

Course Title:	Career Planning	
Michigan Department of Education Career and Employability Standards & Michigan Common Core State Standards – English Language Arts, Writing		
Unit 1	Getting to Know Yourself	
Essential Questions:	<ol style="list-style-type: none"> 1. What does my personality have to do with career planning? 2. What are my current job skills and how can I improve them? 3. How can I gain the skills I need? 4. What are my interests, and how do they affect the career planning process? 5. What are my job related values, and how can knowing about my values help me plan for a career? 	
Standards	Assignment	Description
II.A.4, III.A.1, VI.C.1, IX.A.8	1.1	Identifying Your Personality Type
	1.2	Assessing Your Skills
	1.3	Discovering Your Interests
	1.4	Identifying Your Values
Unit 2	Getting to Know the Job Market	
Essential Questions:	<ol style="list-style-type: none"> 1. What are career clusters, and how can they help me choose a career? 2. What are job industry trends, and how do they affect career planning? 3. Why should I research salary as part of the career planning process? 4. What is market value, and how does it affect the salary I will earn? 5. What is Cost of Living, and how does it relate to the career planning process? 	
Standards	Assignment	Description
II.A.1, III.A.1, VI.C.1, IX.A.8	2.1	Discovering the National Career Clusters Framework
	2.2	Discovering Job Industry Trends
	2.3	Researching Compensation Information
	2.4	Discovering the Cost of Living
Unit 3	Getting the Training & Education You Need	
Essential Questions:	<ol style="list-style-type: none"> 1. Why is it Important to know about educational options when planning for a career? 2. Why is it necessary to be lifelong learner in today's rapidly changing job market? 3. What are short-term training options, and how can they help me prepare for a career? 4. What are Associate's degrees, and how can knowing about 	

	<p>them help me prepare and plan for a career?</p> <p>5. How can access to online learning increase educational and workplace opportunities?</p> <p>6. What are Bachelor's, Master's, and Doctoral degrees, and how can knowing about them help me prepare and plan for a career?</p>	
Standards	Assignment	Description
IX.A.8, X.A.8, XI.A.6	3.1	Investigating Short-Term Educational Options
	3.2	Investigating Associate's Degrees
	3.3	Investigating Bachelor's and Advanced Degrees
Unit 4	Getting Started	
Essential Questions:	<ol style="list-style-type: none"> 1. How can applying a decision making model help me choose a career pathway? 2. How can setting goals help me plan for a career? 3. What is a mission and vision statement, and how can creating one help me focus my career goals? 	
Standards	Assignment	Description
II.A.5, III.A.1, VI.A.1, IX.A.8, VI.C.1	4.1	Making Decisions
	4.2	Setting Goals
	4.3	Creating a Mission & Vision Statement
Unit 5	Getting Experience	
Essential Questions:	<ol style="list-style-type: none"> 1. What are internships, and how can an internship give me the experience I need to get a job? 2. How can volunteering and participating in school & community activities help me get work experience? 3. Why are volunteering and participating in school & community activities important to career planning? 4. How can job shadowing give me the experience I need get a job? 	
Standards	Assignment	Description
III.A.1, VI.C.1	5.1	Internships
	5.2	Volunteering and Participating in School & Community Activities
	5.3	Job Shadowing
Unit 6	Getting the Job	
Essential Questions:	<ol style="list-style-type: none"> 1. What is a resume and what resources can I use to write an effective one? 2. What is a cover letter and why is it necessary? 3. Why do I need to send a thank you note to potential employers? 	

	<ol style="list-style-type: none"> 4. What are references and how are they used? 5. How can I locate appropriate references? 6. What are letters of reference and how can I obtain them? 7. How should I behave during an interview and what types of questions can I expect? 	
Standards	Assignment	Description
VI.C.1, IX.A.8, X.A.3, X.A.4, X.A.5 CCSS.ELA-LITERACY.WHST.9-10.4	6.1	Writing a Resume
	6.2	Writing Cover Letters & Thank You Notes
	6.3	Locating & Using References
	6.4	Interviewing Skills
Unit 7	The Portfolio	
Essential Questions:	<ol style="list-style-type: none"> 1. What is a Job Portfolio & what does it Include? 2. How can I use my job portfolios to demonstrate job interest and competence? 3. How can I create a job portfolio? 4. How can I create an electronic job portfolio? 	
Standards	Assignment	Description
III.A.1, VI.C.1, IX.A.8, X.A.5, XI.C.8 CCSS.ELA-LITERACY.WHST.9-10.6	7.1	The Job Portfolio
	7.2	Creating a Paper Job Portfolio
	7.3	Creating an Electronic Job Portfolio

Course Title:	Career Planning
Michigan Department of Education Career and Employability Standards – Course-Wide Standards	
Standards	The Career Planning Course was designed with the following standards in mind. These standards are met via successful completion of the course.
V.A.2, V.B.4, XI.A.7, XI.B.6, XI.B.8, XI.B.10, XI.C.1	