



Syracuse City School District
Career and Technical Education Program
Course Syllabus
6th Grade CTE: Career Readiness



Course Description

This course is a project-based introduction to the concept of career readiness skills, work, and the preparation process of making informed career and education choices. Students will learn about career readiness through the Career Ready Practices of the Common Career Technical Core (CCTC) and the traits, characteristics, behaviors, and skills that lead to success in school and work, including professionalism, effective communication and teamwork, financial literacy, and post-secondary awareness. Students explore different careers and learn about their own career interests and goals as well as the wide range of careers and occupations that are represented by the 16 Career Clusters of the CCTC. They will conduct career research to learn about the Career Clusters and will focus on a specific Career Pathway for further research and exploration.

AVID: AVID (Advancement Via Individual Determination)

SCSD is an AVID school district. AVID is a college and career readiness system whose mission is to close the opportunity gap by preparing all students for college readiness and success in a global society. Part of the AVID system is focused on instruction which is centered around WICOR (Writing, Inquiry, Collaboration, Organization and Reading). WICOR strategies are designed to help students engage with content, take ownership of their learning, and become independent learners. WICOR strategies are incorporated into each unit for your use.

Work-Based Learning

- Students will relate to working professionals from different careers and occupations through Career Coaching.
- Students will participate in field trips to high school CTE Pathway programs and local workplaces to broaden their ideas about work and careers.
- Students will also be mentored by current high school CTE students and will create and maintain a portfolio of their work-based learning experiences throughout the course.

Course Objectives

Students will be able to:

- Explain and demonstrate the CCTC Career Ready Practices.
- Assess and describe their own strengths and abilities and areas where they need to grow and develop.
- Explain and demonstrate what professionalism looks like at school and in the workplace.
- Explain and demonstrate effective communication and teamwork skills.
- Explain and demonstrate and awareness of digital platforms as it relates to personal, and academic settings.
- Set short-term and long-term career and education goals.
- Describe the 16 CCTC Career Clusters.
- Research a specific CCTC Career Pathway of interest.

Equipment and Supplies

- **School will provide:** All required materials.
- **Student will provide:** NA.

Textbook

N/A

Grading

10%	Homework
10%	Daily Work (e.g., DIN and Ticket Out the Door)
20%	Class Work and Assignments
60%	Projects, Presentations

Additional Course Policies

Students are expected to:

- Be on time for class.
- Produce their best work, including being prepared for in-class presentations.
- Participate in class, including contributing to discussions and critiquing their own and others' work, as well as diligently working on their own projects during the class period.
- Seek help when needed.

- Be attentive during class, ask questions if they do not understand something, and offer their opinions.

Course Calendar

Quarter	Units of Study
1	<ul style="list-style-type: none"> • Class Expectations • SEL: Social Emotional Learning • Introduction to CTE and Career Ready Practices • Career Readiness: Typing • Career Readiness: Digital Platforms • Career Readiness: Self- Assessment and Goal Setting
2	<ul style="list-style-type: none"> • Career Readiness: My Learner Profile • Career Readiness: Teamwork and Communication • Career Readiness: Professionalism • Career Readiness: Financial Literacy • Career Readiness: College and Career Exploration

Websites for Middle School Career Interests:

My Next Move

<https://www.mynextmove.org/>

Careers.com

<http://www.careers.org/>

Career Explorer

<http://www.careerexplorer.com/>

What Do You Want to Do for A Living?

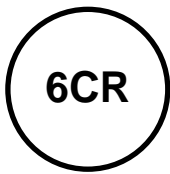
<https://www.mynextmove.org/>

Career Zone

<https://careerzone.ny.gov/views/careerzone/index.jsf>

[Advanced CTE Career Clusters Student Interest Survey](#)

<https://careertech.org/resource/career-clusters-student-interest-survey>



**Syracuse City School District
Career and Technical Education Program
Scope and Sequence
6th Grade Career Readiness**



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Possible Projects/Activities	CCTC and NYS Standards
Weeks 1-2 Class Expectations SEL: Social Emotional Learning Introduction to CTE and Career Ready Practices	<ul style="list-style-type: none"> What are the expectations for students in the 6th Grade Career and Technical Education (CTE) class? What is Social Emotional Learning (SEL)? How do you view yourself and how do you want others to view you? What are some important features that you would like your class to know about you? What is CTE? How can CTE benefit students, individuals, and future employees? What does it mean to be Career Ready? 	<ul style="list-style-type: none"> Identify and describe classroom policies and procedures. Identify the 12 Career Ready Practices. Explain Social Emotional Learning. Identify personal characteristics that define oneself and others. Explain what Career and Technical Education (CTE) is and how it can benefit students, individuals, and future employees. Explain what it means to be Career Ready. 	Written <ul style="list-style-type: none"> Assignment: Self-Assessment Performance <ul style="list-style-type: none"> Class Presentation Online Career Portfolio Teacher Observation 	<ul style="list-style-type: none"> SEL/GTKY (Getting to Know You) Activities: Identity Self Portrait Getting to Know You Gallery Walk Activity Getting to Know You: "Just Like Me" Mystery Student All About Me map GTKY Classmates Padlet Selfie Wall Design Your Personal Pennant Introduction to the Career Ready Practices 12 Career Ready Practices activity 	Career Ready Practices CRP 1,2,4,7,8,10,11 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7
Weeks 3-4 Career Readiness: Typing	<ul style="list-style-type: none"> What is a keyboard? Why are typing skills important to learn? What is the function of the three rows of typing? What is the proper position for home row typing? What is the proper position for top row typing? What is the proper position for bottom row typing? 	<ul style="list-style-type: none"> Explain the need for typing skills. Describe the parts of the keyboard. Practice keying activities. Develop effective typing skills. Demonstrate the basic typing position, and practice key stroking, spacing and return. Operate the home row letter keys and the basic service keys by touch. Operate the top row letter keys and the basic service keys by touch. Operate the bottom row letter keys and the basic service keys by touch. 	Written <ul style="list-style-type: none"> Assignment: Nearpod Quiz Self-Assessment Performance <ul style="list-style-type: none"> Online Career Portfolio Teacher Observation 	<ul style="list-style-type: none"> Nearpod: Keyboarding Home Row, Keyboarding Top Row, Keyboarding Bottom Row Keyboard Fluency Keyboarding Graph Typing.com 	Career Ready Practices CRP 1,2,4,7,8,10,11 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7
Weeks 5-7 Career Readiness: Digital Platforms	<ul style="list-style-type: none"> What are Microsoft Word and PowerPoint? What useful features exist in Microsoft Word and PowerPoint? How can Microsoft Word and PowerPoint benefit students? How can Office 365 be used to organize and store digital materials? How can Office 365 be used to communicate with others? How can digital tools be used 	<ul style="list-style-type: none"> Identify various purposes and uses of components in Microsoft Word and PowerPoint. Identify various Microsoft, SCSD technology, and other digital platforms. Demonstrate proficiency in various Microsoft, SCSD technology, and other digital platforms. Use online communication platforms to appropriately interact with peers and teachers through writing and discussion. Organize files and folders to be easily accessed later. 	Written <ul style="list-style-type: none"> Assignment Research Project Self-Assessments Performance <ul style="list-style-type: none"> Class Presentation Online Career Portfolio Teacher Observation 	<ul style="list-style-type: none"> Digital Storage PowerPoint Digital Storage Activity 1 Digital Storage Activity 2 The Perfect Day Keyboarding Shortcuts Formatting Practice GTKY Poster 	Career Ready Practices CRP 1,2,4,6,7,8,10,11 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7

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	<ul style="list-style-type: none"> to collaborate with others? How can Microsoft Word and PowerPoint be used to present information? 	<ul style="list-style-type: none"> Manage and remember multiple passwords. Follow the teacher's directions when using a device. Navigate digital content independently to complete assigned learning tasks. 		<ul style="list-style-type: none"> GTKY Poster Example 1 GTKY Poster Example 2 Effective PowerPoint Lesson w/ Kahoot Game PowerPoint Toolbar Activity Teach the Teacher The Perfect Day 	
Weeks 8-9 Career Readiness: Self-Assessment and Goal Setting	<ul style="list-style-type: none"> What does it mean to have a vision of the future? Why is setting goals important? What is the difference between short-term and long-term goals? What are the benefits of a career assessment? What do your career interests have in common? How might someone's career interests change over time? 	<ul style="list-style-type: none"> Define vision and express a personal vision. Relate personal goals to one's own vision. Determine the most critical knowledge, skills, and abilities needed in today's workplace. Explain the importance of education and career planning to setting goals. Explain SMART goals (Specific, Measurable, Attainable, Realistic, Time-bound). Complete a career interest inventory. 	Written <ul style="list-style-type: none"> Assignment Research Project Quiz Self-Assessments Performance <ul style="list-style-type: none"> Class Presentation Online Career Portfolio Teacher Observation 	<ul style="list-style-type: none"> SMART Goals Worksheet Goals graphic organizer and template Vision Board Project Goal Reflection Video Journal Activity Accountability Letter Setting goals 	Career Ready Practices CRP 1,2,4,6,7,8,10,11 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7
Weeks 10-11 Career Readiness: My Learner Profile	<ul style="list-style-type: none"> Why is it important to know one's strengths? Why is it important to take inventory of one's skills? Why are learning styles important? What is my learning style? How does my learning style impact my learning? 	<ul style="list-style-type: none"> Self-assess personal traits that are considered strengths in school and at home. Self-assess and describe personal qualities, habits, and attitudes that make someone a good employee and compatible to work with. Self-assess and describe basic keyboarding and computer operation skills. Self-assess and describe basic math and measurement skills. Identify which career readiness skills could be developed from participation in team experiences such as sports, clubs, and projects. 	Written <ul style="list-style-type: none"> Assignment Research Project Quiz Self-Assessment Performance <ul style="list-style-type: none"> Class Presentation Teacher Observation 	<ul style="list-style-type: none"> Learner Profiles PowerPoint Learning Styles Video Learner Profile Quiz Digital or Learning Style Quiz Printable LION Personality test RIASEC What Type of Learner are You? Study spaces GRIT survey 	Career Ready Practices CRP 1,2,4,6,7,8,10,11 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7
Weeks 12-13 Career Readiness: Teamwork and Communication	<ul style="list-style-type: none"> What is teamwork? What is communication? Why is teamwork important in life? Why is communication important in all areas of life? What does proper teamwork and communication look like? How can people communicate effectively with each other? What is important to know 	<ul style="list-style-type: none"> Differentiate between hearing and listening. Listen actively and follow directions. Give clear and concise directions. Communicate effectively in pairs, small groups, teams, and large groups. Use effective written, verbal, and nonverbal skills to present information. Work toward consensus in groups. Provide and respond positively to growth-producing feedback. 	Written <ul style="list-style-type: none"> Assignment Research Project Self-Assessment Performance <ul style="list-style-type: none"> Class Presentation Teacher observation 	<ul style="list-style-type: none"> Communication Lineup Activity Communication Video Body Language Let's Talk It Out Teamwork Lesson Teamwork Cup stack or Writing Challenge Spaghetti Challenge 	Career Ready Practices CRP 1,2,4,6,7,8,11,12 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Possible Projects/Activities	CCTC and NYS Standards
	when working in groups?	<ul style="list-style-type: none"> • Demonstrate teamwork skills that promote effective communication and project completion. 		<ul style="list-style-type: none"> • There is No I in Team • Communication origami or Legos 	
Weeks 14-16 Career Readiness: Professionalism	<ul style="list-style-type: none"> • What is professionalism? • What is the importance of making a good first impression? • What is punctuality and why is it important? • What is the importance of etiquette to daily living? • What is the connection between how somebody dresses and how they feel? • Why do schools and workplaces have dress codes? • What does it mean to have a professional appearance? • How can good work traits determine success in the workplace? 	<ul style="list-style-type: none"> • Identify behavior expectations at home, school, and work. • Define professionalism. • Explain the importance of making a good first impression. • Identify and demonstrate positive ways to represent themselves, including using a firm handshake, introducing oneself, and making eye contact. • Explain and demonstrate the importance of punctuality and attendance in the classroom. • Explain the importance of etiquette, including appropriate language and nonverbal communication, manners, and behaviors suitable for the school, the workplace and online. • Explain the connection between wardrobe and attitude. • Research school and professional dress codes and the rationale behind them. • Demonstrate professional appearance, including maintaining personal hygiene, and adhering to a dress code. • Describe ways to approach a potential employer. • Role play interview scenarios demonstrating positive and not-so-positive ways to represent themselves. 	Written <ul style="list-style-type: none"> • Assignment • Research Project • Self-Assessment Performance <ul style="list-style-type: none"> • Class Presentation • Teacher Observation 	<ul style="list-style-type: none"> • Professionalism Lesson Pt. 1 • Professionalism Lesson Pt. 2 • Professionalism Video • Professionalism “Round Table” Activity • Spot the Flaw • Professionalism Skit • Student Interviews • Portrait of Professionalism • Correct the Email • Dress for Success • School Dress Code (Philosophical Chairs) • Mock Interviews • Professionalism Charades • Important skills jigsaw 	Career Ready Practices CRP 1,2,4,6,7,8,9,10,11 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7
Weeks 17-18 Career Readiness: Financial Literacy	<ul style="list-style-type: none"> • What is a job? • What is a career? • What are the differences between a job and career? • What are the benefits of a job and career? • What are some examples of work, a job, and a career? • How can a career influence lifestyle? • What is credit? • How can credit be used positively? • What are savings and checking accounts and what are their benefits? 	<ul style="list-style-type: none"> • Define the terms work, job, career, credit, savings account, savings account. • Identify the differences between a job and career. • Identify the purpose of the Career Clusters, pathways, and occupations. • List related occupations within and outside a chosen Career Cluster. • Research and present information about careers in a Career Cluster of interest. • Identify factors that contribute to good and bad financial habits. • Identify the relationship between money and life goals. 	Written <ul style="list-style-type: none"> • Assignment • Research Project • Quiz • Self-Assessment Performance <ul style="list-style-type: none"> • Class Presentation • Teacher Observation 	<ul style="list-style-type: none"> • Career Category PowerPoint • Career Category Activity 1 • Career Category Activity 2 • Job vs. Career Graphic Organizer • Job vs Career PowerPoint • Job vs. Career Activity • Calculating Salaries & Budget Activity • Board Games • Name that Salary • The Price is Right 	Career Ready Practices CRP 1,2,3,4,7,8,10,11 ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Possible Projects/Activities	CCTC and NYS Standards
				<ul style="list-style-type: none"> • Digital Comics (GOTG, Avengers) • WCNY Enterprise America lessons and fieldtrip • JP Morgan Chase speaker 	
Weeks 19-20 Career Readiness: College and Career Exploration	<ul style="list-style-type: none"> • What are career pathways? • What are career clusters? • Why is it important to understand Career Clusters and Pathways? • What skills are needed for each Career Cluster? • How are career pathways connected to college? • Which career pathway or occupation is of personal interest? • Why is it important to research career outlook? • What is college? • How does college fit my life goals? • What colleges are available to me? • What requirements are needed to apply for college? • What requirements need to be accepted to college? • What are HBCU's (Historically Black Colleges and Universities)? 	<ul style="list-style-type: none"> • Identify the importance of career clusters and college. • Research and present information about careers in a Career Cluster of interest. • Identify an occupation for further investigation. • Research and present information for a selected occupation, including the nature of work, the working conditions, the employment outlook, the training required, the potential earnings and the education and training opportunities. • Complete the Career Ready Practices on the Employability Profile. • Identify colleges and their relationship to SCSD pathways. • Identify characteristics of HBCU's and Non HBCU's. • Research and present information about college and careers in relation to personal interest. 	Written <ul style="list-style-type: none"> • Assignment • Research Project • Self-Assessment Performance <ul style="list-style-type: none"> • Class Presentation • Teacher Observation 	<ul style="list-style-type: none"> • Show What you Know Job vs Career Project • College Research Project • College Research Note Taker • Nearpod: College Exploration Day 1,2,3 • Nearpod: College Prep Day 1 • SCSD CTE pathways • Future business card • Job application • Top Jobs activity 	Career Ready Practices CRP 1,2,4,6,7,8,10,11 <hr/> ELA 6R 1,2,4,7 6W 2,5,6,7 6SL 1,2,3,4,5,6 6L 1,2,3,4,5,6 <hr/> Literacy 6-8RST 1,2,4,5,6,7,8 6-8WHST 2,4,5,6,7