

Journey to Careers

Facilitation Guide

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Journey To Careers

Introduction

Welcome to *Journey to Careers (JTC)*, a career awareness course for grades 6 to 9 that:

- Incorporates 21st learning and project-based learning to support student exploration of the Louisiana Career Education Model and (16) National Career Clusters™
- Exposes students to the Foundation Knowledge and Skills of the (16) National Career Clusters™
- Prepares students to make appropriate academic and career choices that facilitate college and career planning

This facilitation guide provides an overview of each lesson, materials needed, assessments, and supplemental resources in the *Journey to Careers Toolbox*. Included in the *Toolbox* are articles, videos, instructional strategies, assessments, and links to online resources aligned with career exploration, project-based learning, and 21st Century learning strategies.

Journey to Careers empowers students to take an active role in planning their academic and career experiences. Essential teacher knowledge required for the course includes graduation requirements, post-secondary admission requirements, National Career Clusters™, Career Pathways/Areas of Concentration, and qualifications for approved Industry-Based Certifications (IBCs).

The Journey to Careers Curriculum Framework

The curriculum framework includes the following components:

- Course Goals
- Course Objectives
- Icon Guide
- Lesson Idea Guide
- Lesson Ideas
- Additional Resources

Lessons within each section can be planned for instruction based on the needs of each classroom. It is recommended to begin the course with the introductory materials to ensure foundational content is provided to facilitate the college and career planning process. Lessons include: a description of focus; applicable Career Cluster(s)™; relevant Foundation Knowledge and Skills; course objective; content and teaching strategies; lesson closures and assessments; and examples of handouts, activities, and rubrics. A supplemental resource to several lessons is the use of a guest speaker (i.e. in-person or virtual) to connect students with professionals from various Career Cluster™.

Foundational to career exploration is an understanding of the (16) National Career Clusters™. The Louisiana Career Education Model groups the Career Clusters™ into (6) career paths. Within each Career Cluster™ are Areas of Concentration/Career Pathways. At the center of the model are the foundation knowledge and skills common to all clusters. Career Clusters™ serve as an organizing tool for tailoring the curriculum; connecting academic, technical and employable skills; and assisting the students with aligning interests and skills in the online Individual Graduation Plan (IGP).

Three additional online software applications are included in *Journey to Careers*. Louisiana Connect, a one-stop resource to support students and parents with college and career planning, is an integral part of the *JTC* experience. Louisiana Connect is the online platform that facilitates student's ability to connect several components of work and activities in *JTC with the development of an IGP*. EverFi, is an online financial literacy program that supports the building of essential financial concepts, knowledge and skills needed to achieve academic, social, and career goals. Ignition, is an online platform that uses cutting-edge instructional design, rich media, and simulations to educate teens and empower them with the 21st Century skill sets to leverage technology safely and effectively.

In *Journey to Careers*, students explore careers and become aware of the required educational experiences necessary to achieve their academic, social, and career goals. As the facilitator, the teacher will lead students to understand themselves and to use self-knowledge to explore post-secondary and career options that maximize their abilities. Through this course, students answer three essential questions: What are My Interests (Who Am I), What are My Goals (Where Am I Going), and How Do I Achieve My Goals (How Do I Get There)?

Appendix

The appendix contains two resources: an annotation of the *Journey to Careers Toolbox*, and a bibliography of articles, books, reports, and videos to assist the teacher with building content knowledge related to 21st Century Learning, Career Clusters™, career and technical education, and project-based learning.

Lesson Idea Guide			
Lesson Description	Materials Needed	Assessment	Journey To Careers Toolbox
Introducing Louisiana Career Education Model (LCE) and Career Clusters™			
<p>Introduction to Career Exploration: <i>Welcome Career Explorers</i> (Pages 13 – 20) Students learn why career exploration is important, plan their personal “career roadmap,” research careers, and distinguish between a job and a career.</p>	<ul style="list-style-type: none"> •Poster Board •Markers •Old magazines •Copies of handouts •Software Applications (Prezi, PPT) •Rubric 	<p><i>Journey to Careers Pre-Assessment</i></p>	<p>Assessment:</p> <ul style="list-style-type: none"> •Journey to Careers Pre-Assessment •Journey to Careers Pre-Assessment (KEY) <p>Instructional Strategies:</p> <ul style="list-style-type: none"> •Creative Grouping Strategies
<p>Introduction to Louisiana Career Education Model: <i>Piecing Together the Cluster Model</i> (Pages 21 – 32) Students investigate the differences among Foundation Knowledge and Skills, career fields, career clusters, and career pathways/areas of concentration.</p>	<ul style="list-style-type: none"> •LCE Poster •Foundations Knowledge and Skills •Career fields cards •Career clusters cards 		<p>Career Clusters™: LCE document for poster</p> <p>Web Resources: Web Resources</p>
<p>Career Cluster Model Word Map—Supplemental Introductory Activity (Pages 33 – 35) Students codify the key descriptions and definitions of a career cluster and career pathway/areas of concentration.</p>	<ul style="list-style-type: none"> •“Career Cluster Model Word Map” activity sheet 		<p>Career Clusters™: LCE and Career Clusters™ presentation</p>
<p>FKS Lesson/Self- Assessment (Louisiana Connect) (Pages 36 – 39) Students describe Foundations Knowledge and Skills (FKS) and evaluate interests, skills and values using self-assessments in Louisiana Connect.</p>	<ul style="list-style-type: none"> •Louisiana Connect Website •Louisiana Connect Student Activation Flyer •Copies of handouts 	Soft Skills Quiz	<p>Interest Surveys and Assessments: Soft Skills Quiz</p>
<p>Interest Test (Pages 40 – 43) Students examine the concept of interest testing and how the use of such assessments assists the student with identifying and narrowing their career cluster areas of interest.</p>	<ul style="list-style-type: none"> •Instructions for completing the “The Get to Know Myself” assessment 	Get to Know Myself	<p>Interest Surveys and Assessments: Career Clusters™ Survey</p>
<p>Ignition: Digital Literacy and Responsibility™ (Online) Students deepen their understanding of digital literacy and responsibility. This Internet-based program is incorporated into the beginning of the course to support student technology use and to emphasize importance of connecting with 21st century learning theme of digitally proficiency. The platform’s design empowers students with skills to leverage technology safely and effectively.</p>	<ul style="list-style-type: none"> •Internet •Ignition Account Access •Access codes for students 	Digital Literacy Certification	<p>Ignition/EverFi: Overview Quick Start Guide</p>

Lesson Idea Guide			
Lesson Description	Materials Needed	Assessment	Journey To Careers Toolbox
Exploring Career Clusters™			
<p>Agriculture, Food, and Natural Resources: <i>Mission APA: Agricultural Pizza Adventure</i> (Pages 44 – 55) Students learn about the diversity of this career cluster by examining the scope of the industry, and exploring the variety of career pathways and career specialties with the cluster.</p>	<ul style="list-style-type: none"> •Paper •Markers •Assorted small boxes •Pizza boxes •Course Catalog for high school or community/technical college •Rubrics 		<p>Assessments: Oral Presentation Rubric Assessing Student Learning Rubric Template</p>
<p>Arts, Audio/Visual Technology and Communication: <i>Explore the Arts!</i> (Pages 56 – 73) Students research the career cluster while learning key concepts of exploring careers, including exploratory interview, job shadowing, internship, apprenticeship, service learning, mentoring, and cooperative program.</p>	<ul style="list-style-type: none"> •Copies of handouts •Paper •Internet access •Projector •LCE model •Note cards •Rubric 		
<p>Information Technology: <i>“Back to the Future”</i> (Pages 74 – 81) Students investigate the role of technology in society and the Information Technology career cluster and its career pathways/areas of concentration, including admissions requirements to post-secondary.</p>	<ul style="list-style-type: none"> •Copies of handouts •Internet access •Presentation software (PowerPoint, Prezi, Animoto, etc) •Rubric 		
<p>Transportation, Distribution, and Logistics: <i>How Do I Want To Travel</i> (Pages 82 – 88) Students examine the career cluster by researching different types of transportation and designing their own mode of transportation.</p>	<ul style="list-style-type: none"> •Internet access •Paper •White board/chalk board/flip chart •Poster paper •Universal Systems Model Poster •Rubric 		<p>Posters: Universal Systems Model Poster</p>
<p>Architecture and Construction: <i>Habitat for Humanity House Presentation</i> (Pages 89 – 98) Students apply architectural processes to design and build a home to scale.</p>	<ul style="list-style-type: none"> •Graph paper •2” strips of cardboard •X-acto knife •Hot glue gun and glue sticks •Poster board •Cutting surface •“Reflection” activity sheet •Rubric 		
<p>Manufacturing: <i>What is the DOT?</i> (Pages 99 – 104) Students explore career pathways and careers in the career cluster, identify Foundation Knowledge and Skills needed in this cluster, and prepare resources helpful in researching career information and practice working on a project team.</p>	<ul style="list-style-type: none"> •Career Education chart •Check-list “What skills” •Activity sheet with resources •Louisiana Connect •Rubric 		

Lesson Idea Guide			
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Exploring Career Clusters™			
<p>Science, Technology, Engineering and Math: <i>Designing with S.T.E.M.</i> (Pages 105 – 111) Students receive information on the design process, its components, and its relationship to other problem solving processes. After implementing the design process, students relate that process to careers in the Science, Technology, Engineering, and Mathematics (STEM) cluster.</p>	<ul style="list-style-type: none"> •15 textbooks (variety of any type) •Tape •Scissors •Papers •Internet access •Copies of handout •Oral presentation Rubric 		<p>Assessments: Oral Presentation Rubric</p>
<p>Health Science: <i>What's my "role"?</i> (Pages 112 – 116) Students research the Health Science career cluster, review Foundation Knowledge and Skills, investigate career opportunities in the Health Science cluster, and create a presentation describing Foundation Knowledge and Skills required in this career cluster.</p>	<ul style="list-style-type: none"> •LCE poster •Louisiana Connect website •List of school organizations •List of career clusters •School organization sponsors/officers •List of questions 		<p>Posters: Louisiana Career Education Model</p>
<p>Law, Public Safety and Security: <i>What's Right? What's Wrong?</i> (Pages 117 – 128) Students define ethics and legal responsibilities, analyze examples of positive and negative behaviors on the job and the impact of those behaviors., review values assessment, and explore the Law, Public Safety and Security career cluster.</p>	<ul style="list-style-type: none"> •Copies of activity sheets •Index cards •Multiple copies of telephone books •Internet access •Old magazines •Poster board or construction paper •Glue •Markers •Paper Tape •Rubric 	<p>Getting To Know Myself: Values Assessment</p>	
<p>Government and Public Administration (GandPA): <i>"There Ought to Be a Law"</i> (Pages 129 – 141) Students research Career Pathways, career specialties, including the military, and apply Foundation, Knowledge and Skills, specifically Employability and Career Development associated with this cluster.</p>	<ul style="list-style-type: none"> •List of government officials •Internet access •Copies of activity sheets •Louisiana Connect website •Rubric 	<p>Modified Skills Assessment for Government and Public Administration Cluster</p>	

Lesson Idea Guide			
Lesson Description	Materials Needed	Assessment	Journey To Careers Toolbox
Exploring Career Clusters™			
<p>Human Needs: Met Through the Human Services Cluster (Pages 142 – 150) Students explore career pathways and career specialties associated with the Human Services career cluster and identify the human needs that the pathways meet.</p>	<ul style="list-style-type: none"> • Multiple telephone books • Copies of all activity sheets • Internet access • multiple presentation software applications (Prezi, Animoto, etc) • Rubric 		
<p>Education: Looking Beyond the Classroom (Pages 151 – 156) Students learn about the Education and Training career cluster and apply teamwork and critical thinking to gather information and complete a course project.</p>	<ul style="list-style-type: none"> • Copies of activity sheet • Internet access • Rubric 		<p>Posters: Louisiana Career Education Model</p>
<p>Marketing, Sales, Service: Exploring My “Market” (Pages 157 – 162) Students utilize the LCE model to identify careers pathways and career specialties, discover a variety of extended learning opportunities within the school and their community, and identify the Foundation of Knowledge and Skills necessary in the Marketing career cluster.</p>	<ul style="list-style-type: none"> • LCE Poster • List of school organizations • List of numerous Professional community business resources • List of career clusters • Interview questions • Individual Graduation Plan (IGP) 		<p>Posters: Louisiana Career Education Model</p>
<p>Business, Management, and Administration: Takin’ Care of Business: (Pages 163 – 172) Students study essential business functions, evaluate how business uses these functions for efficient production, and identify relationship between these functions and the Foundation Knowledge and Skills concepts of safety, health, and the environment in this cluster.</p>	<ul style="list-style-type: none"> • LCE poster • Articles on safety, health and environment • Journal prompt • Advertisement examples • Internet access • Projector • Copies of speaker handouts. 	Are You a Potential Entrepreneur?	<p>Posters: Louisiana Career Education Model</p>
<p>Hospitality and Tourism: Vacation Time! (Pages 173 – 177) Students examine the processes and skills associated with the management, marketing, and operations of restaurants, lodging, attractions, recreation events, and travel-related services.</p>	<ul style="list-style-type: none"> • Art supplies • Old magazines • Sample travel brochures • List of hospitality and tourism businesses in the community • Multiple software applications (Publisher, Word, etc) • Rubric 		
<p>Finance: Show Me the Money! (Pages 178 – 182) Students explore how trends are an integral part of the Finance career cluster and apply learning about trends to researching career pathways and career specialties of this career cluster.</p>	<ul style="list-style-type: none"> • Louisiana Connect Website • Occupational Outlook Handbook • 3 x 5 note cards • Copies of activity sheets 		

Lesson Idea Guide			
Lesson Description	Materials Needed	Assessment	Journey To Careers Toolbox
Planning for College and Career			
Individual Graduation Plan (IGP) (Pages 183 – 199) Students use Louisiana Connect to review and revise their IGP to reflect their career pathways research and planning for academic and career goals.	<ul style="list-style-type: none"> • Louisiana Connect • High school graduation Requirements • College admission requirements • Plans of Study • School course catalogs • Copies of activity sheets/ handouts 		
Where Do I Go From Here (Pages 200 – 201) Students complete a personal portfolio for reference as continue planning through high school and college.	<ul style="list-style-type: none"> • Colored paper (8 ½ x 11) • Markers • Colored pencils • Louisiana Connect • Rubric 		
Personal Finance; Having a Job; Receiving a Paycheck (Pages 202 – 209) Students analyze and compute personal income and expenses related to academic and career goals.	<ul style="list-style-type: none"> • Handouts • Louisiana Connect • EverFi • Rubric 		
Lifestyle Cost (Pages 210 – 215) Students plan a personal budget to support career and lifestyle choices.	<ul style="list-style-type: none"> • Louisiana Connect • Newspapers • Real estate guides • Handouts • Calculators 		
Individual Income Tax (Pages 216 – 217) Students complete basic state and federal income tax forms using budget plan developed to support academic and career goals.	<ul style="list-style-type: none"> • Internet • Handouts • Calculators • Personal budget • Career specific salary information 		Assessments: <ul style="list-style-type: none"> • Journey to Careers Post-Assessment • Journey to Careers Post-Assessment (KEY)
EverFi (Online) Students expand their knowledge of personal finances through nine (9) financial literacy modules. This Internet-based program may be utilized if the instructor has completed the required training.	<ul style="list-style-type: none"> • Internet 		Ever: <ul style="list-style-type: none"> • Overview • Quick Start Guide
Resources for Instructional Use			
<ul style="list-style-type: none"> • Student Notebook Description (Page 218) • Foundation Knowledge and Skills contained in Louisiana Career Education Model (Pages 219 – 220) • Guidelines for Career Guest Speakers (Page 221) • Suggested Outline for Career Presentations (Page 222) • Guest Speaker Notes Graphic Organizer (Page 223) • Thank You Letter To Guest Speaker Guidelines and Assignment Suggestions (Page 224) • Burning Questions (Page 225) • Glossary (Page 226 +) 			

Appendix

Journey to Careers Toolbox

Articles – variety of articles related to teaching career awareness, project-based learning, and 21stcentury learning

Assessments – included here are examples of rubrics for a variety of performance/authentic tasks as well as pre/post assessments aligned with the course goals and objectives.

Career Clusters™ – activities, games, presentations, publications, and readings about career clusters.

Instructional Strategies – directions and templates for instructional strategies embedded in the *JTC* curriculum framework as well as information about alternative instructional strategies.

Interest Surveys and Assessments – examples of interest surveys and listing of online assessments.

Posters – slides and images for use as posters or inclusion in presentations or lessons.

TOPS – brochures and information about eligibility requirements for this scholarship program.

Videos – inspirational and informative videos to share with instructional colleagues.

Web Resources – listing of websites referencing career and technical education topics, including one document entitled “Investigating Careers Using the Web,” an annotated guide to selected websites

Journey to Careers Bibliography

(A more complete, [annotated bibliography](#) is available in the *Journey to Careers Toolbox*)

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