

**Content Area: College and Career Seminar**  
**Grade: 12**

| Unit | Enduring Understandings   | Essential Questions   | Objectives   | Skills   |
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|      | <ul style="list-style-type: none"> <li>Technology is constantly changing and requires continuous learning of new skills.</li> <li>Selection of technology should be based on personal and /or career needs assessment.</li> <li>A tool is only as good as the person using it</li> <li>There are specific processes to follow to address any issues you encounter in college.</li> <li>“By failing to prepare, you</li> </ul> | <ul style="list-style-type: none"> <li>What positive and negative work habits impact success?</li> <li>In a world of constant change, what skills should we learn?</li> <li>What are the skills I need to be successful in college?</li> <li>How do we communicate professionally?</li> <li>How do I avoid plagiarism?</li> <li>How will you complete the activities of daily life in college, such as eating, parking, doing laundry?</li> </ul> | <p><b>Students will be able to...</b></p> <ul style="list-style-type: none"> <li>Employ planning and time management skills and tools such as GoogleKeep, to enhance results and complete work / personal tasks by using a planner to organize their college planning steps and application after evaluating each step's importance.</li> <li>Students will learn what MLA stands for, who they are, and what they do. They</li> </ul> | <ul style="list-style-type: none"> <li>Researching and Organizing</li> <li>Essay writing</li> <li>Close reading and annotating</li> <li>Paraphrasing</li> <li>Note-Taking</li> <li>Skim and scan</li> <li>Analysis and synthesis of relevant texts/document s/theories</li> <li>Vocabulary building</li> <li>Strategic Writing</li> <li>Public Speaking</li> <li>Organization</li> </ul> |

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|  | are preparing to fail.” | <ul style="list-style-type: none"> <li>• How will you get help with academics or social issues in college?</li> <li>• How are classes scheduled in college and how much control will I have over my schedule?</li> <li>• What is the process to officially select or change my major?</li> </ul> | <p>will then learn how to use MLA to cite information in a research paper of their own.</p> <ul style="list-style-type: none"> <li>• Use internet resources to identify when and how to use MLA vs APA citations, then apply that knowledge by creating an annotated bibliography centered on a topic relevant to their career choice.</li> <li>• Increase their awareness of time management strategies and learn how to implement self-selected strategies that will assist them in managing their time more</li> </ul> |  |
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|  |  |  | <p>effectively.<br/>(The ten strategies include:<br/>Knowing how you spend your time, Setting priorities, Using a planning tool, Getting organized, Scheduling your time appropriately, Getting help from others, Not procrastinating , Managing external time wasters, Avoiding multitasking, and Staying healthy.)</p> <ul style="list-style-type: none"><li>● Explain why taking notes is important, Use the four primary methods of note taking:</li></ul> |  |
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|  |  |  | <p>lists, outlines, concept maps, and the Cornell method, Apply strategies to make note-taking more effective, Organize notes into effective study guides, Use teacher provided materials to complement notes, and Determine what to do with notes after the unit or course is complete.</p> <ul style="list-style-type: none"><li>• Define and explain good study skills, participate in discussions and role-play scenarios about good study skills, and create an individualized plan for good</li></ul> |  |
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|  |  |  | <p>study habits in college.</p> <ul style="list-style-type: none"><li>• Determine the cost per meal of various meal plans offered at their college of choice, view a sample menu and develop a one-week meal plan staying within a budget, and create a shopping list for staples if needed to supplement meal plan options.</li><li>• Identify the steps involved in and the resources needed to change majors, as well as when such a move would be appropriate.</li><li>• Establish familiarity with</li></ul> |  |
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|  |  |  | <p>the credit transfer process between institutions of higher learning, as well as when such a process would be necessary, demonstrated by accessing credit transfer application paperwork and completing sample version.</p> <ul style="list-style-type: none"><li>• Film an infomercial or produce a different creative option explaining how to get academic help or access disability supports on a college campus.</li></ul> |  |
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