



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## High School Professional Studies Aspiring Professionals Curriculum

**Course Description:** Students participating in Aspiring Professionals can earn between 1 or 2 credits, enrolling in one or two blocks each semester. Aspiring Professionals provide students with a professional-based work experience that enables students to work within a business context, clarify their college and/or career goals and develop their professional skills under the supervision, guidance and mentoring of an industry professional. This class is designed for students who want to participate in a professional experience within their chosen career path. Entrepreneurial projects developed by students in coordination with the Park Hill School District are the property of the individual student or students who create those projects.

### Scope and Sequence:

Timeframe	Unit	Instructional Topics
4 weeks	Onboarding	Topic 1: Self-Exploration Topic 2: Career Exploration Topic 3: Professional Exploration
13 weeks	Internship	Topic 1: Self-Exploration Topic 2: Career Exploration Topic 3: Professional Exploration

# Curriculum Revision Tracking

## Summer, 2020

- Complete revision and reorganization of the entire course

## Summer, 2018

- Revised course name from Professional Studies Internship to Aspiring Professionals
- Revised course description

## Unit 1:

- Unit 1 changed name to Professional and Employability Skills
- Unit 1 changed to 24 days
- Revised Unit 1 to align with Platte County EDC's Employability Standards
  - Topic 1: Problem Solver
    - Revised Engaging Experiences 1 and 2
  - Topic 2: Computer/Tech Literate
    - Revised Engaging Experiences 1 and 2
  - Topic 3: Good Communicator
    - Revised Engaging Experiences 1-3
  - Topic 4: Ability to Adapt
    - Revised Engaging Experiences 1-3
  - Topic 5: Organized Planner
    - Revised Engaging Experiences 1 and 2
  - Topic 6: Self Motivated
    - Revised Engaging Experiences 1 and 2
  - Topic 7: Meets Deadlines
    - Revised Engaging Experience 1
  - Topic 8: Takes Initiative
    - Revised Engaging Experiences 1 and 2
  - Topic 9: Shows Leadership
    - Revised Engaging Experience: Personality Test
  - Topic 10: Works in Teams
    - Revised Engaging Experiences 1 and 2
  - Topic 11 was added for students who enroll in a second semester of Aspiring Professionals

## Unit 1: Onboarding

**Subject:** Aspiring Professionals

**Grade:** 11-12

**Name of Unit:** Onboarding

**Length of Unit:** 4 weeks

**Overview of Unit:** Onboarding provides students with the opportunity to develop and fine tune professional skills with the support and mentorship from a Professional Studies Facilitator. During this 4-week time period, students have opportunities to learn and reflect on how professional skills impact their success both during their internship experience and beyond high school.

**Competencies as defined by NACE (National Association of Colleges and Employers, taken from website on 6/3/20):**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

<b>Unwrapped Concepts (Students need to know)</b>	<b>Unwrapped Skills (Students need to be able to do)</b>	<b>Bloom's Taxonomy Levels</b>	<b>Webb's DOK</b>
Professional skills	Develop	Apply	3 (early in semester), 4 (later in semester)
Personal and Professional Experiences	Apply	Apply	4
Networking	Demonstrate	Understand	3
Mentorship	Engage	Understand	3
Reflect	Engage	Analyze	3 (early in semester), 4 (later in the semester)
Career Exploration	Engage	Understand	3
Future Planning	Understand	Analyze	4
Future Success	Understand	Create	3

**Essential Questions:**

1. Why is the development of professional skills important to career success?
2. Why is the use of networking, mentorship and ongoing self-reflection important to life success?
3. Why is exploration of career and/or college planning important prior to graduation for future success?

**Enduring Understanding/Big Ideas:**

1. Developing professional skills and using them effectively will be essential to an individual's development and future success.
2. Understanding the importance of networking, mentorship and self-reflection provides insight and professional growth which is essential to an individual's future success.
3. Career and college exploration provide insight into interests, skills, and values related to future fulfillment beyond high school.

**Unit Vocabulary:**

<b>Academic Cross-Curricular Words</b>	<b>Content/Domain Specific</b>
Professionalism Professional Skills Networking Mentorship Initiative Career, College and Life Readiness Career Exploration Self-Reflection Self-Motivation Diversity Future Success Professional and Personal Growth	Professionalism     Career Management       Critical Thinking/Problem Solving

## Topic 1: Self-Exploration

### **Engaging Experience 1**

**Title:** Understanding personal strengths and professional attributes

**Suggested Length of Time:** 5 days

#### **Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time workload management, and understanding the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

#### **ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Students will explore their personal values, strengths and opportunities for growth through activities that challenge them to reflect, build confidence and establish self-awareness.

#### **Suggested Examples of Activities:**

- Personality Traits Quiz
- Values Exploration
- Diversity Activities
- Professional Dress

\*Activities will embed the employability skills of ability to adapt, self-motivated, takes initiative, shows leadership and works in teams.

### **Engaging Experience 2**

**Title:** Understanding the impact of Professional Skills to career success

**Suggested Length of Time:** 2 days

#### **Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time workload management, and understanding the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** In this topic students explore how using professional skills effectively is essential to an individual’s development and future success.

**Suggested Examples of Activities:**

- Advisory circle conversations
- Reading professional articles
- Access professional videos and podcasts

\*Activities will embed the employability skills of self-motivated, taking initiative and leadership.

**Engaging Experience 3**

**Title:** Developing components for Capstone portfolio

**Suggested Length of time:** Ongoing throughout Onboarding Unit

**Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.

- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Through this experience, students will begin to develop the components of their Capstone portfolio.

**Suggested Examples of Activities:**

- Reflective writings from class activities and guest speakers
- Public speaking: reporting group findings/advisory circle sharing/activity summaries

\*Activities will embed the employability skills of communication, self-motivated

## Topic 2: Career Exploration

### **Engaging Experience 1**

**Title:** Understanding professional skills lead to career success

**Suggested Length of Time:** 5 days

#### **Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

#### **ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.
- **Detailed Description/Instructions:** In this experience students explore professional skills such as self-motivation, leadership, taking initiative, problem-solving, computer and technological literacy and meeting deadlines.

#### **Suggested Examples of Activities:**

- Team building activities
- Leverage the strengths of others to achieve common goals
- Decision-making activities
- Building collaborative relationships
- Communication within the workplace activities
- Utilize existing digital technologies
- Demonstrate personal accountability and effective work-habits

\*Activities will embed the employability skills of problem solver, computer/tech literate, good communicator, organized planner, meets deadlines, shows leadership, works in teams.

## **Engaging Experience 2**

**Title:** Understanding the business location for their internship.

**Suggested Length of Time:** 2 days

**Course Competencies Addressed:**

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** In this experience the student engages in researching their internship location and develops a general understanding of the company.

**Suggested Examples of Activities:**

- Interview business partner
- Research business online
- Site visit

\*Activities will embed the employability skills of problem solver, computer/tech literate, good communicator, organized planner, meets deadlines, shows leadership, works in teams.

## Topic 3: Professional Exploration

### **Engaging Experience 1**

**Title:** Professional Communication

**Suggested Length of Time:** 5 days

**Course Competencies Addressed:**

- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** In this experience, students articulate thoughts and ideas clearly and effectively in written and oral forms. Students demonstrate the ability to express ideas to others in formal and informal communication methods and proper email etiquette to persons inside and outside of the organization.

**Suggested Examples of Activities:**

- Developing a Signature line
- Practice business communications through Email scenarios
- Creating and using Calendar invitations
- Email using Subject lines
- Guest Speakers
- Internship Expectations
- Role Play/Scenarios

\*Activities will embed the employability skills of computer/tech literate, good communicator, ability to adapt, organized planner, and meets deadlines.

## **Engaging Experience 2**

**Title:** Professional Network

**Suggested Length of Time:** 2 days

**Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** In this experience, students learn the benefits and occasions for networking. Students build a professional appearance through networking including the development of a LinkedIn profile. Students engage in growing and maintaining their personal and professional network in effort to identify career opportunities.

**Suggested Examples of Activities:**

- LinkedIn Activity
- Networking Activity

Practicing introductory conversations and developing an elevator pitch

\*Activities will embed the employability skills of computer/tech literate, good communicator, organized planner and takes initiative.

## Summary of Engaging Learning Experiences for Topics

<b>Topic</b>	<b>Engaging Experience Title</b>	<b>Description</b>	<b>Suggested Length of Time</b>
Self-Exploration	Understanding personal strengths and professional attributes	Students will explore their personal values, strengths and opportunities for growth through activities that challenge them to reflect, build confidence and establish self-awareness.	5 days
Self-Exploration	Understanding the impact of Professional Skills to career success	In this topic students explore how using professional skills effectively is essential to an individual's development and future success.	2 days
Self-Exploration	Developing components for Capstone portfolio	Through this experience, students will begin to develop the components of their Capstone portfolio.	Ongoing throughout Onboarding Unit
Career Exploration	Understanding professional skills lead to career success	In this experience students explore professional skills such as self-motivation, leadership, taking initiative, problem-solving, computer and technological literacy and meeting deadlines.	5 days
Career Exploration	Understanding the business location for their internship.	In this experience the student engages in researching their internship location and develops a general understanding of the company.	2 days
Professional Exploration	Professional Communication	In this experience, students articulate thoughts and ideas clearly and effectively in written and oral forms. Students demonstrate the ability to express ideas to others in formal and informal communication methods and	5 days

		proper email etiquette to persons inside and outside of the organization.	
Professional Exploration	Professional Network	In this experience, students learn the benefits and occasions for networking. Students build a professional appearance through networking including the development of a LinkedIn profile. Students engage in growing and maintaining their personal and professional network in effort to identify career opportunities.	2 days

## Unit 2: Internship

**Subject:** Aspiring Professionals

**Grade:** 11-12

**Name of Unit:** Internship

**Length of Unit:** 13 weeks

**Overview of Unit:** Internship provides students with the opportunity to immerse themselves in a professional environment with the guidance and assistance of a Project Manager. Students participate in an interview with a potential business to ensure that the internship is a good fit for both the student and the business. During the internship students have the opportunity to observe and to develop professional skills on the job. During this internship experience, students reflect on this profession and develop plans for high school and beyond.

**Competencies as defined by NACE (National Association of Colleges and Employers, taken from website on 6/3/20):**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
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**ELOs:**

- Develop professional skills through personal and professional experiences.
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- Understand the importance of future planning for college, career and life readiness.

<b>Unwrapped Concepts (Students need to know)</b>	<b>Unwrapped Skills (Students need to be able to do)</b>	<b>Bloom's Taxonomy Levels</b>	<b>Webb's DOK</b>
Professional skills	Develop	Apply	3 (early in semester), 4 (later in semester)
Personal and Professional Experiences	Apply	Apply	4
Networking	Demonstrate	Understand	3
Mentorship	Engage	Understand	3
Reflect	Engage	Analyze	3 (early in semester), 4 (later in the semester)
Career Exploration	Engage	Understand	3
Future Planning	Understand	Analyze	4
Future Success	Understand	Create	3

**Essential Questions:**

1. Why is the development of professional skills important to career success?
2. Why is the use of networking, mentorship and ongoing self-reflection important to life success?
3. Why is exploration of career and/or college planning important prior to graduation for future success?

**Enduring Understanding/Big Ideas:**

1. Developing professional skills and using them effectively will be essential to an individual's development and future success.
2. Understanding the importance of networking, mentorship and self-reflection provides insight and professional growth which is essential to an individual's future success.
3. Career and college exploration provides insight into interests, skills, and values related to future fulfillment beyond high school.

**Unit Vocabulary:**

<b>Academic Cross-Curricular Words</b>	<b>Content/Domain Specific</b>
Professionalism Professional Skills Networking Mentorship Initiative Career, College and Life Readiness Career Exploration Self-Reflection Self-Motivation Diversity Future Success Professional and Personal Growth	Professionalism     Career Management       Critical Thinking/Problem Solving

## Topic 1: Self Exploration

### **Engaging Experience 1**

**Title:** Relating personal strengths and professional attributes to internships

**Suggested Length of Time:** Ongoing throughout Internship unit

#### **Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

#### **ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Students engage in the exploration of their personal values, strengths and opportunities for growth through reflection related to their challenges encountered within their internship. Through this process students will build confidence and establish self-awareness.

#### **Suggested Examples of Activities:**

- MECA Challenge
- Habitudes
- Weekly Reflections
- Advisory Circle
- Self-Evaluation
- Resiliency guest speaker

\*Activities will embed the employability skills of problem solver, ability to adapt, self-motivated, takes initiative, shows leadership and works in teams.

## Topic 2: Career Exploration

### **Engaging Experience 1**

**Title:** Professional Studies internship - students are expected to participate 8 hours per week onsite at their internship location.

**Suggested Length of Time:** 13 weeks

#### **Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

#### **ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Students participate in an internship at a business that aligns with their career exploration goals. This experience is designed to connect classroom learning with professional experiences in the community.

#### **Suggested Examples of Activities:**

- Activities are determined by conversations with the student's Project Manager.
- Full day field trip

\*Activities promote all of the mentioned employability skills.

## **Engaging Experience 2**

**Title:** Career Path Research

**Suggested Length of Time:** 1 class session during internship segment

### **Course Competencies Addressed:**

- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

### **ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Students will complete a research paper exploring their career path interests.

### **Suggested Examples of Activities:**

- Education requirements
- Certification/Licensure requirements
- Salary expectations
- Job Market indicators
- Career demands: work/life balance
- Conduct interviews with Project Manager and others in similar field
- Guest speakers and panels

\*Activities will embed the employability skills of problem solver, good communicator, organized planner

## **Engaging Experience 3**

**Title:** Developing components for Capstone portfolio

**Suggested Length of time:** Ongoing throughout Internship Unit

### **Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options,

understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Through this experience, students will begin to develop the components of their Capstone portfolio.

**Suggested Examples of Activities:**

- Create Capstone presentation highlighting Onboarding and Internship experiences
- Capstone presentation shared with classmates and Project Manager
- Create master portfolio
- Weekly reflections during internship for portfolio
- Final reflection paper from entire semester

\*Activities and Capstone projects have employability skills embedded throughout the activities.

## Topic 3: Professional Exploration

### **Engaging Experience 1**

**Title:** Professional Resume

**Suggested Length of Time:** 1 class session during Internship segment

**Course Competencies Addressed:**

- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**ELOs:**

- Develop professional skills through personal and professional experiences.
- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Students prepare a professional resume.

**Suggested Examples of Activities:**

- Provide students with examples of resume templates

\*The activity embeds the employability skills of problem solver, computer/tech literate and organized planner

### **Engaging Experience 2**

**Title:** Professional Interviews

**Suggested Length of Time:** 1 class session during Internship segment

**Course Competencies Addressed:**

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
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**ELOs:**

- Develop professional skills through personal and professional experiences.

- Demonstrate the use of networking, mentorship, and reflection for professional and personal growth.
- Understand the importance of future planning for college, career and life readiness.

**Detailed Description/Instructions:** Students participate in a Mock Interview workshop.

**Suggested Examples of Activities:**

- Develop list of potential interview questions
- Peer practice interviews
- Community members serve as Interviewers for students

\*Activities embed the employability skills of good communicator, ability to adapt, self-motivated, takes initiative, shows leadership.

## Summary of Engaging Learning Experiences for Topics

<b>Topic</b>	<b>Engaging Experience Title</b>	<b>Description</b>	<b>Suggested Length of Time</b>
Self-Exploration	Relating personal strengths and professional attributes to internships	Students engage in the exploration of their personal values, strengths and opportunities for growth through reflection related to their challenges encountered within their internship. Through this process students will build confidence and establish self-awareness.	Ongoing throughout Internship Unit
Career Exploration	Career Understanding	Professional Studies internship - students are expected to participate 8 hours per week onsite at their internship location.	13 weeks
Career Exploration	Career Path Research	Students participate in an internship at a business that aligns with their career exploration goals. This experience is designed to connect classroom learning with professional experiences in the community.	1 class session during Internship Unit
Career Exploration	Developing components for Capstone portfolio	Through this experience, students will begin to develop the components of their Capstone portfolio.	Ongoing throughout Internship Unit
Professional Exploration	Professional Resume	Students prepare a professional resume.	1 class session during Internship Unit
Professional Exploration	Professional Interviews	Students participate in a Mock Interview workshop.	1 class session during Internship Unit

## Engaging Scenario

### **Capstone Night Community Celebration**

This is a culminating event for students. During this event, students have the opportunity to highlight personal and professional growth related to professional skills. Students also demonstrate their professional connections they have made to a career. Students create a presentation to share at this event. Student and Professional Studies staff attendance is mandatory.

Guests may include:

- District administrators and officials
- Parents/Guardians
- Project Managers and other business partners
- Community members

## Unit of Study Terminology

**Appendices:** All Appendices and supporting material can be found in this course's shell course in the District's Learning Management System.

**Assessment Leveling Guide:** A tool to use when writing assessments in order to maintain the appropriate level of rigor that matches the standard.

**Big Ideas/Enduring Understandings:** Foundational understandings teachers want students to be able to discover and state in their own words by the end of the unit of study. These are answers to the essential questions.

**Engaging Experience:** Each topic is broken into a list of engaging experiences for students. These experiences are aligned to priority and supporting standards, thus stating what students should be able to do. An example of an engaging experience is provided in the description, but a teacher has the autonomy to substitute one of their own that aligns to the level of rigor stated in the standards.

**Engaging Scenario:** This is a culminating activity in which students are given a role, situation, challenge, audience, and a product or performance is specified. Each unit contains an example of an engaging scenario, but a teacher has the ability to substitute with the same intent in mind.

**Essential Questions:** Engaging, open-ended questions that teachers can use to engage students in the learning.

**Priority Standards:** What every student should know and be able to do. These were chosen because of their necessity for success in the next course, the state assessment, and life.

**Supporting Standards:** Additional standards that support the learning within the unit.

**Topic:** These are the main teaching points for the unit. Units can have anywhere from one topic to many, depending on the depth of the unit.

**Unit of Study:** Series of learning experiences/related assessments based on designated priority standards and related supporting standards.

**Unit Vocabulary:** Words students will encounter within the unit that are essential to understanding. Academic Cross-Curricular words (also called Tier 2 words) are those that can be found in multiple content areas, not just this one. Content/Domain Specific vocabulary words are those found specifically within the content.