

Career Readiness Skills Curriculum - Anchor Document

(Last update: January 2020)

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A) Job/Internship Search

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Area of Skill	Detailed Skills
Email	Model Lesson Plan (Designed by Greg Cluster & Camrin Fredrick, Jan 2020)
	Additional Resources: 1. Creating a permanent (non OUSD) gmail account • Step by step guide on webpage • Video tutorial (5mins) 2. Getting your email on your phone: • Downloading gmail app and adding the new account on an iphone • Adding account on Android • Turn on notifications 3. Basic email format slides/Lesson Plan Layout of all emails: cc, subject line, adding attachment, location of greeting and signature 4. Google Tutorial video on basic format and tips for professionalism(3mins) 5. Sample Activity for students to engage with the OUSD Summer Internship site list & practice email skills Email Content / Script: 1. Asking to arrange a time to talk • Basic email script / coverletter text for contacting pledged internship sites • Basic email script/ coverletter text for soliciting a new internship site. 2. Follow-ing up: Did you receive my email/application?

	Additional technical skills • Google tutorial Series #1 and #2 (Archiving, deleting, searching, Adding links, Unsubscribing from spam list)
Phone Skills	Model Lesson Plan: (Designed by Greg Cluster & Camrin Fredrick, Jan 2020)
	Additional Resources: Specific Scripts • Internship Inquiry Phone/Voicemail/Email Scripts • Thank you phone & email script
Resume	Model Lesson Plan (Designed by Bianca Lorenz & Greg Cluster, Jan 2020)
	Additional Resources: • Resume Workshop Powerpoint (framed as prep for Resume Review Day) (Ms. Lorenz, MPA) • Resume Rubric (Ms. Lorenz, MPA) • Resume tips handout for High School students (Ms. Liston, Skyline) • Resume Rubric • Resume Sample 1 • Resume Sample 2 • Action Verbs for Your Resume (p.4) • Resume Mistakes, Do's & Don'ts (p.3) • Resume Planner • Resume Typologies • Web tool: Resume.com • Google video tutorial: Create a resume in Google Docs
Tax Forms for Employment	Model Slide Dec Includes form overviews and images of completed forms
	• W-9: Required for independent contractors or recipients of flat stipends (not hourly wages) • W-4: Required for people earning hourly wages • I-9: Required along with W-4s for employees, as proof of legal eligibility for work in the U.S.
Interviews (including professional dress)	Model Lesson Plan
	Alternative/Source Lesson Plans • Series of lesson plans including role plays and interview tips sheets (PDF Page 38-63) - From ECCO Curriculum Interview Skills • Simple in class interview rubric - for teaching • Handshake evaluation tool (by Joshua Nardie, Fremont High) • Interview Tips PPT (by Angela Higdon, Napa Cty Office of Ed) • Interview tips for HS students handout • Interview Bloopers: How to deal with hard moments (ECCCO)

	Mock Interviews • Mock Interview rubric (OUSD) • Mock Interview Questions (OUSD) • Mock Interview Agenda for Guests (MPA) Professional Dress • “Business Casual Dress” PPT (Ms. Miranda, Fremont) • Simple 3 slide ppt • Professional Dress Handout • Professional Dress - Letter to parents explaining expectation (MetWest)
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Projects that require these skills to be developed	Life Academy Informational Interview Project (Final PPT template) MetWest Informational Interview Project Overview Idea: Students invite professionals to project presentations and events already a part of school culture ☐ Capstone - preliminary interest exploration ☐ Capstone presentations ☐ Artist Market Idea: 10th grade projects: ☐ Pathway kickoff: Informational interview project with an industry Idea: 9th graders: ☐ Write emails to teachers to request a pathway? ☐ Write emails to older pathway students about their experience or to set up informational interviews
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