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**Lesson Plan**

Job/Career Exploration and Planning

MODULE 2

This **lesson plan** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

**Digital Information Technology (8207310)**

This Lesson Plan is designed to aid high-quality instruction through the identification of components that support learning and teaching. Each section of this Lesson Plan is modeled after 2022-2023 CTE Standards and Benchmarks for Digital Information Technology (8207310) as published by the Florida Department of Education Student Performance Standards.

Job/Career Exploration and Planning

# Module Overview

This module introduces students to job exploration and planning through career search websites. Students will explore careers in Information Technology and the skills needed to succeed in the field.

## DIT Textbook Chapter Overview

The *Careers in Information Technology* chapter in the accompanying DIT textbook supports the conceptual understanding of the content covered in this module*.*

## CTE Standard and Benchmark

**Standard 09.0:** Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals. The student will be able to:

* **09.01** Analyze personal skills and aptitudes in comparison with various business-related job and career options (i.e., hard and soft skills).
* **09.02** Use career resources to develop and analyze occupations and opportunities for internships, continuing education and on-the-job training.
* **09.03** Exhibit job-seeking skills required for entry-level employment, including resume, online job search, cover letter, online/hard copy application, mock interview, interview thank you letter, and follow-up call.
* **09.04** Design, implement, and evaluate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations.
* **09.05** Demonstrate an awareness of specific job requirements and career paths (e.g., education, certifications, skills, previous experience) in business environments.

# Continuity

Students will have read all content included in the *Careers in Information Technology* chapterto prepare for the lessons included in this module.

Table 1 Continuity

| **Standard** | **Recommended Previous Lesson/Knowledge** | **This Lesson** | **Recommended Upcoming Lessons** |
| --- | --- | --- | --- |
| 09.01 | Students should read the *Careers in Information Technology* chapter. | Students will analyze personal skills and aptitudes in comparison with various business-related job and career options. (i.e., hard and soft skills). | Students will use this knowledge in future DIT modules which require an understanding of personal and professional skills necessary for careers in technology. |
| 09.02 | Students should read the *Careers in Information Technology* chapter. | Students will use career resources to analyze occupations and opportunities for employment. | Students will use this knowledge in future DIT modules which require an understanding of the use of career resources which can be used to search for jobs. |
| 09.03 | Students should read the *Careers in Information Technology* chapter. | Students will understand job-seeking skills required for employment. | Students will use this knowledge in future DIT modules which require an understanding of the use of career resources which can be used to search for jobs. |
| 09.04 | Students should read the *Careers in Information Technology* chapter. | Students will evaluate a plan to facilitate growth and skill development related to anticipated job requirements and career expectations | Students will use this knowledge in future DIT modules which require an understanding of personal and professional skills necessary for careers in technology. |
| 09.05 | Students should read the *Careers in Information Technology* chapter. | Students will demonstrate an awareness of specific job requirements and career paths (e.g., education, certifications, skills, previous experience) in business environments | Students will use this knowledge in future DIT modules which require an understanding of personal and professional skills necessary for careers in technology. |

# Student Learning Outcomes

**Standard 09.01**Students will identify various personal skills and aptitudes in comparison with various business-related job and career options. This is accomplished by reviewing 14 exemplar LinkedIn profile summaries.

**Standard 09.02**Students will Students will career resources to analyze occupations and opportunities for employment. This is accomplished using the Job Search services on Monster.com.

**Standard 09.03**Students will understand job-seeking skills required for employment. This is accomplished using the Career Advice services on monster.com.

**Standard 09.04**Students will evaluate growth and skill development related to anticipated job requirements and career expectations. This is accomplished by reviewing 14 exemplar LinkedIn profile summaries.

**Standard 09.05**Students will demonstrate an awareness of specific job requirements and career paths in business environments. This is accomplished by reviewing 14 exemplar LinkedIn profile summaries.

# Materials Needed

**Standard 09.01, 09.02, 09.03, 09.04, and 09.05**

Students will need access to the Internet and an Internet browser to complete the activities.

# Use of Space

Activities associated with Standards 09.01, 09.02, 09.03, 09.04, and 09.05 will require a classroom space that includes computing devices. If the space does not have computing devices, the teacher can consider the use of student personal devices (ex. smart phones, tablets, laptops). If the student does not have a computing device, the teacher can consider using a device for class demonstration purposes. For instance, the teacher could use their own school-supplied or personal computing device to demonstrate to all students. Consideration should also be given to where furniture and students are placed within the classroom to accommodate diverse needs.

# Prepare for the Lesson

Table 2 shows how the teacher and students should prepare for this lesson.

Table 2 Preparations

| **Teacher** | **Student** | **Assessment/Assignment** |
| --- | --- | --- |
| The teacher should read the *Careers in Information Technology* chapter.  The teacher should be familiar with job career networks and resources such as LinkedIn and Monster.com.  The teacher should consider if a computing device should be used for instruction if computer devices are not available for all students.  The teacher should read the chapter case and consider how to receive feedback from the students. | The student should read the *Careers in Information Technology* chapter and study all terms.  Additionally, the student should read the case at the end of the chapter. | Standard 09.02, 09.03, 09.04, 09.05: Students should complete the activities using career search resources of LinkedIn and Monster.com.  Worksheets will assess the student’s ability to perform the activities in class.  Standard 09.01: The teacher will review the chapter case in-class. The teacher will conduct a verbal discussion on the case to solicit student responses and participation. Students will be assessed on the chapter case based on their written responses to the chapter case questions and in-class discussion.  An answer key and/or rubric is provided for all student activities. |

# Activities

Table 3 shows the student workload effort for each activity in this module.

Table 3 Student Activities and Workload

| **Activity** | **Description** | **Estimated Student Completion Time** | **DIT Standard Alignment** |
| --- | --- | --- | --- |
| LinkedIn Profile Summary | Student explores exemplary LinkedIn Profiles and creates a mock-up of their own profile. | 45 minutes in-class x 2 classes | 09.01, 09.04, 09.05 |
| Career Search Resources | Student explores Monster.com as a career resource website to analyze occupations and opportunities for employment and career advice. | 45 minutes in-class | 09.02, 09.03 |
| Chapter Case: Anthony's Learners Permit | Student reviews the case from the *Careers in Information Technology* chapter and answers critical thinking questions. | 45 minutes in-class | 09.01 |

# Assessments

The teacher will evaluate the student’s performance in creating a mock-up profile and summary of career search resources by measuring the accuracy of the student’s documentation.

Additionally, the teacher will evaluate the student’s critical thinking ability as they work in the chapter case. The teacher will use the assessment for formative purposes and will provide feedback on the accuracy of the student’s response and on means to promote student success.

The teacher will score assignments on a scale of 1-4 measuring the level of understanding the student is able to communicate about the subject.

# Accommodations

Please adhere to the [Florida Department of Education (2018) Accommodations Assisting Students with Disability Guidelines](https://www.fldoe.org/core/fileparse.php/7690/urlt/0070069-accomm-educator.pdf).

To reduce anxiety while completing activities, provide students with support while completing their assignments and sufficient time to complete their assignments in class.

Students can be encouraged to work with a peer to identify appropriate responses for the chapter case.