Rochester City School District
Career and Technical Education Program
Scope and Sequence
Class: General Education Work Experience Program
Unit of Study: Introduction to Work Based Learning

Time Frame Unit of Study	Essential Questions	Learning Targets (Knowledge and Skills)	Assessments	Standards	Resources
Quarter 1	❑ What would make a good work based learning student and employee?	❑ The student will complete the required documents and portfolio to participate in GEWEP. ❑ The student will explain the laws that relate to legal work for their age and work site.	❑ WBL Documents ❑ Workers Comp ❑ Hours worked ❑ Job Description ❑ Organizational chart ❑ Updated Resume ❑ Journal reflection ❑ Health & Safety ❑ Labor law	Career Development & Occupational Studies ❑ Standard 1: Self-Awareness ❑ Standard 2: Integrated Learning ❑ Standard 3a: Universal Foundation Skills	❑ www.labor.ny.gov ❑ https://www.cdc.gov/niosh/talkingsafety/states/ny/2015-138/pdfs/Talking_Safety_NY.pdf

Rochester City School District
Career and Technical Education Program
Scope and Sequence
Class: General Education Work Experience Program
Unit of Study: Career Development

Time Frame Unit of Study	Essential Questions	Learning Targets (Knowledge and Skills)	Assessments	Standards	Resources
Quarter 2	❑ How can I be a more efficient and effective employee? ❑ How can I connect with other people to learn more about careers?	❑ Students will be able to explain the value of time management and setting SMART goals ❑ Students will be able to create a schedule to help manage their time. ❑ Students will be able to evaluate their own career options based on their individual strengths and weaknesses. ❑ Student will be able to connect with other people to learn about other career opportunities within their organization.	❑ Create a spreadsheet of weekly activities. ❑ Identify the SMART goals and construct personal goals ❑ Use Naviance to assess personal skills and strengths and identify career options. ❑ Create a slideshow explaining career options within their organization.	❑ Standard 1: Career Development ❑ Standard 2: Integrated Learning ❑ Standard 3a: Universal Foundation Skills	SchooLinks -RCSD Career Plan .

Rochester City School District
Career and Technical Education Program
Scope and Sequence
Class: General Education Work Experience Program
Unit of Study: Communication

Time Frame Unit of Study	Essential Questions	Learning Targets (Knowledge and Skills)	Assessments	Standards	Resources
Quarter 3	❏ How are listening, speaking, and non-verbal communication vital to your work experience? ❏ How can I communicate effectively through electronic communication? ❏ What are the components of effective conflict resolution? ❏ What customer service skills are most desired by employers/customers?	❏ Students will create a professional (proper) email ❏ Students will create (update) social media account(s) to portray professional appearance ❏ Students will analyze effective conflict resolution ❏ Students will analyze desired customer service skills	❏ Students will design and create an email using professional email etiquette (rubric) ❏ Students will critique and revise their personal social media accounts to meet identified professional (rubric) ❏ Design and create conflict resolution model for their workplace ❏ Non-verbal communication ❏ Create customer service skills training scenario that highlights identified skills (their use)	❏ Standard 1: Self-Awareness ❏ Standard 2: Integrated Learning ❏ Standard 3a: Universal Foundation Skills	❏ http://www.huffingtonpost.com/joyce-marter-/conflict-resolution_b_4565052.html ❏ http://www.vocalcom.com/en/blog/customer-service/7-rules-for-effective-customer-service-communication/

Rochester City School District
Career and Technical Education Program
Scope and Sequence
Class: General Education Work Experience Program
Unit of Study: Personal Finance

Time Frame Unit of Study	Essential Questions	Learning Targets (Knowledge and Skills)	Assessments	Standards	Resources
Quarter 4	❏ How can I make good decisions that are beneficial and financially sound?	❏ Students will create a personal budget and savings plan. ❏ Students will identify the components of a paycheck and the use of each tax deduction ❏ Students will be able to complete a tax form based on their W2	❏ Journal ❏ Paycheck ❏ Budget I & II ❏ Savings & Investment ❏ Personal checks ❏ Check register ❏ Credit loans I & II ❏ Tax Returns I & II	❏ Standard 2: Integrated Learning ❏ Standard 3a: Universal Foundation Skills	❏ http://www.gcflearnfree.org/workplacebasics/understanding-your-pay-benefits-and-paycheck/full/ ❏ www.moneyinstructor.org ❏ https://www.irs.gov/individuals/students