

EL CIVICS EMPLOYMENT UNIT

Intermediate Level

INTRODUCTION:

This guide will take you through the Employment objective. The objective is to *"Identify and access employment and training resources needed to apply for a job."*

There are three tasks for this assessment.

- **Task 1:** Research employment openings in fields related to job interests by using job-search websites on the internet
- **Task 2:** Complete a job application
- **Task 3:** Give an oral report on the training or educational pathway of their choice.

Task 1 Objectives: Research employment openings in fields related to job interests by using job-search websites on the internet

- a) **Students will research job openings in fields related to career interests by using job-search websites online.**
- b) **Students will create a list of 3 job openings found from research in online postings, each including 4 key elements.**
 1. Type of job
 2. Qualifications
 3. Experience required
 4. How to apply
- c) **Students will research educational training programs available for their specific career fields of choice**

Task 1 Activities:

(These are suggestions only & can be adapted to meet your students' specific needs.)

- a) Page 4: A suggested list of activities and materials for Task 1.
- b) Pages 5-8: **Job Posting Vocabulary, Online Job-Search Practice, and Job Posting Practice Chart-** Students practice activities for each.

- c) Page 9: **Task 1 Assessment Chart**- Students create a list of 3 job openings, including 4 key elements for each job (1.Type of Job 2. Qualifications 3. Experience Required 4. How to Apply)
- d) Page 10: **Employment Rubric- Task 1. (Worth 15 points total.)** The student-score will be added to Task 2 and Task 3 for the final score.

Task 2 Objectives:

- a) Students will complete a job application.**
- b) Students will use a checklist to self-check that their application is complete**

Task 2 Activities:

(These are suggestions only & can be adapted to meet your students' specific needs.)

- a) Page 11: A suggested list of activities and materials for Task 2.
- b) Pages 12: **Reference Sheet**- Students complete a reference sheet, which includes previous job information and references. This sheet may be used during the assessment to help students complete the job application.
- c) Page 13 - 16: **What Goes In a Job Application, Tips For Filling Out A Job Application, Vocabulary Matching Exercise, Job Application**- Students practice vocabulary and use practical tips to complete a job application.
- d) Page 17-18: **Practice Application for Employment**- For further practice, instructors can use their own sample applications or samples brought in by students.
- e) Page 19: **Application Checklist**- For peer or self-review, use the application checklist. This can be done with partners, small groups, or as a final review when students are completing their job application.
- f) Page 20 - 21: **Task 2 Assessment – Application for Employment**
- g) Page 22: **Employment Rubric- Task 2. (Worth 14 points total)**
 - Content: (12 points)
 - Legibility, Neatness, Spelling: (2 points)

Task 3 Objective:

- a. **Students will give an oral report on the educational pathway or training of their choice.**

Task 3 Activities:

(These are suggestions only & can be adapted to meet your students' specific needs.)

- a) Page 23: A suggested list of activities and materials.
- b) Pages 24-25: **Career-Track ESL Flyer and Carer-Track ESL Flyer Questions:** Students are given an opportunity to ask and answer questions about the MiraCosta College VESL flyer.
- c) Pages 26 - 27: **MiraCosta Career Plan** and **Educational Goals** - These activities help students capture information about their own educational goals and prepare for the presentation.
- d) Page 28: **Task 3 Assessment Directions** – oral presentation
- e) Page 29: **Task 3 Rubric (Worth 20 points total)** - The student's score will be added to Task 1 and Task 2 for the final score.
- f) Page 30: **Employment Rubric, Final Score (Worth 49 points total)**
- Task 1 – 15 points
 - Task 2 – 14 points
 - Task 3 – 20 points
- *All added together for the final score*

Instructors note total points for your level. At the intermediate level, students need to score:

****Low Intermediate – 37 * Intermediate – 39 *High Intermediate – 41***

This number needs to be explained to your students. The score a student receives on Task 1 will be added to Tasks 2 and 3 for the final score. For this objective, if a Low Intermediate student scores 12 on Task 1 and 12 on Task 2, they only need to score 13 points on Task 3 to pass the objective.

REMINDER - The activities in this packet are meant to be suggestions for your use on completing the objectives. These additional assessments are not meant to be "additional work for you and your students." They are to be incorporated into your regular classroom activities.

EMPLOYMENT OBJECTIVE: TASK 1

Employment Objective: "Identify and access employment and training resources needed to apply for a job."

Task 1: Research Employment Openings & Educational Training Programs

- a) Students will research employment openings in fields related to career interests by using job-search websites online.**
- b) Students will create a list of 3 job openings found from research in online postings, each including 4 key elements.**
 - 1. Type of job
 - 2. Qualifications
 - 3. Experience required
 - 4. How to apply
- c) Students will research educational training programs available for their career field interests**

Level: Intermediate

Task 1	Materials	Suggested Activities
<p>Students will research employment openings in fields related to career interests by using job-search websites. Students will create a list of 3 job postings that each include 4 elements:</p> <ul style="list-style-type: none"> 1. Type of job 2. Qualifications 3. Experience required 4. How to apply 	<ul style="list-style-type: none"> 1. Job Posting Vocabulary 2. Job Posting Vocabulary Answer Key 3. Practice Job Postings 4. Job Posting Practice Chart 5. Job Posting Assessment Chart 6. Employment Rubric: Task 1 	<ul style="list-style-type: none"> 1. Practice job posting vocabulary. 2. Look at job postings on job-search websites. Have students look at job-search websites for job openings they would be interested in. 3. Complete the comprehension questions about the practice job posting 4. Have complete the job posting practice chart. 5. Review the Employment Rubric: Task 1 so that students understand the requirements. 6. Direct students to complete the Job Posting Assessment Chart. 7. <i>SEE Additional Resources page</i>

Job Posting Vocabulary

Match the vocabulary with their correct meanings

	Vocabulary		Meaning
1. ___	Job Description	A.	The amount of money that a company pays for the specific job position
2. ___	Responsibilities	B.	Arrested and gone to jail for a crime
3. ___	Education Required	C.	Names (and their emails/phone numbers) of people who recommend you for the job
4. ___	Salary/Wages	D.	An undergraduate level college degree (usually accomplished in 4 years)
5. ___	Qualifications Desired	E.	The document that shows you have graduated from high school
6. ___	Skills Desired	F.	An explanation of the job position
7. ___	Convicted of a Felony	G.	A graduate level college degree
8. ___	High School Diploma	H.	Things that you are required to do (duties) as part of the job position
9. ___	Bachelor's Degree	I.	Experience or education that is an equal value to what a company requires for a job position
10. ___	Master's Degree	J.	The skills that an employer hopes to find in a person applying for the job
11. ___	References	K.	The skills and personal qualities that an employer hopes to find in a person applying for the job (this could also include education desired as well)
12. ___	Benefits	L.	The years of schooling a company requires before hiring someone for a job
13. ____	Equivalent	M.	A group of insurance packages included with the job position (dental, medical, vision, retirement, etc)

Job Posting Vocabulary

Answer Key

Match the vocabulary with their correct meanings

	Vocabulary		Meaning
1. _F_	Job Description	A.	The amount of money that a company pays for the specific job position
2. _H_	Responsibilities	B.	Arrested and gone to jail for a crime
3. _L_	Education Required	C.	Names (and their emails/phone numbers) of people who recommend you for the job
4. _A_	Salary/Wages	D.	An undergraduate level college degree (usually accomplished in 4 years)
5. _K_	Qualifications Desired	E.	The document that shows you have graduated from high school
6. _J_	Skills Desired	F.	An explanation of the job position
7. _B_	Convicted of a Felony	G.	A graduate level college degree
8. _E_	High School Diploma	H.	Things that you are required to do (duties) as part of the job position
9. _D_	Bachelor's Degree	I.	Experience or education that is an equal value to what a company requires for a job position
10. _G_	Master's Degree	J.	The skills that an employer hopes to find in a person applying for the job
11. _C_	References	K.	The skills and personal qualities that an employer hopes to find in a person applying for the job (this could also include education desired as well)
12. _M_	Benefits	L.	The years of schooling a company requires before hiring someone for a job
13. _I_	Equivalent	M.	A group of insurance packages included with the job position (dental, medical, vision, retirement, etc)

Practice Job Posting

- 1) Please look at the job posting below & identify the key vocabulary you have learned.
- 2) Ask your teacher or instructional aid to explain any other vocabulary that you don't know.
- 3) When you are finished reviewing the job posting, please answer the questions that follow.

~~~~~

## Dental Hygienist

Soft Touch Dental Group - San Diego, CA 92117  
\$300 - \$375 a day - Contract

We are looking for a Registered Dental Hygienist to join our team for our state of the art private practice. Job position is available February 5, 2018.

Job Type: Contract, Full-Time Dental Hygienist

Skills Required: Must have excellent communication skills with patients, and be fun, energetic, self-motivated.

Salary: \$300.00 to \$375.00 /day

Required education:

- High school or equivalent

Required experience:

- Dental Hygienist: 5 years

Required license or certification:

- Dental Hygienist Laser Certification

*Please email resume.*

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Please answer:

1. What is the job title of this open position?
2. What company is hiring for this position?
3. How many years of experience is required for this job position?
4. What skills are required for this position?
5. What education & training is required for this position?
6. Where is the company located?
7. How much does this job pay?

Job Posting Practice Chart

1 – Please go to a job search website on the internet. Choose from:

- a) www.Indeed.com
- b) www.Simplyhired.com
- c) www.Monster.com
- d) www.Craigslist.com

2 – Type your specific job interest and location in the search bar
 (Example: "Dental Assistant job openings, San Diego, Ca")

3 – Search possible job positions that you may be interested in

4 – Choose 3 job openings you are most interested in and write:

- a) Job position name
- b) Skills/education required for the job
- c) Experience required for the job
- d) How to apply

Type of Job (Job position name)	Job Qualifications needed	Experience needed	How to apply
1.			
2.			
3.			

Task 1 Assessment Chart

Please fill out the chart below on your own, without receiving help from a teacher or aid.

1 – Please go to a job search website on the internet. Choose from:

- a) Indeed.com
- b) Simplyhired.com
- c) Monster.com
- d) Craigslist.com

2 – Search possible job positions

3 – Choose 3 job openings you are most interested in. Write the job information in the chart.

Type of Job (Job position name)	Job Qualifications needed	Experience needed	How to apply
1.			
2.			
3.			

Employment Rubric: Task 1

Research Job Openings

Students will research 3 job openings and complete a chart describing 4 key elements of each job.

Use the rubric below to score each job listing. **Each listing is worth 5 points, for a total of 15 points.**

Scoring Rubric	Points
Each job listing related to job interests includes ALL 4 required elements of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling.	5
Each job listing related to job interests includes 3 out of the 4 required elements of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling.	4
Each job listing related to job interests includes 2 out of the 4 required elements of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling.	3
Each job listing related to job interests includes 1 out of the 4 required elements of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling.	2
Each job listing not related or in which required elements are missing or they are not correctly or clearly stated.	0

Job Listing

1. _____	0	2	3	4	5
2. _____	0	2	3	4	5
3. _____	0	2	3	4	5

Total Score: _____

EMPLOYMENT OBJECTIVE: TASK 2

Employment Objective: "Identify and access employment and training resources needed to apply for a job."

Task 2:

- a. **Students will complete a job application.**
- b. **Students will use a checklist to self-check that their application is complete.**

Level: Advanced

Task 2	Materials	Suggested Activities
<p>Students will complete a job application.</p> <p>INTERMEDIATE Students will complete 4 sections of the application:</p> <ol style="list-style-type: none"> 1. Personal Information 2. Employment Desired 3. Education 4. References 	<ol style="list-style-type: none"> 1. Reference Sheet 2. Practice Application 3. What Goes in a Job Application 4. Tips for Filling out a Job Application 5. Vocabulary Matching Exercise (and Answer Key) 6. Practice Applications (Optional) 7. Application Checklist 8. Assessment Application 9. Employment Rubric:Task 2 	<ol style="list-style-type: none"> 1. Review Employment Rubric: Task 2 so that students understand the requirements. 2. Have students complete Reference Sheet with personal and previous job information. 3. Demonstrate how to complete an application using the Practice Application. 4. Practice vocabulary and how to correctly complete a job application with What Goes in a Job Application, Tips for Filling out a Job Application, and Vocabulary Matching Exercises. 5. Complete Practice Applications as needed (optional: have students bring in applications from places they are interested in. Direct students to use the Application Checklist to review their own applications (and/or trade with partners for a peer review.) 6. Have students complete Assessment Application and Rubric. 7. <i>See Additional Resources page</i>

REFERENCE SHEET

Schools Attended

School Name	Dates Attended	City, State	Degree

Recent Jobs

Company Name	Dates Worked	Address	Reason for Leaving

References

Name	Address	City, State	Phone Number

WHAT GOES IN A JOB APPLICATION

Melia is looking for a job. She has written some notes about her past work experience and education. Please:

- Read the notes below and decide where they belong in the application.
- Write the number next to the correct section of the application listed at the bottom. *There can be more than one answer for each section.*

1. I earned my GED in 2001.
2. My phone number is (760) 555-1654.
3. I worked as a cashier at McDonald's from 1998-2000.
4. I can type 35 words per minute.
5. My address is 435 Rialto Avenue.
6. I worked in customer service at Mervyns from 2001-2002.
7. I took a computer class and received a certificate in 2003.
8. I know how to use a fax machine, a copier, and voicemail.
9. I volunteered at Jefferson Elementary School from 1996-1998.

Job Application sections

____ Personal Information

__1__ Education and Training

____ Work History

____ Skills and Experience

TIPS FOR FILLING OUT A JOB APPLICATION



1. Read all of the application before filling it out.
2. Use a **blue** or **black** pen, if application cannot be found online.
3. Print or type neatly and completely.
4. List a telephone number. Use a message number if you do not have a telephone.
5. Have permission (*in advance*) from three references to use their names on the application.
6. Put "open" or "negotiable" for salary.
7. List a specific position.
8. List all of your skills and abilities. Include volunteer experience.
9. Remember to sign your name.
10. Never leave any section blank. If a question does not apply to you, write "n/a."

VOCABULARY MATCHING EXERCISE: JOB APPLICATION

Below are words you will often see on an employment application. Write the letter of the definition next to the correct word. Find any words you don't know in a dictionary.

	Vocabulary		Meaning
1. ____	Permanent Address	A.	Address of where you live
2. ____	Present Address	B.	Before, in the past,
3. ____	Position Desired	C.	Let go from a job for \$ reasons (not fired for doing something wrong)
4. ____	Salary Desired	D.	Not long ago
5. ____	References	E.	Detail about a job
6. ____	Citizen	F.	Sent by someone
7. ____	Convicted of a Felony	G.	A legal member of a country
8. ____	Immediate Supervisor	H.	Married, single, divorced, widowed
9. ____	Laid off	I.	Job title
10. ____	Recent	J.	Job title that you are applying for
11. ____	Experience	K.	Past skills that you have learned to do
12. ____	Job Position name	L.	A physical or mental condition that may affect your ability to do the job without help
13. ____	Disability	M.	Let go from a job because you did something wrong (Fired)
14. ____	Description	N.	Activities you were supposed to do on your job (Responsibilities)
15. ____	Referred	O.	What the job pays
16. ____	Marital status (or Relationship status)	P.	Your direct boss or manager, who you report to first
17. ____	Duties	Q.	Found guilty of a crime
18. ____	Previous/former	R.	Someone who knows you well enough to tell others about you or your past jobs
19. ____	Dismissed	S.	Address of where you are staying temporarily

Vocabulary Matching Exercise: Job Application (Answer Key)

	Vocabulary		Meaning
1. <u>A</u>	Permanent Address	A.	Address of where you live
2. <u>S</u>	Present Address	B.	Before, in the past,
3. <u>J</u>	Position Desired	C.	Let go from a job for \$ reasons (not fired for doing something wrong)
4. <u>O</u>	Salary Desired	D.	Not long ago
5. <u>R</u>	References	E.	Detail about a job
6. <u>G</u>	Citizen	F.	Sent by someone
7. <u>Q</u>	Convicted of a Felony	G.	A legal member of a country
8. <u>P</u>	Immediate Supervisor	H.	Married, single, divorced, widowed
9. <u>C</u>	Laid off	I.	Job title
10. <u>D</u>	Recent	J.	Job title that you are applying for
11. <u>K</u>	Experience	K.	Past skills that you have learned to do
12. <u>I</u>	Job Position name	L.	A physical or mental condition that may affect your ability to do the job without help
13. <u>L</u>	Disability	M.	Let go from a job because you did something wrong (Fired)
14. <u>E</u>	Description	N.	Activities you were supposed to do on your job (Responsibilities)
15. <u>F</u>	Referred	O.	What the job pays
16. <u>H</u>	Marital status (or Relationship status)	P.	Your direct boss or manager, who you report to first
17. <u>N</u>	Duties	Q.	Found guilty of a crime
18. <u>B</u>	Previous/former	R.	Someone who knows you well enough to tell others about you or your past jobs
19. <u>M</u>	Dismissed	S.	Address of where you are staying temporarily

Practice Application for Employment Personal Information

Name (Last Name First)		Phone Number ()	
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone Number ()		Work/Message Phone ()	
Referred by	Do you have any relatives working for this company? Yes No Name _____ Relationship to you _____		

EMPLOYMENT DESIRED

Position	Start Date	Salary Desired
Are You Employed? Yes No	If so, may we contact your present employer? Yes No	
Ever applied to this company before? Yes No	Where?	When?
Are you legally eligible to work in this country? Yes No		
Have you ever been convicted of a felony? Yes No (If your answer is yes, please explain. A conviction will not necessarily disqualify you.) _____ _____		

EDUCATION HISTORY

School Name	Years Attended	Degree	Subjects Studied
High School			
College			
Trade or Business School			

RECENT JOBS

(LIST BELOW YOUR LAST THREE EMPLOYERS, BEGINNING WITH THE MOST RECENT ONE FIRST)

Dates: From: _____ To: _____ (mo/yr) (mo/yr)	Employer's Name		
Address		Phone Number ()	
Immediate Supervisor	Salary	Position	

Job Duties
Reason for Leaving

Dates: From: _____ To: _____ (mo/yr) (mo/yr)	Employer's Name	
Address	Phone Number ()	
Immediate Supervisor	Salary	Position
Job Duties		
Reason for Leaving		

General Information

Special Training/Skills or Additional Job-Related Information

References

Give the names of three people not related to you, whom you have known at least one year.

Name	Address	Phone Number	Business	Years Known
1.				
2.				
3.				

Date _____ Signature _____

JOB APPLICATION CHECKLIST

Directions: After you fill out the application, answer the following questions. If you circle "No" for any question, go back to the application and make any necessary changes. Always check your application carefully before turning it in.

1. I used a blue or black pen.	Yes	No
2. I used my personal information sheet.	Yes	No
3. I wrote clearly and neatly.	Yes	No
4. I completed every section.	Yes	No
5. I used "n/a" for every question that did not apply to me.	Yes	No
6. I checked the spelling.	Yes	No
7. I used correct commas and periods correctly.	Yes	No
8. I used correct grammar.	Yes	No
9. I signed my name.	Yes	No

Employment Assessment: Task 2

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION				
Date: _____ Social Security Number: _____ <u>XXX-XX-XXXX</u> _____				
Name: _____				
Last	First	MI		
Present Address: _____				
Street	City	State	Zip Code	
Permanent Address: _____				
Street	City	State	Zip Code	
Home Phone: _____ Business/Message Phone: _____				
State name and department of any relative, other than spouse, already employed by this company: _____				
Referred by: _____				
EMPLOYMENT DESIRED				
Position: _____	Date You Can Start: _____	Salary Desired: _____		
Are you employed now? _____				
If, so may we contact your present employer? _____				
Have you ever applied to this Company before? _____				
Where? _____ When? _____				
CONVICTIONS: Have you ever been convicted of a felony? Yes _____ No _____				
(If your answers is "YES" please list below circumstances, places and dates. A conviction will not necessarily disqualify you).				

EDUCATION				
	Name of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied/ Degrees Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Trade or Business School		1 2 3 4 5	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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WORK HISTORY : List below last three employers, starting with the last one first

Dates (mo/yr)	Firm Name and Address	Position Title and Description of Duties:
From: _____	_____	_____
To: _____	_____	_____
	Telephone No. _____	_____
Salary: _____	Immediate Supervisor: _____	_____
	Reason for Leaving: _____	

Dates (mo/yr)	Firm Name and Address	Position Title and Description of Duties:
From: _____	_____	_____
To: _____	_____	_____
	Telephone No. _____	_____
Salary: _____	Immediate Supervisor: _____	_____
	Reason for Leaving: _____	

REFERENCES: Give the Names of Three Persons Not Related to You, Whom You Have Known at Least One Year.

NAME	ADDRESS	PHONE	BUSINESS	HOW LONG?

Signature _____	Date : _____
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Employment Rubric

Task 2: Complete a Job Application

Scoring Rubric Intermediate	Points (14 possible)
Content	
90% of the items assigned to the Intermediate level students are correct.	12
80% of the items assigned to the Intermediate level students are correct.	10
70% of the items assigned to the Intermediate level students are correct	8
60% of the items assigned to the Intermediate level students are correct.	6
50% of the items assigned to the Intermediate level students are correct.	4
Less than 50% of the items assigned to the Intermediate level students are correct	0
Legibility, Neatness and Legibility	
Neat and legible. Spelling errors do not interfere with meaning.	2
Not neat or legible or spelling errors interfere with meaning.	0

Total Score: _____

EMPLOYMENT OBJECTIVE: TASK 3

Employment Objective: "Identify and access employment and training resources needed to apply for a job."

Task 3:

- a. **Students will give an oral report on the career pathway or educational training program of their choice.**

Level: Intermediate

Task 3	Materials	Suggested Activities
<p>*Present an Oral Report (20 points total)</p> <p><u>Content (14 points)</u> Students will research a training or educational pathway to the career of their choice, and will report on the answers to the questions:</p> <ul style="list-style-type: none"> • What is the name of the program? ▪ What do you need to apply for the program? What is the application process? ▪ How long is the program? ▪ What job(s) can you get after finishing the program? <p><u>Visual Aid (4 points)</u> Students will use a Power Point presentation, poster presentation, or other related visual aids.</p> <p><u>Presentation (2 points)</u> Student will use effective speech and body language throughout the report.</p>	<ol style="list-style-type: none"> 1. Career-Track ESL Flyer 2. Career-Track ESL Flyer Questions 3. Employment Rubric: Task 3 4. Educational Goals Worksheet 5. Career Plan 6. Task 3 Oral Presentation Directions 	<ol style="list-style-type: none"> 1. Discuss and research training needed for career goals. Use internet, want ads, training program catalogues, etc. Use the Career-Track ESL Flyer to practice. 2. Help Ss prepare for the oral report (presentation) on their training program. Review Rubric: Employment—Task 3 so they understand the requirements. 3. Have Ss complete Educational Goals Worksheet and the Career Plan. Share results, then write own presentation. 4. Practice presentations in small groups/partners. 5. Have Ss prepare a poster to use as a visual aid in their presentation. 6. SEE Additional Resources page



CAREER-TRACK ESL FLYER

English for Career Preparation & Career Pathways for Academic Transfer to Vocational/Technical Credit-Programs

Gain the reading, writing, pronunciation, vocabulary, listening, and conversation skills you need to find a job in your career field OR to determine and enter career path and transfer to a technical/vocational program.



Topics include:

- ~ career writing techniques
- ~ resume & cover letter writing
- ~ on-the-job writing/speaking performance & training
- ~ job search
- ~ workplace communication
- ~ interviewing skills

Activities include: English skills practice, group and project work, internet and computer use. Study in class two days per week (no class on Fridays).

Prepare for a career by using state-of-the art software, called Burlington English and our new online course management system, called Canvas.

Some of the Career Fields Available on our purchased-software:

- | | | |
|-----------------------|----------------------|----------------------------|
| Administrative | Nursing Assistants | Doctors – GP and Specialty |
| Auto mechanics | Pharmacy Technicians | Commercial Engineering |
| Bookkeepers | Plumbers | Finance and Investment |
| Restaurant Cooks | Retail Salespeople | Information Technology |
| Cosmetology/Skin Care | Hospitality/Servers | Hotel Management |
| Dental Assistants | Accounting English | Attorney and Paralegal |

REGISTRATION » CLASS IS FREE.

(Students need to be eligible for enrollment in Level 5, 6 or 7 to have the English abilities necessary for success in the course) If you are already taking ESL classes, you can ask your teacher or ask at the front desk to register for this class.

*~~Contact Career-Track ESL Teacher **Tricia Hoste** at thoste@miracosta.edu for more information.~~*

Register Today!

Classes offered Spring 2019:

Now until May 14th (Open Enrollement)

Mondays and Wednesdays 8:30 a.m. – 11:50 a.m.

Tuesdays and Thursdays, 12:30 a.m. – 3:40 a.m.

or

Mondays and Wednesdays, 6 – 9:15 p.m.

CAREER-TRACK ESL FLYER QUESTIONS: INTERMEDIATE LEVEL

Directions: Ask your partner for information on the Career-Track ESL flyer. Some questions you can ask are below. Write your own questions on the blank lines.

1. What is the name of the class? _____
2. What is the purpose of the class? _____
3. What day is (days are) the class? _____
4. What is (are) the date(s) for the class? _____
5. _____?
6. Where is the class located? _____
7. What will you learn in the class? _____
8. _____?
9. How can you register for the class? _____
10. Who is the instructor of the class and what is her email address? _____

Name _____

Date _____

EDUCATIONAL GOALS

1. What job would you like to have in the future?	
2. What training do you need for this job?	
3. Where can you get this training?	
4. What do you need to apply for the training program?	
5. How long does the program take?	
6. What other jobs can you do with this training?	

Now you are going to give a presentation to explain your goals to your class. To help you, make a poster with all information you learned about the training program to help you reach your goals. Make sure to include all the information you wrote on this worksheet.

CAREER PLAN - MiraCosta College English as a Second Language Program

Date: _____

NAME: _____ Student ID _____

ADDRESS: _____
(street) (city) (zip code)

PHONE# (____) _____

1. I am attending Noncredit ESL classes to ...

- | | |
|---------------------------------|--------------------------------------------|
| ____ Advance in my current job | ____ Brush up on basic skills |
| ____ Change my job career | ____ Prepare for college or other training |
| ____ Earn a high school diploma | ____ Personal Growth |
| ____ Earn a GED | ____ Other _____ |

2. *My career goal is: _____

3. What is the educational preparation needed to enter this career? (check below)

- | | | |
|----------------------------|--------------------------------------|------------------------------|
| ____ H.S. diploma/GED | ____ Vocational training/certificate | ____ Other |
| ____ 2-year college degree | ____ 4-year college degree | ____ more than 4-year degree |

4) Information I gathered on this career:

- a) Salary _____
- b) Demand for people in this career _____
- c) Duties _____

- d) Related Occupations _____

NOTE: If you do not yet have this basic information regarding your chosen career, or if you are undecided about a career, a good starting point for conducting research is the EUREKA, California Career Information System. The following three EUREKA assignments are recommended:

- 1) Eureka MicroSkills IV – Use previously acquired job skills to find new career options.
- 2) Career Research Assignment using EUREKA
- 3) Is this Occupation right for me?

Employment: Task 3 Assessment Directions

Oral Presentation

After researching the training or educational pathway to the career of their choice, students will give an oral presentation.

***The oral reports will be scored for a total of 20 points according to the following:**

A. Content: 14 points.

After doing level-appropriate research on the training or educational pathway to the career of their choice, student will give an oral report on their findings. The report will be based on the answers to:

1. What is the name of the program?
2. What do you need to apply for the program?
3. How long does the program take?
4. What jobs can you get after finishing the program?

B. Visual Aid: 4 points

In class, student will make a relevant, appropriate, legible and neat visual aide such as power point, poster, overhead transparency, etc., to support the oral report.

C. Presentation: 2 points

Student will make a relevant visual aid to support the report and will refer to it during the oral report. Student will use effective speech and body language throughout the report.

Employment Rubric: Task 3—Oral Report (20 pts total)

Scoring Rubric	Points
Content	(14 possible)
Report is appropriate, clear and has correct content. All four questions are discussed. Ideas are well stated, clearly expressed, well organized and supported with concrete, relevant detail. No inference is required. There may be errors but they do not interfere with meaning.	14
Report is appropriate, clear and has correct content. At least 3 questions are discussed. Some ideas may not be well stated. Contains some relevant detail and is adequately organized. May require minimal inference. There may be errors but they do not interfere with meaning.	12
Report is appropriate and has correct content but may lack clarity. At least two questions are discussed. Many ideas may not be well stated. May lack appropriate or sufficient detail or clear focus. May require some inference. There may be errors but they do not interfere with meaning.	10
Report has correct content but lacks clarity. At least one question is discussed. May be unfocused with little or no supporting detail. May require a substantial degree of inference. There may be errors which interfere with meaning but the response can be understood with inference.	8
Report is inappropriate, unclear, incorrect, no questions are answered or there is no report.	0
Visual Aid	(4 possible)
Visual aid(s) is relevant and appropriate and delineates the main points of the oral report. Visual aid(s) is legible and neat.	4
Visual aid(s) is relevant and appropriate but may not completely delineate the main point of the oral report. Visual aid(s) is legible but may not be neat.	2
Visual aid(s) is not relevant, not appropriate, does not delineate any of the main points of the report or is not legible or neat or there is no visual aid(s).	0
Presentation	(2 possible)
Student uses effective speech and body language through most of the presentation and refers to a relevant visual aid.	2
Student reads the entire report or speaks too softly to be heard and/or does not refer to or have a visual aid. Body language distracts from the report.	0

Total: _____

Employment Objective: Final Score

Student _____	Total Points Task 1 _____
Class Level _____	Total Points Task 2 _____
Date _____	Total Points Task 3 _____
Circle One: Pass Not Pass	Total Score: _____

Add the scores of Tasks 1,2, and 3 together for the final score. Use the rating scale below to determine if a student has passed or not passed.

Rating Scale	
Total Points Possible (Tasks 1-3):	49
Advanced:	45
Intermediate High	41
Intermediate Low	37
Beginning High	30
Beginning Low	19

Employment #33: Additional Resources

Task 1: Researching for a Job

- Pre-Reading (Levels 4-6) ***Looking for a Job*** with questions
- Listening and Note-Taking: American Education
- Where to Look for a Job:

www.Craigslist.com/ www.Monster.com/ www.Careerbuilder.com/
wwwIndeed.com/ wwwUSAjobs.gov/
wwwSimplyHired.com/ www.Linkedin.com

Task 2: Completing a Job Application

- Students practice using a fillable PDF MCC application posted online at <http://sites.google.com/site/transitions4esl/college>.

Note: Should also be posted in teachers' CANVAS course(s) for students to download, fill in, print, sign, and turn in. If saved, students could revise with teachers' feedback.

- Job Interview: Attitudes and Manners

Task 3: Oral Report on Training or Educational Pathways

- PowerPoint: San Diego Priority Sectors on Workforce
- Powerpoint: Career Research Project
- Presentation Evaluations