**Chinle High School Curriculum Guide**

**Grade:** 9th Grade **Subject:** Career Exploration **Timeline:** S2 Week 4-5 **Date:** January 27-Feburary 7, 2014

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| **Activity:** Work Ethics, Time Management, Organizational Skills, Team Work, Classroom Visits |
| **2.0 Explore a variety of occupational areas**2.3 Explore various occupations and classify into career clusters**7.0 DEVELOP LEADERSHIP AND TEAMWORK SKILLS REQUIRED FOR THE WORKPLACE**7.1 Demonstrate responsibility, dependability, punctuality, cooperation, integrity, and positive attitude expected in the workplace7.2 Adapt organizational and time management skills for task completion7.3 Model and demonstrate leadership skills7.4 Demonstrate teamwork skills7.5 Outline team dynamics | **8.0 ANALYZE AND DEVELOP LEGAL AND ETHICAL BEHAVIORS**8.1 Describe a workplace attendance policy8.2 Choose ethical courses of action in school and work settings8.3 Describe the relationship and roles of supervisors, employees and co-workers8.4 Determine rules of safe and appropriate conduct when using the internet and email8.5 Explain the consequences of illegal and unethical use of information technology8.6 Explain the consequences of sexual harassment8.7 Identify legal implications of discrimination |

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| **Learning Targets** | **Academic Vocabulary** | **Level of Thinking** | **Assessment Options** | **Instructional Resource** |
| **East:** By the end of this section: We will **explore** different careers in CTE classrooms. We will **create** an organizational chart and **develop** a schedule.**South:** We will show that we can do this by:* Completing an organizational chart.
* Developing a personal schedule.
* Completing a KWL exit ticket concerning each classroom visited.

**West:**To know how well we are learning this, we will look for:* Participation from everyone.
* Actively listen.
* Engage by asking questions.
* Being courteous to the classes visited.
* Thoughtful ideas to describe classrooms that are visited.

**North:**It is important for us to evaluate ways of envisioning time management for not only occupations but our own personal time. It is important for us to recognize and implement appropriate organizational structure to an occupation and worksite. It is important for us to recognize and implement appropriate ethical responsibilities for all occasions. It is important for us to understand other career choices in our career exploration. | TeamworkEthicsTime ManagementOrganizational ChartLegalIllegalHarassmentDiscriminationLeadershipIntegrityPositive Attitude | Recognize Recall (KWL) (Knowledge)Explain(Comprehension)CompareConstruct(Synthesis)Evaluate | KWLExit TicketPersonal ReflectionOrganizational Chart WorksheetTime Management Worksheet | KWL WorksheetsPen PencilsGuest Speakers |
| **Essential Question(s):** What is ethics?What do you want to know about the classrooms you visited?What have you learned about punctuality?Compare the classroom visited and contrast their differences. |
| **Other Suggested Instructional Resources:**TAP RUBRIC, Four Sacred Mountains Learning Targets, KWL Graphic organizer |
| **Suggested Strategies:**Questioning Strategies (Low, Middle, High), Discussion Strategy, Self-Reflection Strategy, Time Management Strategy, and Research-based Instructional Strategy (KWL organizer) |