



El Dorado County Career Technical Partnership

In Partnership: Folsom Lake College • El Dorado Union High School District • El Dorado County Office of Education

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Title: What Job is best for you?		
Content Area: English/Language Arts	Grade: 12	Duration: Two 90-minute block periods
Career Technical Industry Sector:	X	Agriculture and Natural Resources
		Hospitality, Tourism, and Recreation
Standards and Benchmarks:	<p>Agricultural and Natural Resources</p> <p>E. Environmental and Natural Science Engineering Pathway</p> <p>Standards</p> <p>E5.2 Determine what information and principles are relevant to a problem and its analysis</p> <p>E5.3 Choose between alternate solutions in solving a problem and be able to justify choices in determining a solution.</p> <p>E5.5 Understand the process of developing multiple details into a single solution.</p> <p>English Language Arts Content Standards for California: 2.0 Writing</p> <p>Applications (Genres and Their Characteristics)</p> <p>2.5 Write job applications and résumés:</p> <p>a. Provide clear and purposeful information and address the intended audience appropriately.</p> <p>b. Use varied levels, patterns, and types of language to achieve intended effects and aid comprehension.</p> <p>c. Modify the tone to fit the purpose and audience.</p> <p>d. Follow the conventional style for that type of document (e.g., résumé, memorandum) and use page formats, fonts, and spacing that contribute to the readability and impact of the document.</p> <p>SCANS Competency: Basic</p> <p>Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flowcharts.</p>	
Objectives:	<ul style="list-style-type: none"> • Students will explore the various careers associated with the environmental engineering industry. • Students will decide which career best matches their interest, skill set, and educational goals. • Students will then write a letter of application to an environmental consulting firm to 	



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	apply for a job within that career field.
Resources and Materials:	<p>Bureau of Labor and Statistics Web site: http://www.bls.gov/search/oooh.htm</p> <p>Career Exploration Worksheet and Reflection</p> <p>Model Career Exploration work sheet</p> <p>Cover Letter Template</p> <p>Model Cover Letter</p> <p>Cover Letter Rubric</p>
Differentiation:	- EL and SPED students who require written notes, notes will be provided on each career in a concise form.
Preparing Students for the Lesson: <ul style="list-style-type: none"> • Transitions • Expected Behaviors 	<ul style="list-style-type: none"> ▶ Pass out career exploration work sheet at the beginning of day one, with model hand out. Notes are due by the end of day one. ▶ Pass out cover letter template, and model. The letter is due by the end of day 2. ▶ Explain there will be one day in the lab for research and note-taking and one day in the lab to write the cover letters. ▶ Explain expected behaviors while working in a computer lab –no food, drink, or unapproved websites.
Teaching the Lesson (Lesson Sequence/ Activities): <ul style="list-style-type: none"> • Motivation/ Anticipatory Set • Pre-Assessment/ Activating • Background Knowledge 	<p>Soon you will be graduating from high school. How many of you know you want to go or will go to college? How many of you know you don't want to or will not go to college? Either way, how many of you would like to have a job that you find interesting where you make good money some day?</p> <p>Have any of you ever seen a construction site? What is the most prevalent job you believe goes into a construction site? (Responses: construction workers, heavy equip. operators, foremen, truck drivers) Actually, there is a whole other industry that is involved in that site before the building ever begins. The field of environmental consulting provides ample opportunities for careers for people with or without a college education.</p> <p>Day 1: Today, we are going to look at the Bureau of Labor and Statistics web site. Please look at 3 job descriptions at a minimum before you decide the career about which you will take notes and write a reflection. The notes should be detailed. I have provided a model note sheet about the teaching profession. Circle the room and observe students reviewing the website and taking notes. Collect the notes and reflection</p> <p>Day 2: Return to the lab and discuss skills and responsibilities of each career type. Ask students to share which skills/experience they believe they possess at this level, which they might still need to acquire. Present cover letter template and model. Discuss the purpose of a cover letter. Discuss how the skills mentioned from the note sheet should be transferred to the body paragraphs in the cover letter. Students should complete the letter and submit it by</p>



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<ul style="list-style-type: none"> • Teacher Input, Modeling, & Checking for Understanding • Guided Practice • Independent Practice • Closure 	<p>the end of the period.</p> <p>Final reflection discussion questions (ticket out of class) :</p> <ol style="list-style-type: none"> 1. What is the purpose of a cover letter? 2. What are three skills/qualifications necessary for you environmental career? 3. Did you discover a career that interests you? Why or why not?
<p>Assessment:</p>	<p>The letter will be assessed according to the “Environmental Career Exploration Letter” Rubric. Students should demonstrate knowledge of the career, business letter formatting, appropriate tone, grammar and punctuation.</p>
<p>Notes & Reflections:</p>	

<p>Externship Sites:</p>	<p>Youngdahl Consulting</p>		
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