

Wyoming Department of Education Required Virtual Education Course Syllabus

Niobrara County School District # 1

Program Name	Wyoming Virtual Academy	Content Area	VE
Course ID	D-OTH-050V1-K	Grade Level	9-12
Course Name	Achieving Your Career and College Goals	# of Credits	0.5
SCED Code	19258G0.5011	Curriculum Type	K12 Inc

COURSE DESCRIPTION

Typically a 9-week class. Students explore their options for life after high school and implement plans to achieve their goals. They identify their aptitudes, skills, and preferences, and explore a wide range of potential careers. They investigate the training and education required for the career of their choice and create a plan to be sure that their work in high school is preparing them for the next step. They also receive practical experience in essential skills such as searching and applying for college, securing financial aid, writing a resume and cover letter, and interviewing for a job. This course is geared toward 11th and 12th graders.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK (Standard/Indicator) Use the Standards and Benchmarks as Spreadsheets
CV12.1.1	College and career-ready students evaluate current knowledge and interests in order to set career goals.
CV12.1.2	College and career-ready students explore careers including outlook, salary, needed training, duties and lifestyle utilizing all available resources including mentors and industry experts.
CV12.1.3	College and career-ready students prepare an educational and career plan to enable them to gain desired knowledge and experience.
CV12.1.4	College and career-ready students demonstrate employability skills that enable them to be responsible and contributing citizens and employees.
CV12.2.1	College and career-ready students communicate clearly, effectively, and with reason.
CV12.2.2	College and career-ready students identify and model integrity, ethical leadership and effective management skills.
CV12.2.4	College and career-ready students apply safe, legal, and responsible use of information and technology as appropriate to the task.
CV12.3.1	College and career-ready students identify and define authentic problems and significant questions for investigation.
CV12.3.2	College and career-ready students identify trends, forecast possibilities, and explore complex systems and issues.
CV12.3.4	College and career-ready students demonstrate creativity and innovation while considering the environmental, social, and economic impacts of decisions.

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES OBJECTIVES/STUDENT CENTERED GOALS
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<p>Unit 1: Telling Others Who You Are Lesson 1: Introduction</p>	<p>0</p>	<p>Identify the difference between a job and a career.</p> <p>Describe the content and goals of this course.</p> <p>Identify appropriate ways to describe yourself to others in educational and professional contexts.</p>
<p>Unit 1: Telling Others Who You Are Lesson 2: Working Day</p>	<p>0</p>	<p>Identify appropriate ways to describe yourself to others in educational and professional contexts.</p> <p>Create a Career and College Portfolio.</p>
<p>Unit 1: Telling Others Who You Are Lesson 3: Who Are You? Part 1 Lesson 4: Discuss: Who Are You?</p>	<p>0</p>	<p>Identify appropriate ways to describe yourself to others in educational and professional contexts.</p> <p>Describe your current values.</p> <p>Formulate a draft list of goals for the next four years after high school.</p> <p>Describe possible barriers affecting the achievement of those goals.</p> <p>Identify individuals or groups who can help you achieve your goals.</p> <p>Begin drafting a self-description for eventual educational and professional purposes.</p>
<p>Unit 1: Telling Others Who You Are Lesson 5: Who Are You? Part 2</p>	<p>0</p>	<p>Describe the connection between personality type and long-term life choices.</p>
<p>Unit 1: Telling Others Who You Are Lesson 6: Working Day</p>	<p>0</p>	<p>Describe the connection between personality type and long-term life choices.</p>
<p>Unit 1: Telling Others Who You Are Lesson 7: Working Day</p>	<p>0</p>	<p>Describe the connection between personality type and long-term life choices.</p>
<p>Unit 1: Telling Others Who You Are Lesson 8: What Are Your Career Interests?</p>	<p>0</p>	<p>Demonstrate understanding of how to use a career-interest identification tool.</p>
<p>Unit 1: Telling Others Who You Are Lesson 9: Working Day</p>	<p>0</p>	<p>Demonstrate understanding of how to use a career-interest identification tool.</p>
<p>Unit 1: Telling Others Who You Are Lesson 10: Working Day</p>	<p>0</p>	<p>Demonstrate understanding of how to use a career-interest identification tool.</p>
<p>Unit 1: Telling Others Who You Are Lesson 11: Describing Yourself</p>	<p>CV12.1.1,1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4</p>	<p>Describe your current values.</p> <p>Identify individuals or groups who can help you achieve your goals.</p>

		<p>Describe the connection between personality type and long-term life choices.</p> <p>Demonstrate understanding of how to use a career-interest identification tool.</p> <p>Identify appropriate ways to describe yourself to others in educational and professional contexts.</p> <p>Begin drafting a self-description for eventual educational and professional purposes.</p>
<p>Unit 1: Telling Others Who You Are Lesson 12: Working Day</p>	0	<p>Describe yourself in a personal statement relevant to college and job applications.</p>
<p>Unit 1: Telling Others Who You Are Lesson 13: Working Day</p>	0	<p>Describe yourself in a personal statement relevant to college and job applications.</p>
<p>Unit 2: Exploring Careers Lesson 1: Finding Careers That Fit Lesson 2: Discuss: When I Grow Up</p>	0	<p>Recognize widely used categories for describing jobs and careers.</p> <p>Identify possible careers based on personality and interests.</p> <p>Identify three potential ways of earning a living based on your knowledge of yourself and your interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p>
<p>Unit 2: Exploring Careers Lesson 3: Working Day</p>	0	<p>Identify three potential ways of earning a living based on your knowledge of yourself and your interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p>
<p>Unit 2: Exploring Careers Lesson 4: Working Day</p>	0	<p>Identify three potential ways of earning a living based on your knowledge of yourself and your interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p>
<p>Unit 2: Exploring Careers Lesson 5: Investigating Job Characteristics</p>	CV12.1.1,1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4	<p>Identify possible careers based on personality and interests.</p> <p>Identify three potential ways of earning a living based on your knowledge of yourself and your</p>

		<p>interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p> <p>Identify personal career selection requirements.</p> <p>Evaluate the required education and training, job outlook, and advancement potential for your career choice.</p>
<p>Unit 2: Exploring Careers Lesson 6: Working Day</p>	0	<p>Identify possible careers based on personality and interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p> <p>Identify personal career selection requirements.</p> <p>Evaluate the required education and training, job outlook, and advancement potential for your career choice.</p>
<p>Unit 2: Exploring Careers Lesson 7: Working Day</p>	0	<p>Identify possible careers based on personality and interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p> <p>Identify personal career selection requirements.</p> <p>Evaluate the required education and training, job outlook, and advancement potential for your career choice.</p>
<p>Unit 2: Exploring Careers Lesson 8: Working Day</p>	0	<p>Identify possible careers based on personality and interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p> <p>Identify personal career selection requirements.</p> <p>Evaluate the required education and training, job outlook, and advancement potential for your career choice.</p>
<p>Unit 2: Exploring Careers Lesson 9: Working Day</p>	0	<p>Identify possible careers based on personality and interests.</p> <p>Evaluate careers by knowledge and skill set, tasks, compensation, and related careers.</p> <p>Identify personal career selection requirements.</p>

		Evaluate the required education and training, job outlook, and advancement potential for your career choice.
Unit 2: Exploring Careers Lesson 10: Working Day Lesson 11: Discuss: Career Fair	0	Identify possible careers based on personality and interests. Evaluate careers by knowledge and skill set, tasks, compensation, and related careers. Identify personal career selection requirements. Evaluate the required education and training, job outlook, and advancement potential for your career choice.
Unit 3: Exploring College and Other Options Lesson 1: Exploring Education and Training Options, Part 1	0	Recognize possible forms of higher education suitable for you. Identify types of postsecondary education and training opportunities. Differentiate among the purposes and benefits of community colleges, colleges, and universities.
Unit 3: Exploring College and Other Options Lesson 2: Exploring Education and Training Options, Part 2	0	Recognize possible forms of higher education suitable for you. Identify types of postsecondary education and training opportunities. Recognize possible types of vocational training suitable for you. Explain the differences among certification and associate's, bachelor's, master's, and doctoral degrees.
Unit 3: Exploring College and Other Options Lesson 3: College: Finding a Good Fit	0	Identify personal college selection requirements.
Unit 3: Exploring College and Other Options Lesson 4: Working Day	0	Identify personal college selection requirements.
Unit 3: Exploring College and Other Options Lesson 5: Searching for a College	0	Identify an appropriate postsecondary educational institution within your field of interest.
Unit 3: Exploring College and Other Options Lesson 6: Considering Other Options	CV12.1.1,1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4	Recognize possible forms of higher education suitable for you. Recognize possible types of vocational training

		<p>suitable for you.</p> <p>Recognize possible military opportunities suitable for you.</p> <p>Identify types of postsecondary education and training opportunities.</p> <p>Identify an appropriate postsecondary educational institution within your field of interest.</p> <p>Identify forms of vocational training appropriate for careers within your field of interest.</p> <p>Identify military opportunities appropriate for careers within your field of interest.</p> <p>Differentiate among the purposes and benefits of community colleges, colleges, and universities.</p> <p>Identify personal college selection requirements.</p>
Unit 3: Exploring College and Other Options Lesson 7: Working Day	0	Identify an appropriate postsecondary educational institution within your field of interest.
Unit 3: Exploring College and Other Options Lesson 8: Working Day	0	Identify an appropriate postsecondary educational institution within your field of interest.
Unit 3: Exploring College and Other Options Lesson 9: Working Day	0	Identify an appropriate postsecondary educational institution within your field of interest.
Unit 3: Exploring College and Other Options Lesson 10: Your Choice	0	0
Unit 3: Exploring College and Other Options Lesson 11: Working Day	0	Identify an appropriate postsecondary educational institution within your field of interest.
Unit 4: Making a Plan Lesson 1: Setting SMART Goals	0	<p>Formulate long-term career goals and short-term educational goals to reach them.</p> <p>Define the SMART goals model.</p>
Unit 4: Making a Plan Lesson 2: Setting Your Goals	0	<p>Formulate long-term career goals and short-term educational goals to reach them.</p> <p>Identify potential external barriers to your goals and possible solutions.</p> <p>Identify potential internal barriers to your goals and possible solutions.</p> <p>Identify career and college goals using the SMART</p>

		<p>goals model.</p> <p>Identify three potential barriers to career and college goals.</p> <p>Identify for each of the barriers a possible solution.</p>
<p>Unit 4: Making a Plan Lesson 3: Working Day</p>	<p>0</p>	<p>Formulate long-term career goals and short-term educational goals to reach them.</p> <p>Identify potential external barriers to your goals and possible solutions.</p> <p>Identify potential internal barriers to your goals and possible solutions.</p> <p>Identify career and college goals using the SMART goals model.</p> <p>Identify three potential barriers to career and college goals.</p> <p>Identify for each of the barriers a possible solution.</p>
<p>Unit 4: Making a Plan Lesson 4: Working Day</p>	<p>0</p>	<p>Formulate long-term career goals and short-term educational goals to reach them.</p> <p>Identify potential external barriers to your goals and possible solutions.</p> <p>Identify potential internal barriers to your goals and possible solutions.</p> <p>Identify career and college goals using the SMART goals model.</p> <p>Identify three potential barriers to career and college goals.</p> <p>Identify for each of the barriers a possible solution.</p>
<p>Unit 4: Making a Plan Lesson 5: Working Day</p>	<p>0</p>	<p>Formulate long-term career goals and short-term educational goals to reach them.</p> <p>Identify potential external barriers to your goals and possible solutions.</p> <p>Identify potential internal barriers to your goals and possible solutions.</p> <p>Identify career and college goals using the SMART goals model.</p>

		<p>Identify three potential barriers to career and college goals.</p> <p>Identify for each of the barriers a possible solution.</p>
<p>Unit 4: Making a Plan Lesson 6: Staying on Track Lesson 7: Discuss: Staying on Track</p>	<p>CV12.1.1,1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4</p>	<p>Identify three potential barriers to career and college goals.</p> <p>Identify for each of the barriers a possible solution.</p> <p>Define special motivational problems associated with the senior year of high school.</p> <p>Define the SMART goals model.</p> <p>Develop a plan to meet your SMART goals based on your understanding of yourself and your mind-set.</p> <p>Identify career and college goals using the SMART goals model.</p>
<p>Unit 4: Making a Plan Lesson 8: Working Day</p>	0	<p>Develop a plan to meet your SMART goals based on your understanding of yourself and your mind-set.</p>
<p>Unit 4: Making a Plan Lesson 9: Working Day</p>	0	<p>Develop a plan to meet your SMART goals based on your understanding of yourself and your mind-set.</p>
<p>Unit 4: Making a Plan Lesson 10: Working Day</p>	0	<p>Develop a plan to meet your SMART goals based on your understanding of yourself and your mind-set.</p>
<p>Unit 5: Getting into College Lesson 1: Applying to College, Part 1</p>	<p>CV12.1.1,1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4</p>	<p>Describe the college admissions process and typical entrance requirements.</p> <p>Identify key documents required to apply to college.</p> <p>Identify a typical schedule for college application requirements.</p>
<p>Unit 5: Getting into College Lesson 2: Working Day</p>	0	<p>Describe the college admissions process and typical entrance requirements.</p> <p>Identify key documents required to apply to college.</p> <p>Identify a typical schedule for college application requirements.</p>
<p>Unit 5: Getting into College Lesson 3: Working Day</p>	0	<p>Describe the college admissions process and typical entrance requirements.</p> <p>Identify key documents required to apply to college.</p> <p>Identify a typical schedule for college application requirements.</p>

<p>Unit 5: Getting into College Lesson 4: Applying to College, Part 2</p>	<p>0</p>	<p>Identify typical information required for the college application form.</p> <p>Identify and engage in all the steps necessary for college application.</p> <p>Draft a college application.</p>
<p>Unit 5: Getting into College Lesson 5: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for college application.</p> <p>Identify typical information required for the college application form.</p> <p>Draft a college application.</p>
<p>Unit 5: Getting into College Lesson 6: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for college application.</p> <p>Identify typical information required for the college application form.</p> <p>Draft a college application.</p>
<p>Unit 5: Getting into College Lesson 7: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for college application.</p> <p>Identify typical information required for the college application form.</p> <p>Draft a college application.</p>
<p>Unit 5: Getting into College Lesson 8: Applying to College, Part 3</p>	<p>0</p>	<p>Identify typical information required for the college application form.</p> <p>Draft a college application.</p> <p>Identify a typical timeline for college application requirements.</p> <p>Describe the college admissions process and typical entrance requirements.</p> <p>Identify key documents required to apply to college.</p> <p>Identify elements of a quality college application essay.</p> <p>Identify and engage in all the steps necessary for college application.</p> <p>Draft a college application essay.</p>

<p>Unit 5: Getting into College Lesson 9: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for college application.</p> <p>Identify elements of a quality college application essay.</p> <p>Draft a college application essay.</p>
<p>Unit 5: Getting into College Lesson 10: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for college application.</p> <p>Identify elements of a quality college application essay.</p> <p>Draft a college application essay.</p>
<p>Unit 5: Getting into College Lesson 11: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for college application.</p> <p>Identify elements of a quality college application essay.</p> <p>Draft a college application essay.</p>
<p>Unit 5: Getting into College Lesson 12: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for college application.</p> <p>Identify elements of a quality college application essay.</p> <p>Draft a college application essay.</p>
<p>Unit 5: Getting into College Lesson 13: Applying to College, Part 4 Lesson 14: Discuss: Think Like an Admissions Counselor</p>	<p>0</p>	<p>Describe the process for seeking recommendations.</p> <p>Describe the process for a successful college interview.</p>
<p>Unit 5: Getting into College Lesson 15: Working Day</p>	<p>0</p>	<p>Participate in a threaded discussion.</p>
<p>Unit 5: Getting into College Lesson 16: Working Day</p>	<p>0</p>	<p>Participate in a threaded discussion.</p>
<p>Unit 5: Getting into College Lesson 17: Working Day</p>	<p>0</p>	<p>Participate in a threaded discussion.</p>
<p>Unit 5: Getting into College Lesson 18: Working Day</p>	<p>0</p>	<p>Participate in a threaded discussion.</p>
<p>Unit 5: Getting into College Lesson 19: Paying for College</p>	<p>0</p>	<p>Describe the typical process and time line for seeking financial aid.</p>
<p>Unit 5: Getting into College Lesson 20: Working Day</p>	<p>0</p>	<p>Describe the typical process and time line for seeking financial aid.</p>

Unit 5: Getting into College Lesson 21: Working Day		0	Describe the typical process and time line for seeking financial aid.
Unit 5: Getting into College Lesson 22: Going to College		0	Describe the college admissions process and typical entrance requirements. Identify key documents required to apply to college. Identify typical information required for the college application form. Draft a college application. Identify a typical timeline for college application requirements. Identify elements of a quality college application essay. Draft a college application essay. Describe the process for seeking recommendations. Describe the process for a successful college interview. Describe the typical process and timeline for seeking financial aid. Identify how to make a final college selection. Identify key similarities and differences in personal responsibility and daily life between high school and college.
Unit 5: Getting into College Lesson 23: Working Day		0	Describe the typical process and time line for seeking financial aid.
Unit 5: Getting into College Lesson 24: Working Day		0	Describe the typical process and time line for seeking financial aid.
Unit 6: Finding and Keeping a Job Lesson 1: Looking for a Job	CV12.1.1,1.2, 1.3,1.4, 2.1,		Identify how to search for available jobs. Identify key sources for finding job listings and opportunities. Describe the process for an informational interview.
Unit 6: Finding and Keeping a Job Lesson 2: Working Day		0	Identify key sources for finding job listings and opportunities. Describe the process for an informational interview.

<p>Unit 6: Finding and Keeping a Job Lesson 3: Working Day</p>	<p>0</p>	<p>Identify key sources for finding job listings and opportunities. Describe the process for an informational interview.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 4: Working Day</p>	<p>0</p>	<p>Identify key sources for finding job listings and opportunities. Describe the process for an informational interview.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 5: Applying for a Job</p>	<p>0</p>	<p>Describe key documents and steps in applying for a job. Identify and engage in all the steps necessary for job application.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 6: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for job application. Describe the process for an informational interview. Describe key documents and steps in applying for a job.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 7: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for job application. Describe the process for an informational interview. Describe key documents and steps in applying for a job.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 8: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for job application. Describe the process for an informational interview. Describe key documents and steps in applying for a job.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 9: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for job application. Describe the process for an informational interview. Describe key documents and steps in applying for a job.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 10: Going to Work Lesson 11: Discuss: Job Application Process</p>	<p>0</p>	<p>Identify key differences between the life and duties of a student and the life and duties of a person in the workforce. Identify key elements of personal responsibility and daily life as an adult in the workforce.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 12: Working Day</p>	<p>0</p>	<p>Identify and engage in all the steps necessary for job application.</p>

		<p>Describe the process for an informational interview.</p> <p>Describe key documents and steps in applying for a job.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 13: Working Day</p>	0	<p>Identify and engage in all the steps necessary for job application.</p> <p>Describe the process for an informational interview.</p> <p>Describe key documents and steps in applying for a job.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 14: Working Day</p>	0	<p>Identify and engage in all the steps necessary for job application.</p> <p>Describe the process for an informational interview.</p> <p>Describe key documents and steps in applying for a job.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 15: Managing Your Career</p>	0	<p>Identify strategies for long-term career management and personal growth.</p> <p>Describe techniques for continued success and growth in your career.</p> <p>Identify key sources for finding job listings and opportunities.</p> <p>Identify key differences between the life and duties of a student and the life and duties of a person in the workforce.</p> <p>Identify key elements of personal responsibility and daily life as an adult in the workforce.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 16: Working Day</p>	0	<p>Describe the process for an informational interview.</p> <p>Describe key documents and steps in applying for a job.</p> <p>Describe techniques for continued success and growth in your career.</p>
<p>Unit 6: Finding and Keeping a Job Lesson 17: Working Day</p>	0	<p>Describe the process for an informational interview.</p> <p>Describe key documents and steps in applying for a job.</p> <p>Describe techniques for continued success and growth in your career.</p>
<p>Unit 7: Final Project and Final Exam Lesson 1: Final Project, Part 1</p>	0	0

Unit 7: Final Project and Final Exam Lesson 2: Working Day	0	0
Unit 7: Final Project and Final Exam Lesson 3: Working Day	0	0
Unit 7: Final Project and Final Exam Lesson 4: Working Day	0	0
Unit 7: Final Project and Final Exam Lesson 5: Final Project, Part 2	CV12.1.1,1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4	0