

Introduction to Metals Week 4/5

DAILY AGENDA

Teacher(s): Surber	Date: 8-29 to 9-9 2022
Standards:	<p>AC-MO1-1 .1 Communicate effectively through writing, speaking, Person-to-Person Etiquette Telephone and Email Etiquette listening, reading, and interpersonal abilities.</p> <p>1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.</p> <p>1.6 Present a professional image through appearance, behavior and language.</p> <p>CTAE-FS-10 Career Development: Learners plan and manage academic-career plans and employment relations.</p>
Learning Target:	Students will become familiar with the types of work/careers available and the significance in the economy. Students will create an effective and professional-looking resume, cover letter, and reference page containing at least three valid references for future employment.
Success Criteria:	Students will score a 70% or higher on the resume project (two week project) as well as the related mock interview at the end of the second week.
Activity(ies)/Assignment with Text and/or Links:	Class textbook Section 1 Unit 2 contains examples of all three documents and Classroom also has examples as well. Each students will prepare their resume package and work through a mock interview.