Jobs for Tennessee Graduates

Director of Student Success:	Candi Norwood, (615) 532-6248, Candi.Norwood@tn.gov
Course Code:	TBD
Prerequisite(s):	None
Grade Level:	12
Credit:	1
Programs of Study and Sequence:	This is an elective course and is not intended to complete a CTE Program of Study and does not count toward CTE concentrator status.
Available Student Industry Certifications:	None
Dual Credit or Dual Enrollment Opportunities:	There are no statewide dual credit/dual enrollment opportunities for this course.
Teacher Endorsement(s):	Any secondary endorsement
Additional Information:	Schools wishing to offer this course must coordinate with Jobs for Tennessee Graduates (JTG) to establish the program and meet any training requirements associated with the vendor's framework. JTG may require additional reporting in relation to student performance through the JTG framework.

Course Description

This is a course associated with the vendor Jobs for Tennessee Graduates (JTG). Students will set attainable goals for education and employment and explore career pathways best suited to those goals. Teachers will work with students to create an individualized student plan which will be evaluated for a minimum of 12 months after graduation to ensure student success beyond high school.

Course Standards

Career Investigation, Attainment and Development

1) Classify occupational learning objectives by identifying aptitudes necessary for employability within select career fields. Analyze labor market data and self - advocacy and empowerment exercises, evaluating local, state and national employment averages to compare and contrast occupational fields of interest, including educational level, job attainment, employment growth and salary. Learning experiences will be used to delineate short–term, mid–term and long–term occupational and financial goals and educational level required to obtain employment. Factors influencing goals, including personal and professional convictions, fiscal downturns, and family obligations will be examined.

2) Analyze occupational trends and practices (how to obtain employment in a select field or occupation). Synthesize information from multiple sources including business experts, managers and employees to discern appropriate methods of locating and securing employment in the industry and what knowledge, skills and educational credentials are required. Utilizing methods from research, employ precise language and domain–specific vocabulary to convey career aspirations to appropriate industry professionals, maximizing areas of strength and evaluating opportunities for professional growth. Compile all correspondence necessary for industry interactions (such as resume, cover letter, employer required testing results, application information, etc.) and engage in personal communications, demonstrating professional behavior and propriety in accordance with industry and workplace standards.

3) Research and document proper business etiquette and performance expectations through interviews, surveys, research and personal experience in the workplace. Demonstrate relevant workplace decorum via classroom modeling and relevant practicum by appropriately interacting with clients, colleagues, and supervisors and by exhibiting effective interpersonal communication. Display adherence to workplace policies and regulations as necessary to maintain employment and sustain appropriate relationships within the work environment.

4) Investigate methods of solving complex problems. Use documented techniques to generate and chart creative solutions to academic and workplace challenges. Following workplace expectations, utilize graphic organizers to clearly identify the problem, implement brainstorming techniques to deduce solutions to the problem,

and employ critical thinking and communication skills to produce an effective outcome. Ask compelling questions, including requests for assistance, when appropriate to make efficient use of time and resources. Manage problem solving tasks by prioritizing goals and establishing a manageable timeline for completion.

5) Develop appropriate interpersonal skills by compiling a list of desirable employee behaviors. Identify areas of personal strength and solicit feedback for growth opportunities. Create rubrics identifying strategy systems (screening mechanisms, reinforcement stems, modeling of appropriate behavior) to create mutual trust which complements the work environment, including development of active listening skills, understanding of integrity and ethical behavior and adherence to regulations regarding privacy and confidentiality. Report progress of interpersonal skill development over a period of extended time in teacher-student meetings or through oral reporting, and reflect on experiences in a personal reflection journal.

6) Utilize professional resources (like community forums, volunteer activities and guest speakers) to glean first – hand knowledge of application processes and best practices in business environments. Enhance effective listening and questioning skills to gain deeper knowledge of business practices and employ feedback to set Specific, Measurable, Assignable, Realistic, Time-based (SMART) goals regarding future employment, budgeting, and/or post–secondary educational opportunities. Chart progress of SMART goals over an extended period, and adjust goals as needed to reflect new knowledge, feedback on job performance or shifts in academic standards or performance.

7) Display accountability to group members by exhibiting professionalism in the work environment. Critique multiple samples of workplace behaviors to define professionalism. Defend selection of behaviors both orally and in writing to validate appropriate workplace conduct. Professional behavior will be demonstrated through group tasks, interactions with peers and supervisors, and in individual work. Professionalism will be demonstrated as student work is delivered to appropriate standards and within established timeframes, demonstrating initiative and proactivity, as well as accuracy and attention to task.

8) Utilize appropriate technological programs, databases, online resources to solve complex problems. Critique sample uses of workplace technology. Compile standards for electronic/technological communications and compare standards to those employed in corporate environments. Reflect on current usage of technology, and select appropriate strategies to transition technology use for more appropriate business communications. Select precise technology tools to problem solve in the

work environment as well as efficiently manage tasks and projects. Articulate ethics and appropriate use policies related to online communication and social media and their impact on business and personal relationships.

Leadership and Self–Development

9) Read closely to interpret and analyze texts, define academic vocabulary and examine complex ideas. Cite specific textual evidence to support conclusions drawn from text and document sources to avoid plagiarism. Articulate ideas in written communications which reflect planning and organization, appropriate formatting and style, and proper grammatical conventions. Improve communication skills by practicing multiple modes of writing utilizing domain-specific vocabulary and mechanics necessary for clear, efficient correspondence. Select appropriate strategies to revise communications as necessary for task and audience.

10) Critique multiple speaking exemplars to identify purpose, technique and presentation. Differentiate between verbal and non–verbal communication, and summarize appropriate verbal and non-verbal communication techniques. Work in a team to practice communication skills through role play exercises and workplace scenarios. Develop skills for delivering effective, credible presentations which are enhanced with appropriate use of body language, tone and presence. Deliver presentations on a variety of topics to strengthen social and professional communications.

11) Recognize and apply appropriate mathematical computations to a variety of personal and career-related performance tasks. Select appropriate mathematical formulas to calculate time sheets, manage inventory, and complete basic accounting and bookkeeping tasks necessary in business environments. Utilize research from reputable sources to calculate earnings of a selected occupation and generate an appropriate personal monthly budget, which accounts for cost of living, for that occupation.

12) Confirm commitment to a student organization (such as JTG or other extracurricular or athletic organizations) and its members by collaborating effectively as a member of a team. Utilizing appropriate tools for intercommunication, articulate ideas, set goals, and inform group members of progress. Through document sharing, social media, and conferencing, group goals will be identified and assessed. Demonstrate team leadership where appropriate to achieve goals, foster interpersonal relationships, or communicate with colleagues, clients, or supervisors. Conflict management strategies will be discussed and practiced in group communications.

13) Define maturity and explain how interpretation of maturity varies in legal, social, political, and intellectual contexts. Build self-worth and self-esteem by identifying a personal belief system. Explain how self-worth affects career choice and actions as well as personal decisions. Research steps in the decision making process and demonstrate synthesis of the steps through performance-based activities, writing samples, and presentations. Demonstrate confidence and capability in interactions with clients, business professionals, supervisors or peers.

Personal and Social Skills

14) Investigate requirements for career placement and advancement in the student's field of interest. Define clear goals for postsecondary training, aligned with future lifestyle and educational objectives. Research postsecondary training opportunities, including requirements for admission, cost, and length of program. Outline a clear action plan for postsecondary training, including long–range, mid–range and short-term goals. Identify potential obstacles in obtaining postsecondary training and explore alternative plans to overcome those obstacles.

15) Formulate a hypothesis on the best techniques for networking and generating appropriate contacts in occupational fields. Compare hypothesis to market research to determine appropriate methods of contact and best practices of effective leaders in generating occupational connections. Explore options for potential industry contacts and draft correspondence to establish, strengthen, and maintain those contacts.

16) Examine and summarize the influences of significant contributors to the history and development of non-discrimination policies in the workplace. Analyze societal, economic, and educational factors that inhibit job attainment and retention. Demonstrate understanding of communications and how to appropriately interact with individuals with different religious, ethnic, or generational characteristics. Compile appropriate strategies to maintain compliance with non-discriminatory policies, and practice these strategies through role play and relevant workplace experiences. Display equitable intercommunication with peers and adults (supervisors) to exhibit politeness and civility in all communications.

17) Recognize that the work environment is constantly changing. Discern appropriate communication skills to demonstrate an openness to change and explore strategies which maintain a positive attitude and healthy self-concept for home, school, and work. Formulate skills to respond appropriately to constructive feedback, praise, and

hindrances to progress. Develop research-based action plans for anticipating and avoiding potential conflicts within the work environment.

18) Define characteristics of a value–added organization. Outline influential management strategies proven to increase productivity and motivate employees. Map appropriate usage of management strategies and predict how each strategy will influence productivity, motivation, and customer satisfaction. Create methods of evaluating strategy usage and effectiveness in the workplace.