

Sophomores
March 14, 2017

Objective(s):

The student will be able to...

1. State the expectations of the job shadow requirement.
2. Document Career Related Learning Experiences.

Materials: Job Shadow Documents, CIS

Assignment(s):

Assignment	Standard(s)	Points	Assigned	Due
Job Shadow Lesson 2	CS.CD.02 Research and analyze career and educational information.	5	3/14/17	3/14/17

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Remind students about the upcoming Job Shadow assignment. Please remind them that they can pre-arrange ONE, 4 hour time slot to be at the job shadow. They can only do this once and the form must be completed in advance. The form is located on the website as well.
5. Review the options for on-site vs. virtual and have them select what option they are pursuing.
6. Explain that one skill that every person needs is the ability to communicate effectively in person, through email and on the phone. As a result we will be practicing phone calls with the help of a script.
Teacher: please model the phone conversation in front of the class, make sure students know to use the guide and have any notes or questions before making the call.
7. Next, have student practice the conversation in pairs.
8. Please let students know that emailing a contact would be acceptable too.
9. Answer any questions and record where and when students plan to complete the job shadow.
10. Next week: Background checks, shaking hands, proper attire, and cell phone etiquette
11. End advisory according to personal preference.