

LESSON PLAN 1: Career Planning and the Occupational Outlook Handbook

Name of Unit(s) to which lesson is linked: **Career Planning**

LANGUAGE LEVEL

Low Intermediate ES
High Intermediate ESL

LANGUAGE SKILL

Speaking
Reading
Writing

OVERVIEW OF INSTRUCTION

1. Using the Internet, instructor will demonstrate how to conduct a search of a pre-selected occupation.
2. Students will learn about the Occupational Outlook Handbook site and its purpose
3. Students will practice looking for what workers in a particular career do on the job, working conditions, the training and education needed, earnings, and expected job prospects.
4. Students will practice using the information they find on the Internet to research information about a career of their choice.

MATERIALS

Computer with Internet connection; practice sheet titled "A Carpenter's Career".

LEARNING OBJECTIVES

The purpose of this lesson is to assist learners to:

- (a) expand their knowledge about planning a career as presented in Project CONNECT;
- (b) identify the government website called "Occupation Outlook Handbook" and recognize its purpose; and
- (c) use the information they find on the website and in Project CONNECT to make educated decisions about their own career planning.

TIME REQUIRED TO CONDUCT LESSON

1-2 class periods.

PROCEDURE

- This lesson is best conducted in a computer lab where students have access to a computer with Internet connection and with a screen that will project what the instructor is doing online.
- Go online and access the official website of the Occupational Outlook Handbook from the U.S. Department of Labor, Bureau of Labor Statistics at <http://www.bls.gov/oco/home.htm>. Ask students to do the same.
- Or, ask students to do a web search by typing "Occupational Outlook Handbook". Help them access the government site.

- Tell students that you will show them how to look up career information about being a teacher assistant. Tell them that you will search for information about teacher assistants by clicking on the “OOH Search/A-Z Index” link located in the upper right corner of the page.
- Type in “teacher assistants” in the “Search OOH” box and ask students to do the same.
- Scroll up and down the page to go over the information about a career in teaching assistantship.
- Start by reading a few lines from each subtitle, asking students to offer additional
- information that is online. For example, ask them to give you information about working conditions, training and qualifications, and earnings.
- Ask students to read some of the information that is projected on the screen and then pose additional questions that relate to what they read.
- After demonstrating this site, ask students to do a search on their own, this time looking up information about a career as a “carpenter”. Distribute the practice sheet titled “A carpenter’s career”.
- Allow students to work alone or in pairs, as needed.
- At the end of the exercise, ask students to share with the whole class the information they found by going over their answers on the practice sheet.
- Invite students to conduct another search, this time without assistance, looking up information about a career of their choice. If there is time, they can do this in the computer lab. If not, tell them to do it at home or at another site and be prepared to share the information they find at next class.

EVALUATION

Students will be able to identify a career of their choice, find the information they want using the Occupation Outlook Handbook website, and record their findings in the practice sheet titled “A Carpenter’s Career”.

COMMENTS

Instead of asking students to immediately follow you as you first go online and start navigating through the OOH website, ask them to just observe you, and then allow them to get on the Internet and conduct their own search. Students may need more assistance this way; pair up the less computer-skilled student with one that is more knowledgeable about navigating the Internet.

PRACTICE SHEET 1

Name: _____ Date: _____

A Carpenter's Career

1. Go online and in the address box type **<http://www.bls.gov/oco/home.htm>**. On this website you will find information about a career as a carpenter.
2. (Or, do a web search by typing "Occupational Outlook Handbook". Click on the OOH link that has the most current date – ask your teacher to help you if you can't find it.)
3. Click on the "OOH Search/A-Z Index" link located in the upper right corner of the page.
4. Type in "carpenters" in the "Search OOH" box.
5. Scroll up and down the page to find information about a career in carpentry.
6. Find the following information:
 - a. Read the first paragraph of "Nature of the Work". Describe 3 things that carpenters must do:
 - i. _____
 - ii. _____
 - iii. _____
 - b. Read the first paragraph of "Training". List 3 different ways in which carpenters can learn their skills:
 - i. _____
 - ii. _____
 - iii. _____
 - c. Read the content of "Earnings" and answer the following question:
 - i. What is the median hourly earning of carpenters?

7. After you complete this activity, do a search on your own, this time looking up information about a different career, or one that is of interest to you. Be ready to share what you find with your class.

SHEET 2

Name _____ Date _____

Job Skills and Interests

Unit: Career Planning

Look in the section called "Introduction":

1) What is the definition for "skills"?

2) What are "interests"?

Look in "Learning Activity 1":

3) How long has Jung Il Park been in the U.S.?

4) What job is he going to apply for?

5) Under monthly expenses, how much do you pay each month for telephone?

6) How much do you pay each month for transportation?

7) With your total expenses, how much do you need to earn in a new job?

8) List 2 of your skills (from the web page exercise):

9) List 2 of your interests (from the web page exercise):

10) What job does Mei Yin want?

Look in "Learning Activity 2" to answer the following question:

11) What are 2 questions you can ask a career counselor?

(skip Learning Activity 3)

Look in "Learning Activity 4":

12) List some of your short-term goals:

(If you finish all of this, go to the Online Community and participate in the Online Discussion)