



Integrating Career Awareness into the ABE and ESOL Classroom

Course Overview and Schedule

Format: Scheduled, facilitated

Estimated Completion Time: 2 hours per week for 6 weeks (12 hours total)

Contact: literacy@worlded.org

Course Objectives

By the end of course, you will be able to:

- Compare a variety of lessons and resources included in *Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide* to assist students completing a Career and Education Planning Worksheet.
- Complete a Lesson Planning Template from the *ICA Curriculum Guide* that is tailored to the student levels, intensity of instruction, length of your program cycle and aligned, where applicable, to your state or program content standards.
- Determine the preparation, classroom time, and resources that you will need in order to deliver the lessons that you've included in your Lesson Planning Template.
- Apply a framework for setting a personal goal and discuss how you would introduce this framework to students to help them set concrete goals.
- Navigate, compare, and assess local and online resources to complement the *ICA* lessons, such as career exploration websites, college websites, One Stop Career Centers, and potential guest speakers.
- List the education steps needed towards a credential in a specific career pathway and identify a postsecondary institution in your area that provides such training.

Course Completion

To successfully complete this course, the instructor will assess your work based on whether and to what extent you have:

- ✓ Completed the required activities and postings*: total of 75%
 - Lesson 3: *Influences* posting (5%)
 - Lesson 3: Cultural Context Lesson Plan and *Cultural Context Lessons* posting (10%)
 - Lesson 4: *Skill Inventories* posting (5%)
 - Lesson 4: Pair assignment and *SMART Goals* posting (10%)
 - Lesson 4: Self-Exploration Lesson Plan and *Self-Exploration Lessons* posting (10%)
 - Lesson 5: *Navigating Websites* posting (5%)
 - Lesson 5: Occupational Exploration Lesson Plan and *Occupational Exploration Lessons* posting (10%)
 - Lesson 6: Educational Pathway Worksheet and *Educational Pathway* posting (10%)
 - Lesson 6: Career Planning Skills Lesson Plan, Part 1, and *Career Planning Skills Lessons* posting (10%)

*In all cases where the assignment is a Forum *posting*, the requirement includes participating in the discussion by reading and responding thoughtfully to some of the other posts.

- ✓ Completed the Final Lesson Planning Project: 25%

If you score an 80% or above, you will successfully complete the course and earn a Certificate of Completion.

COURSE SCHEDULE

Week 1

Lesson 1: Getting Started

- Introduction
- Required Software and Course Features
- Course Objectives
- Course Requirements
- Planning for Learning
- Course Project
- Lesson Planning Project
- Career and Education Planning Worksheet
- Working with Colleagues from Your Program
- Activity #1: Personal Learning Goals
- Forum: Questions and Observations
- Lesson Summary

Lesson 2: Career Awareness and Planning

- Lesson Objectives
- The U.S. Economy
- What Does the Data Say?
- Student Persistence
- Where do Adults Turn for Career Assistance?
- What's Your Experience
- Accessing Career Guidance
- Career Planning Model
- Key Features of the ICA Curriculum Guide
- The Appendices
- Forum: Questions and Observations
- Lesson Summary

Lesson 3: Cultural Context

- Lesson Objectives
- Activity #2: The Influence of Family and Friends
- Forum: Influences
- Lesson Planning Project
- Project Instructions: Cultural Context Lesson Planning
- Forum: Cultural Context Lessons
- Forum: Questions and Observations
- Lesson Summary

Week 2

Lesson 4: Self-Exploration Process

- Lesson Objectives
- Self-Assessment Tools
- Using the Tools
- Activity #3: Identifying Transferable Skills
- Forum: Skill Inventories
- Online Self-Assessment Tools
- Optional Activity: Reflections on Online Self-Assessment Tools
- Forum: Online Self-Assessment Tools
- Goal Setting
- Activity #4: Setting SMART Goals
- Write and Share a Goal
- Forum: SMART GOALS
- SMART Goals Online
- Lesson Planning Project
- Forum: Self-exploration Lessons
- Forum: Questions and Observations
- Lesson Summary

Week 3 & 4

Lesson 5: Occupational Exploration

- Lesson Objectives
- Resources for Occupational Exploration
- Activity #5: One Stop Career Centers
- Using Online Resources for Occupational Exploration
- Forum: Navigating Websites
- Lesson Planning Project
- Project Instructions: Occupational Exploration Lesson Planning
- Occupational Exploration Lessons
- Forum: Questions and Observations
- Lessons Summary

Week 5**Lesson 6: Career Planning Skills**

- Lesson Objectives
- Lesson Planning Project
- Project Instructions: Career Planning Skills Lesson Planning, Part 1
- Forum: Career Planning Skills Lessons
- Understanding Career Pathways
- Ladders Versus Lattices
- Diagrams and Roadmaps
- Read and Reflect
- Activity #7: Mapping an Educational Pathway
- Research, Write, and Post
- Forum: Educational Pathway
- College Knowledge
- Testing Your College Knowledge
- Lesson Planning Project, Part 2
- Forum: Career Planning Skills Lessons, Part 2
- Forum: Questions and Observations
- Lesson Summary

Week 6**Lesson 7: Tying It All Together**

- Career Planning Programs
- Effective Components
- Final Lesson Planning Project
- Finalizing Your Lesson Planning Template
- Questions and Observations

Lesson 8: Course Completion

- Course Completion
- Reflections
- Evaluation
- Download Certificate

Course materials are available for one month from the course end date.

This course was produced through a partnership between ProLiteracy and World Education/U.S.

Minimum Technical Requirements

World Education's online courses are offered via the Moodle learning management system (LMS) and WebEx Internet conferencing system. To participate in courses, you must have access to a reliable computer with an Internet connection. We recommend a high speed Internet connection. For courses that include Webinar sessions, you must have the ability to be on an Internet-connected computer and a telephone at the same time. We recommend a screen resolution 800×600 or higher. If you are using a mobile device, we recommend that you review these [FAQs from Moodle](#).

System Requirements

Moodle requires that JavaScript, cookies, and Java be enabled in a recommended browser. (Note: Enabled pop-up blockers may interfere with accessing content.) Recommended browsers consist of any standards-supporting browser. Examples are:

- Mozilla Firefox 3 or later
- Safari 3 or later
- Google Chrome 4 or later
- Opera 9 or later
- Microsoft Internet Explorer 7 or later

Additional Plug-ins

Some courses require additional plug-ins to access media and course resources, such as Flash and Adobe Acrobat. You should have the ability to download and install these plug-ins on your computer, or have access to a technical support staff person who can do this for you.