - *What criteria are important in analyzing a career
 - *What bullying is and how to prevent it.
 - *What cyberbullying is and how to prevent it.
 - *What is a hierarchy and it's importance in file management
 - *Common file formats (.pdf, .docx, .ipa...)
 - *Correct finger placement on keyboard
- 7. What vocabulary should students know and be able to recall?

personalities, interests, skills, attitudes, behaviors, bullying, cyberbullying, career, job

network vs. local vs. Cloud file locations, common files format, hierarchy, download, upload, move, and copy

homerow, numeric keypad

8. What basic concepts should students know and be able to recall and apply?

The difference between skills and interests

The different types of bullying

The different participants in bullying

Students will be skilled at... (be able to do)

- 9. What discrete skill and processes should students be able to demonstrate?
 - Find and complete on-line personality and interest surveys

Analysis of their personalities and others Analysis of careers for appropriateness Identification of bullying/cyberbullying and appropriate reactions.

Use table feature in word processor to create graphic organizers
Filming and editing videos
Editing photos and embedding in videos
Name, save, organize, store, retrieve and move files

and folders to network or local folders/drives Utilize operating system tools to locate files Compare operating systems

Transfer files using email attachments and

peripherals (ex. usb, drive, cd, dvd)
Using proper keyboarding skills, type 25 gwam
(gross words a minute) with a maximum of 3 errors

LITERACY IN SCIENCE/TECH SUBJECTS

- 4. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 6-8 texts and topics.
- Math Common Core State Standards

PA Content Standards

Business, Computer and Information Technology

15.3.8.C Apply Strategies to understand complex directions

15.3.8.E Choose appropriate print and electronic resources to meet project needs.

15.3.8.F Define a position, support it with claims, and respond to questions to support claim.

15.3.8.G Develop appropriate information and content for presentations, meetings, discussions, and group assignments.

15.3.8.H Deliver presentations using a variety of techniques and media; employ conventions of language.

15.3.8.K Determine the situational appropriateness of verbal and nonverbal behaviors.

15.3.8.X Demonstrate effective techniques for good communication.
15.4.8.B Interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship.

15.4.8.D Create projects using emerging input technologies

15.4.8.G Create an advanced digital project using appropriate software/application for an authentic task.

How to respond to bullying/cyberbullying
Different types of personalities
Different types of careers and career websites
Understanding of career interest on the increase or in decline

The importance of organization of electronic data and information

Organization, storage, and retrieval of folders and files.

Computer file extensions help with identifying files and their associated Software
Shortcuts commonly used to aid documents, spreadsheet and presentations manipulation
Creation and application of tables as common graphic organizer

15.4.8.K Create a multimedia project	
using student-created digital media.	
15.6.8.L Evaluate the accuracy and bias	
of online sources of information;	
appropriately cite online resources.	

Stage 2 – Evidence		
NETS for Students	PERFORMANCE TASK(S)—can include transfer tasks and Project-Based Learning	
NETS—National Educational	Examples include but are not limited to:	
Technology Standards; i.e., the	Labs, open-ended essays, voice recordings, videos, presentations, discussion boards, graphic organizers, songs, skits,	
standards for evaluating the skills	dioramas, visual projects (posters, dioramas)	
and knowledge students need to		
learn effectively and live	List the task(s), then explain how the student will demonstrate the transfer of knowledge or skill involved in the task(s)	
productively in an increasingly	(reference Stage 1, Item #4):	
global and digital world.		
	Analyze and describe a life change event that the student has, is aware of or anticipates experiencing.	
Communication and Collaboration	Articulate that life is change and why that is important to understand.	
Research and Information Fluency	Research and articulate why productive citizens need to be life-long learners.	
Critical Thinking	Reflect on their behavior, interests and choices.	
Digital Citizenship	Recognize the characteristics of bullying and cyberbullying and react appropriately.	
Technology Operations		
	Research various career and career change resources	
	Creation of a video on	
	Completion of on-line Personality Survey, Interest and Skills Survey and Personality/Behavior Assessment	
	Assess list of careers returned based on your survey then write a reflection paper in which student describes him/herself,	
	including reaction to survey results, which careers they agreed /disagreed are possiblee or likely. Personality/Interest table	
	OTHER SUMMATIVE ASSESSMENTS—can include factual recall	
	Examples include but are not limited to final projects, research papers, quizzes and tests.	
	List the assessments:	
	Survey results will become part of their final project presentation	
	Reflection paper part of digital career portfolio	
	Video creation / rubric	
	File Ext and Shortcut Unit Quiz	
	Pre and post bullying quiz	
	Keyboarding quiz after every three lessons	
	Final PSA (public service announcement) Video	
L	1	

Stage 3 – Learning Plan			
NETS for Students	Learning Activities		Progress Monitoring/Formative Assessment
NETS—National Educational Technology Standards; i.e., the standards for evaluating the skills and knowledge students need to learn effectively and live productively in an increasingly global and digital world. Communication and Collaboration Research and Information Fluency Critical Thinking Digital Citizenship Technology Operations	Questions to consider while planning: Are transfer and acquisition addressed in the learning plan? Does the learning plan reflect principles of learning and best practices? Is there tight alignment with Stages 1 and 2? Is the plan likely to be engaging and effective for all students?		 How will you monitor students' progress toward acquisition, meaning, and transfer during learning activities? Pre-test/post-test in iSafe on bullying/cyberbullying Exit tickets of acquired knowledge Survey/Research print outs
	(examples include but are not limited to: experiments, guided reading, worksheets, discussions, note-taking, research, games):	List resources required (examples include but are not limited to: laptops, iPads, websites, digital cameras, magazines, Blackboard, textbooks, novels, primary source documents, other nonfiction text, lab equipment, maps, translator, calculators)	FORMATIVE ASSESSMENTS—any non-graded, diagnostic assessment administered prior to or during a unit that reflects prior knowledge, skill levels, and potential misconceptions. Examples include but are not limited to: Pre-tests, clickers (CPS), mini whiteboards, entrance and exit tickets, CDTs, DIBELS, Aimsweb
	Reflection paper	Coroor Crusing	Reflection paper about their survey results
<u> </u>	Guided videos, on-line	Career Crusing	Entrance ticket for pre-testing prior/existing knowledge

surveys using Career Cruising, research, worksheet completion, script and storyboard writing, filming/editing videos, present and critique videos,

Guided demonstration of Google Doc Tables with students creating shortcuts and file extensions tables, input of data, personal interest data, TypingPal selfpaced software practice

Extension activities: State Symbols Table Restaurant Menu Items List

Discussion in small groups on

SLMS Bullying Surveyand the various clips shown in class. Research on Anti-Bullying PSA & Anti-Cyber Bullying PSA Group Collaboration Project brainstorn Public Service Announcement video idesas and Create vidoe for schools morning news

MAC Workstation, WORD processing software, Blackboard, flipcameras, scanner, printers, microphones, headsets, online websites: Myer-Briggs Personality Survey, Career Cruising Interest Survey, True Color Personality Survey, Bullying videos: Dateline Series: My Child Would Never Bully. The Bucket Story "Have You Filled A Bucket Today?" Shane Koyczan's To This Day. SLMS 8th Grade Bullying Survey, school.typingpal.com, iSafe lessons: Social Networking: Cyberbullying and Photo Management, Cyberbullying: Bystander UpStander

iSafe video: "What is

Cyber Bully"

Cyberbullying" and "The

Exit ticket for file location and naming
Pre and Post iSafe Assessments
Studymate activity assessments
Bingo Game
Keying skills assessments for time and accuracy



Course: Career & Technology Exploration Unit: 2 Career Exploration and Preparation Grades: 8

Teacher Team: Kindt Date: June 2015

Stage 1 – Desired Results		
Established Goals	Enduring Understandings/Transfer	
What 21 st Century Essentials included in the mission statement will this unit address? Problem-solving Effective Communication Skills	Written as a declarative statement, an enduring understanding is a "big idea" that focuses on larger concepts, principles, and processes that go beyond discrete facts or skills. Enduring Understandings are applicable to new situations across content areas and TRANSFERABLE (the ability to learn in one context and apply to a new situation, particularly outside of the classroom) to the real world.	
Transfer of Learning	3. List the Enduring Understanding(s):	
Adaptation and flexibility Career Planning and Life-Long Learning	Multiple complex and high level skills are required to attain and keep a job and career. Developing a career plan, academic goals and education pathways will help you to obtain a desired career.	
2. What content standards will this unit address?PA Common Core Standards	File management, retrieval and transfer skills are necessary for utilizing technology efficiently. Proper keyboarding is learned and practiced for accuracy, speed and efficiency.	
(for teachers of ELA & Math) Reading Informational Text:	4. What do you want students to do with this knowledge or skill beyond this course? What is Transfer?	
CC.1.2.8.B Cite the textual evidence that	* Students will make connections between the skills required and education and/or experiences necessary in order to attain and keep a job and career.	
most strongly supports an analysis of what the text says explicitly, as well as	* Students will understand that employability skills can help you obtain and retain a job but if lacking is the main reason for dismissal from a job.	
inferences, conclusions, and/or generalizations drawn from the text.	* Students will recognize that every employability skill also makes you a more successful student and life-long learner.	
CC.1.2.8.C Analyze how a text makes connections among and distinctions	* Students will continuously update/revise career acquisition documents as you gain education, skills and work related experiences.	
between individuals, ideas, or events.	* Students will utilize these documents in their future job search and career endeavors.	
CC.1.2.8.L Read and comprehend literary nonfiction and informational text on	* Students will understand the importance of these documents and how they impact their ability to be competitive in the future job market.	
grade level, reading independently and	* Students will understand appropriate people who can be a reference.	
proficiently.	* Students will continue to set and reset career and academic goals.	

Writing:

CC.1.4.8.A Write

informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly. CC.1.4.8.F Demonstrate a grade appropriate command of the conventions of standard English grammar, usage, capitalization, punctuation, and spelling. CC.1.4.8.S Draw evidence from literary or informational texts to support analysis, reflection, and research, applying grade-level reading standards for literature and literary nonfiction. CC.1.4.8.V Conduct short research projects to answer a question (including a self-generated question), drawing on several sources and generating additional related, focused questions that allow for multiple avenues of exploration.

SPEAKING:

CC.1.5.8.A Engage effectively in a range of collaborative discussions, on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly

CC.1.5.8.D Present claims and findings, emphasizing salient points in a focused, coherent manner with relevant evidence, sound, valid reasoning, and well-chosen details; use appropriate eye contact, adequate volume and clear pronunciation.

CC.1.5.8.F Integrate multimedia and visual displays into presentations to add interest, clarify information, and strengthen claims and evidence.

Essential Questions

What thought-provoking questions will foster inquiry, meaning-making, and transfer?

5. List the Essential Question(s) that students should ponder, wonder about or explain by the end of this unit: What are employability skills and how do they affect me now and in the future?

What are some current and future "hot" careers and how does one prepare?

Acquisition

Students will know...

- 6. What facts should students know and be able to use to gain further knowledge?
 - *Know the career acquisition documents that need to be continuously revised and updated to be used when trying to get a job; resume, cover letter, personal data sheet, thank you letter
 - *Know which career acquisition and employability skills you currently possess.
 - *What is an objective statement and how is it grammatically formatted?
 - *How to format a block business letter and create the content for a cover letter and thank you letter * How to compose an objective statement for the resume
 - *Know different sections of a resume
 - *Who can be your references for a job
 - *Types of information asked for on a job application
 - *How to set career goals and select academic course to obtain that career
- 7. What vocabulary should students know and be able to recall?

Employability skills, acquisition documents, resume, personal data sheet, block style business letter format, career pathway and career clusters, job, retention, dismissal, objective, references, salutation, complimentary closing, return address, recipient dddresss, enclosure, letter head

Students will be skilled at... (be able to do)

- 9. What discrete skill and processes should students be able to demonstrate? Employability Skills:
 - *Communication listening and speaking
 - *Teamwork
 - *Analytical and problem-solving
 - * Information Technology
 - * Leadership/Management
 - * Personal motivation, organization, time management
 - * Interpersonal Effectiveness
 - *Decision-Making
 - * Learning

Format acquisition documents using word processor:

- *Compose cover letter and thank you letter
- *Compose resume using proper format and recognizing different sections required.
- *Recognize talents/skills/experiences that should be identified on a resume or mentioned in a cover letter.
- *Distinguish between personal and business correspondence
- *Evaluate careers, academic pathway and courses.
- *Evaluate careers for personal fit.
- *Select future academic classes that aid in achievement of career goals.

LITERACY IN SCIENCE/TECH SUBJECTS

4. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 6-8 texts and topics.

• PA Content Standards

13.2.8.A: Identify effective speaking and listening skills used in a job interview.
13.2.8.C: Prepare a draft of career acquisition documents, such as, but not limited to: Job application, Letter of appreciation following an interview, Letter of introduction, Request for letter of recommendation, Resume, Job Application

13.2.8.D: Develop an individualized career portfolio including components, such as, but not limited to:

Achievements Interests/hobbies Awards/recognitions Career exploration results

Career plans Community service involvement/projects

Personal career goals Selected school work

Self inventories

Create an advanced digital project using appropriate software/application for an authentic task

- 8. What basic concepts should students know and be able to recall and apply?
- -Students should understand the importance of employability skills in obtaining and retaining a job.
- -Students should know what acquisition documents are needed to obtain a job.
- -Students should understand who can be a reference for a job.
- -Students should understand that they will need to update and revise these acquisition documents periodically as they add elements that are important to future career goals.
- -The importance of organization of electronic data and information, should be able to organization, store, and retrieve folders and files.
- -Computer file extensions help with identifying files and their associated Software Shortcuts commonly used to aid documents, spreadsheet and presentations manipulation
- -Creation and application of tables as common graphic organizer

Stage 2 – Evidence			
NETS for Students	PERFORMANCE TASK(S)—can include transfer tasks and Project-Based Learning		
NETS—National Educational	Examples include but are not limited to:		
Technology Standards; i.e., the	Labs, open-ended essays, voice recordings, videos, presentations, discussion boards, graphic organizers, songs, skits,		
standards for evaluating the skills	dioramas, visual projects (posters, dioramas)		
and knowledge students need to			
learn effectively and live	List the task(s), then explain how the student will demonstrate the transfer of knowledge or skill involved in the task(s)		
productively in an increasingly	(reference Stage 1, Item #4):		
global and digital world.	* Student will create/edit/revise their own personal data sheet, resume, cover letter, thank you letter and complete a job application.		
Technology Operations Digital Citizenship	Create a Digital Personal Career Portfolio utilizing file management, retrieval and transfer skills that are necessary for utilizing technology efficiently.		
Research and Information Fluency Communication and Collaboration Critical Thinking	Proper keyboarding is learned and practiced for accuracy, speed and efficiency.		
S S S S S S S S S S S S S S S S S S S	*Identify people in their personal network that can be good references (ask those people if they agree to be a reference). *Create academic and career goals poster using glogster or other software.		
	*Identify the employability skills they are using throughout each class/project using exit tickets *Demonstrate level of understanding of employability skills.		
	*Teacher observation		
	OTHER SUMMATIVE ASSESSMENTS—can include factual recall		
	Examples include but are not limited to final projects, research papers, quizzes and tests.		
	List the assessments:		
	~Career Unit Quiz- taken at the end of unit covering all topics in unit.		
	~Letter Parts Production Quiz		
	~Personal acquisition documents (corrections) edited for digital portfolio and for use during Career Day Mock Interview which will be assessed by interviewer using a rubric.		
	~Elements will be incorporated into the Final Career Glogster Project.		

Stage 3 – Learning Plan			
NETS for Students	Learning Activities		Progress Monitoring/Formative Assessment
NETS—National Educational Technology Standards; i.e., the standards for evaluating the skills and knowledge students need to	 Questions to consider while planning: Are transfer and acquisition addressed in the learning plan? Does the learning plan reflect principles of learning and best practices? 		How will you monitor students' progress toward acquisition, meaning, and transfer during learning activities? ~Teacher observation, Teacher/Student Feedback
learn effectively and live productively in an increasingly global and digital world.	 best practices? Is there tight alignment with Stages 1 and 2? Is the plan likely to be engaging and effective for all students? 		 What are potential rough spots and student misunderstandings? ~identifying references that are not relatives. ~identifying personal talents/skills relevant to a career. ~understanding these documents are living documents that change as students grow and develop. ~Business Etiquette is not complete/ ideal. How will students get the feedback they need? ~Teacher Observation/Constant monitoring-feedback from themselves/peers and small group discussions ~Review of quiz answers ~Teacher feedback on all assignments
	List planned activities (examples include but are not limited to: experiments, guided reading, worksheets, discussions, note-taking, research, games):	List resources required (examples include but are not limited to: laptops, iPads, websites, digital cameras, magazines, Blackboard, textbooks, novels, primary source documents, other non- fiction text, lab equipment, maps, translator, calculators)	FORMATIVE ASSESSMENTS—any non-graded, diagnostic assessment administered prior to or during a unit that reflects prior knowledge, skill levels, and potential misconceptions. Examples include but are not limited to: Pre-tests, clickers (CPS), mini whiteboards, entrance and exit tickets, CDTs, DIBELS, Aimsweb
	~Completion of Block Style Business Letter Format using word processor. ~Completion of Personal Data Sheet Worksheet. Projects: ~Cover Letter, ~ Resume,	Career Crusing, computers, monitor, keyboard, Smartboard, word processing software, Internet, Discovery Education Videos, Blackboard, Career Cruising, Career Websites, Snagajob website.	Pre-tests, Students careers survey Socrative exit tickerts- assess students comprehension at end of various classes to guide for further instruction studymate activity assessments Bingo game Quiz-Quiz-Trade Activity (review activity)

~Thank you Letter	
~Personal Career	
Poster/wordle.	
~Personal References	
Worksheet.	
~Webquest on Career	
Cruising.	
~Research careers, high	
school courses.	
Quiz-Quiz-Trade Activity	
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Course: Career & Technology Exploration Unit: 3 Career Interview and Data Analysis Grades: 8

Teacher Team: Kindt Date: June 2015

Stage 1 – Desired Results		
Established Goals	Enduring Understandings/Transfer	
1. What 21 st Century Essentials included in the mission statement will this unit address? Problem-solving Effective Communication Skills Transfer of Learning Adaptation and flexibility Career Planning and Life-Long Learning	Written as a declarative statement, an enduring understanding is a "big idea" that focuses on larger concepts, principles, and processes that go beyond discrete facts or skills. Enduring Understandings are applicable to new situations across content areas and TRANSFERABLE (the ability to learn in one context and apply to a new situation, particularly outside of the classroom) to the real world. 3. List the Enduring Understanding(s): Proper business etiquette is essential before, during, and after the job interview. Well-developed speaking and listening skills are inherent to communicating appropriately and effectively.	
 2. What content standards will this unit address? PA Common Core Standards (for teachers of ELA & Math) Reading Informational Text: CC.1.2.8.B Cite the textual evidence that most strongly supports an analysis of what the text says explicitly, as well as inferences, conclusions, and/or generalizations drawn from the text. 	Spreadsheets are constructed, modified and manipulated to create graphic representations of data for analysis. File management, retrieval and transfer skills are necessary for utilizing technology efficiently. Proper keyboarding is learned and practiced for accuracy, speed and efficiency. 4. What do you want students to do with this knowledge or skill beyond this course? What is Transfer? * Students will prepare for a job interview by rehearsing the answering and asking of questions. * Students will be cognizant of first impressions, body language, wardrobe and post-interview etiquette. * Students will utilize spreadsheet software by learning to add, manipulate and analyze data.	
CC.1.2.8.L Read and comprehend literary	Essential Questions	
nonfiction and informational text on grade level, reading independently and proficiently.	What thought-provoking questions will foster inquiry, meaning-making, and transfer? 5. List the Essential Question(s) that students should ponder, wonder about or explain by the end of this unit: *How does someone successfully prepare for and complete an interview?	
Writing: CC.1.4.8.A Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly.	*What are the purposes of a spreadsheet?	

CC.1.4.8.F Demonstrate a grade appropriate command of the conventions of standard English grammar, usage, capitalization, punctuation, and spelling.

SPEAKING:

CC.1.5.8.A Engage effectively in a range of collaborative discussions, on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly

CC.1.5.8.D Present claims and findings, emphasizing salient points in a focused, coherent manner with relevant evidence, sound, valid reasoning, and well-chosen details; use appropriate eye contact, adequate volume and clear pronunciation.

LITERACY IN SCIENCE/TECH SUBJECTS

4. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 6-8 texts and topics.

CC.1.5.8.G Demonstrate command of the conventions of standard English when speaking based on Grade 8 level and content.

PA Content Standards

13.2.8.A Identify effective speaking and listening skills used in a job interview.
13.2.11.A Apply effective speaking and listening skills used in a job interview.
15.2.8.H Identify interview strategies.
15.2.12.H Demonstrate appropriate behavior for an interview.

Acquisition

Students will know...

- 6. What facts should students know and be able to use to gain further knowledge?
 - *Basic functions in a spreadsheet
 - *Proper interview attire for any job/career.
 - *What information to research about a job/company prior to an interview.
 - *What should be done before, during and after an interview: questions, introductions, follow-ups
 *Spreadsheets software can be utilized to managae/sort/manipulate data and graphically respresent this data with charts.
- 7. What vocabulary should students know and be able to recall?

 Employability skills, acquisition documents, Resume, Personal Data Sheet, job retention, dismissal, objective, references, job description,

Cell, Active Cell, Worksheet, Workbook, formula bar, Formula, Functions, Autosum, Average, Column, Row, Sort, Charting, Line Chart, Column/Bar Charts, Pie Chart, Data, Headings, Merge, Wrap, Total, Grand Total, ascending, descending, gridlines, print area, label, value

- 8. What basic concepts should students know and be able to recall and apply?
 - ~Understand how to dress for an interview.
 - ~Understand how to ask and answer questions during an interview.
 - ~Understand how to prepare for an interview through researching business/company and developing questions to ask.
 - ~Understand the importance of organizing data and creating charts using spreadsheet software. extract, manipulate, sort and analyze data ~ Understand the importance of organization of

Students will be skilled at... (be able to do)

- 9. What discrete skill and processes should students be able to demonstrate?
 - *Format data using spreadsheet software
 - *Research and analyze a business/company where an interview is scheduled
 - *Conduct oneself appropriately during a job interview (dress, introduction, speaking and interacting)
 - *Communicate Effectively; answering questions during the interview and asking questions during the interview

13.2.8.C: Prepare a draft of career acquisition documents, such as, but not limited to:

Job application, Letter of appreciation following an interview, Letter of introduction, Request for letter of recommendation, Resume, Job Application

13.2.8.D: Develop an individualized career portfolio including components, such as, but not limited to:

Achievements Interests/hobbies Awards/recognitions Career exploration results Career plans

Community service involvement/projects Personal career goals Selected school work

Self inventories

Create an advanced digital project using appropriate software/application for an authentic task

13.2.8.E:

Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, 13.3.8.G: Identify formal and informal lifelong learning opportunities that support career retention and advancement.

electronic data and information (Organization, storage, and retrieval of folders and files.)

Computer file extensions help with identifying files and their associated Software
Shortcuts commonly used to aid documents, spreadsheet and presentations manipulation
Creation and application of tables as common

graphic organizers

Stage 2 – Evidence			
NETS for Students	PERFORMANCE TASK(S)—can include transfer tasks and Project-Based Learning		
NETS—National Educational	Examples include but are not limited to:		
Technology Standards; i.e., the	Labs, open-ended essays, voice recordings, videos, presentations, discussion boards, graphic organizers, songs, skits,		
standards for evaluating the skills	dioramas, visual projects (posters, dioramas)		
and knowledge students need to			
learn effectively and live	List the task(s), then explain how the student will demonstrate the transfer of knowledge or skill involved in the task(s)		
productively in an increasingly	(reference Stage 1, Item #4):		
global and digital world.	Research a local business for the Mock interview on Career Day; in order to have information to ask good questions during the interview.		
Technology Operations	Students practice interviewing each other.		
Digital Citizenship	Spreadsheet Projects: 1. calculate Total Sales including Sales Tax and 2. calculate grades		
Research and Information Fluency Communication and Collaboration	Comparison charts on career salaries of chosen careers, create charts to analyze data.		
Creative and Innovation	Mock Interview During Career Day, Rubric		
	OTHER SUMMATIVE ASSESSMENTS—can include factual recall		
	Examples include but are not limited to final projects, research papers, quizzes and tests.		
	List the assessments:		
	Final Project of careers salary comparisons and		
	Career Unit Quiz (SLO POST ASSESSMENT)		

Stage 3 – Learning Plan			
NETS for Students	Learning Activities	Progress Monitoring/Formative Assessment	
NETS—National Educational Technology Standards; i.e., the standards for evaluating the skills and knowledge students need to learn effectively and live productively in an increasingly	 Questions to consider while planning: Are transfer and acquisition addressed in the learning plan? Does the learning plan reflect principles of learning and best practices? Is there tight alignment with Stages 1 and 2? 	 How will you monitor students' progress toward acquisition, meaning, and transfer during learning activities? ~Teacher observation, Teacher/Student Feedback What are potential rough spots and student misunderstandings? 	
global and digital world. Communication and Collaboration Research and Information Fluency Critical Thinking Technology Operations	 Is the plan likely to be engaging and effective for all students? 	Business Interviewing is not complete/ ideal with feedback (interviewees can never anticipate all of the situations that can be encountered nor can they understand the reasons (positive /negative) that occur during interviewing.) • How will students get the feedback they need? ~Feedback from their own success in calculating in projects.	

~Review of quiz answers ~Teacher feedback on all assignments Rubrics List resources required List planned activities FORMATIVE ASSESSMENTS—any non-graded, diagnostic (examples include but are not (examples include but are not assessment administered prior to or during a unit that limited to: experiments, limited to: laptops, iPads, reflects prior knowledge, skill levels, and potential quided reading, worksheets, websites, digital cameras, misconceptions. magazines, Blackboard, discussions, note-taking, research, games): textbooks, novels, primary Examples include but are not limited to: Pre-tests, clickers source documents, other non-(CPS), mini whiteboards, entrance and exit tickets, CDTs, fiction text, lab equipment, DIBELS, Aimsweb maps, translator, calculators) ~Watch Discovery Ed Video Pre-tests, on Interviewing while taking Smartboard and Projector, Project 1 Qtr Sales Computers, monitor, notes using computer Students careers research ~Research Interview keyboard, mouse, Socrative exit tickets- assess students comprehension at end of various classes to guide for further instruction **Questions and Proper** spreadsheet software, Techniques for answering printer, Internet, Career **Studymate Activity Assessment** commonly ask interview Cruising Website, calculator Teacher led discussion questions ~practice in pairs Asking & **Answering Interview** Questions ~Guided demonstration of Spreadsheet, ~Vocabulary Worksheet, ~Cell Address game, ~Spreadsheet projects 1-3: Qtr Sales, Total Sales, and Class Grade, ~Final Project Research Career and chart annual salaries comparison of different levels of experience



Course: Career & Technology Exploration Unit: 4 Presentations Skills & Video Production Grades: 8

Teacher Team: Kindt Date: June 2015

Stage 1 – Desired Results		
Established Goals Enduring Understandings/Transfer		
What 21 st Century Essentials included in	Written as a declarative statement, an enduring understanding is a "big idea" that focuses on larger concepts,	
the mission statement will this unit	principles, and processes that go beyond discrete facts or skills. Enduring Understandings are applicable to	
address?	new situations across content areas and TRANSFERABLE (the ability to learn in one context and apply to a new situation,	
Problem-solving	particularly outside of the classroom) to the real world.	
Effective Communication Skills		
Transfer of Learning	3. List the Enduring Understanding(s):	
Adaptation and flexibility	Understand that practicing the principles of giving a good presentation is a life and career skill.	
Career Planning and Life-Long Learning	Understanding Copyright Law and crediting other authors is essential in presentations and videos.	
	Creativity and critical thinking aids in the process of creating and converting a story into a movie.	
. What content standards will this unit		
address?	File management, retrieval and transfer skills are necessary for utilizing technology efficiently.	
 PA Common Core Standards 	Proper keyboarding is learned and practiced for accuracy, speed and efficiency.	
(for teachers of ELA & Math)	4. What do you want students to do with this knowledge or skill beyond this course? What is Transfer?	
Reading Informational Text:	* Students will utilize presentation skills and software technology in order to give presentations in an effective and engaging manner.	
CC.1.2.8.B Cite the textual evidence that		
	, ,	
, , ,		
generalizations drawn from the text.	Essential Questions	
CC.1.2.8.G Evaluate the advantages and	What thought-provoking questions will foster inquiry, meaning-making, and transfer?	
disadvantages of using different		
mediums (e.g., print or digital text,	5. List the Essential Question(s) that students should ponder, wonder about or explain by the end of this unit:	
video, multimedia) to present a	What is the process used to plan an effective multimedia presentation?	
particular topic or idea.	What will enhance a presentation and why?	
CC.1.2.8.L Read and comprehend literary	What are presentation skills and how do they affect me when giving a presentation?	
nonfiction and informational text on	Which presentation skills do you already possess and which do you need to improve on?	
grade level, reading independently and	How can students use special effects, animations, transitions etc. to enhance a project?	
proficiently.	Why is it important to plan an effective multimedia presentation?	
Effective Communication Skills Transfer of Learning Adaptation and flexibility Career Planning and Life-Long Learning What content standards will this unit address? PA Common Core Standards (for teachers of ELA & Math) Reading Informational Text: CC.1.2.8.B Cite the textual evidence that most strongly supports an analysis of what the text says explicitly, as well as inferences, conclusions, and/or generalizations drawn from the text. CC.1.2.8.G Evaluate the advantages and disadvantages of using different mediums (e.g., print or digital text, video, multimedia) to present a particular topic or idea. CC.1.2.8.L Read and comprehend literary nonfiction and informational text on grade level, reading independently and	 List the Enduring Understanding(s): Understand that practicing the principles of giving a good presentation is a life and career skill. Understanding Copyright Law and crediting other authors is essential in presentations and videos. Creativity and critical thinking aids in the process of creating and converting a story into a movie. File management, retrieval and transfer skills are necessary for utilizing technology efficiently. Proper keyboarding is learned and practiced for accuracy, speed and efficiency. What do you want students to do with this knowledge or skill beyond this course?	

Writing:

CC.1.4.8.A Write

informative/explanatory texts to examine a topic and convey ideas, concepts, and information clearly. CC.1.4.8.C Develop and analyze the topic with relevant, well-chosen facts, definitions, concrete details, quotations, or other information and examples; include graphics and multimedia when useful to aiding comprehension. CC.1.4.8.F Demonstrate a grade appropriate command of the conventions of standard English grammar, usage, capitalization, punctuation, and spelling. CC.1.4.8.S Draw evidence from literary or informational texts to support analysis, reflection, and research, applying grade-level reading standards for literature and literary nonfiction. CC.1.4.8.V Conduct short research projects to answer a question (including a self-generated question), drawing on several sources and generating additional related, focused questions that allow for multiple avenues of

SPEAKING:

exploration.

CC.1.5.8.A Engage effectively in a range of collaborative discussions, on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly

CC.1.5.8.D Present claims and findings, emphasizing salient points in a focused, coherent manner with relevant evidence, sound, valid reasoning, and well-chosen details; use appropriate eye

Acquisition

Students will know...

- 6. What facts should students know and be able to use to gain further knowledge?
 - *Titles on slides are larger font then bullets

 *Text color and background color contrast for visibility
 - *Bullets are topics not sentences
 - *Know and follow 7x7 rule reduce wordiness
 *Implications of fair use, creative commons and
 copyright relating to individual presentations
 - *Work statements into the presentation
 - *What are the various resources for creating a presentation?
 - *What are the basic elements in a story?
 - *What are the video production processess?
 - *Complete Story: Beginning, Problem, Resoultion/Change, End
 - *Special Effects, transitions, Ken Burn effect used to enhance a project
 - *Digital Photography and basic photo editing (rule of thirds)
 - *Different carmera angles and their effect on the video
 - *Voice over and ducting and how they affect the video
- 7. What vocabulary should students know and be able to recall?

slide, presentation, fair use, creative commons, copyright, animation, transition, build effects, 7x7 rule, pane, slide sorter outline note slide master, header, footer,

File type: .doc, . docx, .xls, .xlsx, .ppt, .pptx, .jpg, .gif, .pdf, .mov, .mp4, .mp3, .tiff, .png, .wav, .avi, .wmf, RRS, etc.

Digital Law, Digital Storytelling straight cut, ducking, Jumpcut, Cutaway, Frame, Leadroom,

Students will be skilled at... (be able to do)

- 9. What discrete skill and processes should students be able to demonstrate?
 - *Organization and time management
 - *How to respect school and family equipment
 - *Present without reading slides know material!
 - *Make eye contact with the audience
 - *Know where to find quality digital resources
 - *How to create a storyboard and script
 - *How to create presentations using software ~use animation to engage the viewer
 - ~use transitions effectively without distracting
 - ~select appropriate slide layout as needed ~use 7x7 rule
 - ~manipulate the slide order for flow of information
 - ~use complete sentences only for direct quotes *Importing other types of digital software files into presentation such as images, spreadsheets, tables charts documents and video clip
 - *Identify the essential elements of the story (Beginning, Problem, Resolution, End)
 - *Organize the storytelling process using a storyboard and /or script
 - *Identify appropriate software and hardware necessary
 - *locate and incorporate online resources while respecting intellectual property rights
 - *Effectively capture, import, edit engaging audio/video/digital images
 - *Identify and apply special effects to enhance the project
 - *Utilize Media literacy concepts
 - *Incorporate all elements of the rubric or film contest in to their project
 - *Utilize time management skills to meet deadline *Complete a project cooperatively with a partner or aroup of students

contact, adequate volume and clear pronunciation.

CC.1.5.8.F Integrate multimedia and visual displays into presentations to add interest, clarify information, and strengthen claims and evidence

• PA Content Standards

16.1.8.A: Assess factors that influence emotional self-management and impact relationships at home, school, and community.

Materials & Resources

16.1.8.B: Analyze impact of a variety of personal traits on relationships and achievement throughout life.

16.1.8.C: Analyze adverse situations and identify appropriate protective factors and coping skills.

9.1.8.B:

Recognize, know, use and demonstrate a variety of appropriate arts elements and principles to produce, review and revise original works in the arts.

Visual Arts: • paint • draw • craft • sculpt • print • design for environment, communication, MULTI-MEDIA 9.1.8.J:

Incorporate specific uses of traditional and contemporary technologies within the design for producing, performing and exhibiting works in the arts or the works of others. Explain and demonstrate contemporary technologies (e.g., MIDI keyboards, Internet design, computers, interactive technologies, audio/sound equipment, board-mixer, video equipment, computerized lighting design).

9.1.8.K: Incorporate specific uses of

Establishing Shot, Over-the-Shoulder Shot (O/S), Rule of thirds, Storyboard, Story Maps, Transitions, Aspect Ratio

- 8. What basic concepts should students know and be able to recall and apply?
 - *Presentation software is to enhance presentation not distract views from presentations topic content *limit information on slides
 - *Contrasting colors aids ability to see presentations
 - *Basic storytelling elements
 - *Capture, import, edit digital images
 - *Apply special effects to enhance a project
 - *Locate and incorporate online resources while respecting intellectual property rights
 - *Understanding how to chunk and manage time to meet project deadlines.
 - *Understanding fair use, creative commons and copyright.

The importance of organization of electronic data and information

Organization, storage, and retrieval of folders and files.

Computer file extensions help with identifying files and their associated Software
Shortcuts commonly used to aid documents, spreadsheet and presentations manipulation

Creation and application of tables as common graphic organizer

traditional and contemporary	
technologies in furthering knowledge	
and understanding in the humanities.	
-	

Stage 2 – Evidence				
NETS for Students	PERFORMANCE TASK(S)—can include transfer tasks and Project-Based Learning			
NETS—National Educational	Examples include but are not limited to:			
Technology Standards; i.e., the	Labs, open-ended essays, voice recordings, videos, presentations, discussion boards, graphic organizers, songs, skits,			
standards for evaluating the skills	dioramas, visual projects (posters, dioramas)			
and knowledge students need to				
learn effectively and live	List the task(s), then explain how the student will demonstrate the transfer of knowledge or skill involved in the task(s)			
productively in an increasingly	(reference Stage 1, Item #4):			
global and digital world.	Step by step presentation software guided projectTopic Presentation Skills; students will demonstrate their skills to creat			
	presentations using outline pane and slide pane, proper bullet topic grammar structure, transitions and animation to			
Technology Operations	enhance yet not distract viewer			
Digital Citizenship				
Research and Information Fluency	Student researched topic presented in small groups using presentations software. Independent project allows student to			
Communication and Collaboration	demonstrate skills learned and areas that need reteaching			
Creative and Innovation				
Communication and Collaboration	Completion of a storyboard, script, script layout, production list etc			
	Completion of video project that conveys information in a clear manner			
	OTHER SUMMATIVE ASSESSMENTS—can include factual recall			
	Examples include but are not limited to final projects, research papers, quizzes and tests.			
	List the assessments:			
	Student chosen topic Presentation; rubric grading			
	Student chosen Public Service Announcement final video project			

Stage 3 – Learning Plan							
NETS for Students		Activities	Progress Monitoring/Formative Assessment				
NETS—National Educational Technology Standards; i.e., the standards for evaluating the skills and knowledge students need to learn effectively and live productively in an increasingly global and digital world. Creative and Innovation Communication and Collaboration Research and Information Fluency Critical Thinking Digital Citizenship Technology Operations	Questions to consider while planning: • Are transfer and acquisition addressed in the learning plan? • Does the learning plan reflect principles of learning and best practices? • Is there tight alignment with Stages 1 and 2? • Is the plan likely to be engaging and effective for all students?		 How will you monitor students' progress toward acquisition, meaning, and transfer during learning activities? Teacher observation: observe correct use of software, font size, transitions, animations, 7x7 rule. Rubric Graded projects What are potential rough spots and student misunderstandings? Limiting content on slides Using non-sentence structured bulleted topic content Limited eye contact Lack of preparation and therefore comfort level Nerve when speaking in front of classmates Time management during video project Collaboration with students in group Absenteeism of group members How will students get the feedback they need? feedback from their own success review of projects Teacher feedback on all assignments throughout 				
	List planned activities (examples include but are not limited to: experiments, guided reading, worksheets, discussions, note-taking, research, games): guided demonstration of presentation software and iMovie software Video on Top Ten Mistakes Made when presenting Jigsaw activity to practice	List resources required (examples include but are not limited to: laptops, iPads, websites, digital cameras, magazines, Blackboard, textbooks, novels, primary source documents, other non- fiction text, lab equipment, maps, translator, calculators) computers, monitor, keyboard, presentation software, Powerpoint, Keynote and Spartandocs Presentation software, internet provider,	FORMATIVE ASSESSMENTS—any non-graded, diagnostic assessment administered prior to or during a unit that reflects prior knowledge, skill levels, and potential misconceptions. Examples include but are not limited to: Pre-tests, clickers (CPS), mini whiteboards, entrance and exit tickets, CDTs, DIBELS, Aimsweb exit tickets for file location and naming, studymate activity assessments Pre-test Teacher observation/feedback on projects Check storyboard, script etc. View Students movie in rough cuts				

pre	esenting in smaller groups	smartboard and projector	peer review
Pro	oject-Based Learning	Atomic Learning Website	
Vid	deo on Camera Angles and	Flip Camera, Cell phones,	
sho	ot	Video Camera, USB Cables,	
Exa	ample of other student	project rubrics	
pro	ojects/movies		
Stu	udent exploration		
Cod	ooperative Learning		
Stu	udents create Presentation		
on	n Anti-Cyber Bullying		
Stu	udents create Public		
Ser	rvice Announcement short		
mo	ovie or participate in SLSD		
Film	m Festival Contest.		