

School/Program: West Islip High School / Automotive Technology Program

For each of the standards of the new Career and Financial Management curriculum framework, please indicate which courses the standards are being met and how they are being met (with examples). You can find a digital copy of the new curriculum framework [here](#).

FRAMEWORK STANDARD	COURSE(S) ADDRESSED	HOW IT IS ADDRESSED
C.M. 1 Career Development		<p>Self-Assessment</p> <p>Students will watch a video explaining what career clusters are as well as review a career cluster diagram. At the conclusion of the exercise, the students will be quizzed on their knowledge of career clusters.</p> <p>Students will log into Naviance and complete the Career Cluster Finder Inventory to identify their career cluster preference based on the result.</p> <p>Students will then identify 2-3 career clusters to research using a data collection information sheet.</p> <p>Labor Market Data</p> <p>Using the department of labor information students will identify labor market information for their career choice. They will identify job leads locally as well as identify one job outside of their immediate area that they'd like to obtain.</p> <p>Students will interview an individual in Education to discuss their career to network with other professionals.</p>

		<p>Trends & Opportunities Students will utilize and become familiar with Automotive Dealership job search websites to identify certification options to pursue careers in this area.</p> <p>Career Decision Making and Problem Solving Steps See Lesson Example</p> <p>Goal Setting & The Career Plan Process Students will be introduced to the SMART goals via the following lesson: SMART Goal Lesson</p> <p>They will then be asked to create a short, mid and long range SMART goal to implement over the course of their year.</p> <p>Networking Students will identify a mentor within their school / local community to regularly check in and work with.</p> <p>*All information will be kept in an e-journal using google drive.</p>
C.M.2 Options Beyond High School		<p>Students will identify 4 colleges and certificate programs that offer majors/credentials in their area of study utilizing the Automotive Service Excellence (ASE) website related to their career goal.</p>

		<p>Cost of Education Beyond High School Students will create a budget for 2-3 colleges of their choice using the following website http://www.finaid.org/calculators/</p> <p>Students will attend a College Financial Aid night to gather information to write a reflective paper about their experience.</p>
C.M. 3 The Job Search Process		<p>Sources of Job Opportunities Students will be given instruction about the (job websites, networking, internships, help wanted signs, work-based learning opportunities, public and private employment agencies, job fairs, and print media) and asked to write a reflective paper.</p> <p>Job Applications Students will be provided with sample job applications to improve their understanding of what to expect when applying for a position.</p> <p>Resume and Cover Letters Students will be given the opportunity to learn how to properly prepare a cover letter and resume for a potential position.</p> <p>Mock Interview Students will be given the opportunity to mock interviews for a potential job opening in their career area of choice.</p> <p>Post-Interview Discussion will occur as to how to properly contact an employer after an interview is completed.</p>

C.M. 5 Career Readiness Skills (Transferable Skills)		<p>Students will utilize the following lesson to gain an understanding of transferable skills Building Transferable Skills</p> <p>Self-Advocacy Instructor will use the following lessons to illustrate self-advocacy: That's Not My Job Handling Errors/Mistakes On The Job How to Handle Misdiagnosing a Car Problem How to Handle Being Blamed For Something You Didn't Do Workplace Politics</p>
C.M. 6 Lifelong Learning		<p>Continuing Education Students will research certification requirements through the Automotive Service Excellence for certification requirements: ASE Certification Pathway</p> <p>They will write a reflection paper about potential professional development that they would seek out in their future.</p>
C.M. 7 Leadership and Ethics		<p>Leadership Students will utilize the following lessons to identify leadership:</p> <p>Leadership Organizations Students will write a reflection response about one of the leadership organizations using the following website resource: Auto Care Association World Class Technician</p>

		<p>Parliamentary Procedure Students will view the following video about how to run a meeting: How to conduct a SkillsUSA Meeting?</p> <p>Running a club will be discussed with the class and there will be an opportunity for the following class to run a SkillsUSA Organization.</p> <p>Ethics Students will view the following videos related to ethics: Automotive Service Repair Ethics</p> <p>They will then be asked to write a written reflection demonstrating an example of personal ethics and professional ethics using their own experience.</p>
C.M. 8 Business Communications and Technological Innovations		<p>Types of Communication Students will complete the following lessons related to communication:</p> <p>Shop Communication Shop Communication #2</p> <p>Basic Communication Skills Body Language Introducing Yourself to an Employer</p> <p>Social Media Using Social Media For Job Searching Linkedin Lesson</p>

F.M. 1 Budgeting		<p>Students will review the following article about budgeting: Preparing to College/Technical School Budgeting</p> <p>Students will create 3 budgets using the following tool: Budgeting Tool</p>
F.M. 2 Money Management		<p>Students will utilize lessons from the following resource: Budgeting Lesson</p> <p>Resources will be utilized through the following resource: Banzai</p>
F.M. 3 Credit and Loans		Automotive Loan Calculator
F.M. 4 Interest		See above
F.M. 5 Investing		Investment Calculator
F.M. 6 Consumer Options and Protections		Our Students will be instructed on the NYS New Car Lemon Law and the FTC CARS Rule
F.M. 7 Insurance		Our students will be given specific instruction about Automotive Insurance Policies and Plans.
F.M. 8 Taxes		Our Students will learn NYS Sales Tax Information