

Instructor: Mike Gay	Department: Engineering
Course: Foundations of Engineering	School: CACC
Credential:	
Lesson Length: 1 day/90 minutes	Date:

Topic: Employability/Resume's and applications

RESOURCES: Computer Projector Samples of resume's (good and bad) Industry HR representative Resume worksheet	PRIOR KNOWLEDGE: None ALABAMA COURSE OF STUDY STANDARDS & OBJECTIVES: FOE 1 – Demonstrate skills for employment in the engineering field; demonstrating interpersonal skills, work habits, and ethical behavior for successful interviewing, employment, and job changes. ESSENTIAL QUESTIONS: Is my resume' a representation of me?
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STRATEGIES:
 Discuss the use and importance of resume's. Emphasize the fact that a resume' is a written representation of the employee. Discuss reasons how this is true.
 Project example of resume's and discuss the good and the bad.
 Break down each section of a resume and discuss the importance, and pitfall in each area.
 Classroom speaker, HR representative from local industry to lead a discussion/ Q&A on resume' and application "Do's and Don'ts"
 Students will use resume worksheet to gather information necessary for completing a resume.
 Students will create a resume for assessment.

CTSO ACTIVITY: Leadership in action

NOTES: Refer to notes from visit with ACYT HR people.

Methods			Assessment			
x	Lecture	x	Multi-media	x	Homework	On-task Ability
x	Demonstration		Group Problem		Class work	Project
x	Class Discussion	x	Individual Work		Test	Presentation
	Review		Other		Teacher Observation	
					Performance	

Provisions For Individual Differences

	Check work in progress		Review Sessions		Study Partner	Extended Time on task
	Monitor Assignments		Modified Content	x	Oral Reminders	Language Translation
x	Multi-sensory Approach		Pre-teach Content		Provide Lecture Notes	
x	Immediate Feedback	x	Review Directions		Personalized Examples	

Integrated Academics

Integrated Academics			Skill Sets				
x	Reading/Language Arts	x	Math Skills		Problem Solving	x	Technology Skills
x	Writing				Critical Thinking	x	Employability Skills
x	Social Studies				Decision Making		Teamwork
	Science			x	Interpersonal Skills	x	Leadership