Content Area: College and Career Seminar
Grade: 12

Unit	Enduring Understandings	Essential Questions	Objectives	Skills
	● Technology is constantly changing and requires continuous learning of new skills. ● Selection of technology should be based on personal and /or career needs assessment. ● A tool is only as good as the person using it ● There are specific processes to follow to address any issues you encounter in college. ● "By failing to prepare, you	● What positive and negative work habits impact success? ● In a world of constant change, what skills should we learn? ● What are the skills I need to be successful in college? ● How do we communicate professionally? ● How do I avoid plagiarism? ● How will you complete the activities of daily life in college, such as eating, parking, doing laundry?	**Students will be able to…** ● 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. ● Students will learn what MLA stands for, who they are, and what they do. They	● Researching and Organizing ● Essay writing ● Close reading and annotating ● Paraphrasing ● Note-Taking ● Skim and scan ● Analysis and synthesis of relevant texts/documents/theories ● Vocabulary building ● Strategic Writing ● Public Speaking ● Organization

	are preparing to fail.”	• How will you get help with academics or social issues in college? • How are classes scheduled in college and how much control will I have over my schedule? • What is the process to officially select or change my major?	will then learn how to use MLA to cite information in a research paper of their own. • 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. • Increase their awareness of time management strategies and learn how to implement self-selected strategies that will assist them in managing their time more	

			effectively. (The ten strategies include: 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.) ● Explain why taking notes is important, Use the four primary methods of note taking:	

			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. ● Define and explain good study skills, participate in discussions and role-play scenarios about good study skills, and create an individualized plan for good	

			study habits in college. ● 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. ● Identify the steps involved in and the resources needed to change majors, as well as when such a move would be appropriate. ● Establish familiarity with	

			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. ● Film an infomercial or produce a different creative option explaining how to get academic help or access disability supports on a college campus.	

			• Create various potential collegiate course schedules, and assess which best suits the student's personal and academic needs.	