**Wallingford Public Schools - HIGH SCHOOL COURSE OUTLINE**

<table>
<thead>
<tr>
<th><strong>Course Title:</strong></th>
<th>Cooperative Work Education/ Diversified Occupations</th>
<th><strong>Course Number:</strong></th>
<th>8333</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Career and Technical Education</td>
<td><strong>Grade(s):</strong></td>
<td>11 - 12</td>
</tr>
<tr>
<td><strong>Level(s):</strong></td>
<td>Academic</td>
<td><strong>Credit:</strong></td>
<td>2</td>
</tr>
</tbody>
</table>

**Course Description**
CWE/DO focuses on 21st century employability skill and career exploration. The emphasis is to provide students an introduction to the world of work from the viewpoints of the employer and employee. Self-assessment will allow students opportunities to evaluate their potential in the workplace. Students are required to participate in an approved, supervised work experience where they will work 400 hours and gain firsthand knowledge of the work environment and the opportunities available to them.

**Required Instructional Materials**

**State Dept of Labor Regulations**
Conn. Academic and Employability Requirement, CT Framework, State Board of Education.

**Completion/Revision Date**
Approved by Board of Education on February 25, 2008

**Mission Statement of the Curriculum Management Team**
The mission of the Career and Technical Education Curriculum Management Team is to ensure that students, as a result of their experiences in K-12, will demonstrate transferable skills, knowledge, and attributes for successful life management, employment, career development, post-secondary educational opportunities, and lifelong learning.

**Enduring Understandings for the Course**
- Ethical behavior in the workplace will enable one to earn the trust and respect of employers and coworkers.
- Self reflection of learning experiences, in and out of school, fosters the development of a life long learner.
- Today’s job market relies on the ability to work within the framework of a team.
- Determining how jobs affect your lifestyle will help you understand the importance of making sound career choices.
- Awareness and tolerance of diversity is critical to personal and organizational success.
- Transferable skills are essential for continued success in the workplace.
- Awareness of factors that affect safety in the workplace will protect you and your coworkers.
- All employees deserve fair treatment and equal rights on the job.
- The 21st century has created global competition for all jobs.
- Preparation for the job seeking experience is critical for success.
- A person’s standard of living is established by money and income.
- A budget maintains a standard of living and is defined by attitudes and values.
- Your credit past is your credit future.
- Credit is an essential tool used to establish financial independence.
- The road to financial independence should begin at an early age in order to build wealth and achieve financial security.
- Federal, state, and local taxes enable the government the money necessary to provide needed services.
### LEARNING STRAND

1.0 Workplace Ethics

#### ENDURING UNDERSTANDING(S)

- Ethical behavior in the workplace will enable one to earn the trust and respect of employers and coworkers.
- Awareness and tolerance of diversity is critical to personal and organizational success.

#### ESSENTIAL QUESTION(S)

- What personal qualities do employers look for when choosing employees?
- Why are ethics important in the workplace?
- How can you behave ethically in the workplace?
- How do an organization’s ethical expectations identify their values?

#### LEARNING OBJECTIVES

- The student will:
  1.1 Analyze employer expectations in a variety of workplace settings.
  1.2 Demonstrate an understanding of examples of worker initiative.
  1.3 Discuss the need for personal accountability in the workplace.
  1.4 Describe ways to behave ethically in the workplace.
  1.5 Explain why ethics are important to employers.
  1.6 Identify and develop the skills that employers look for in employees.
  1.7 Identify and develop the personal qualities that employers look for in employees.
  1.8 Describe ways to behave ethically in the workplace.
  1.9 Identify how a positive attitude, high self esteem, and enthusiasm lead to success on the job.
  1.10 Describe how to assert yourself at work.
  1.11 Describe how to handle criticism, workplace pressure and gossip professionally.
  1.12 Identify methods used to control anger on the job.
  1.13 Identify acceptable and unacceptable behavior regarding the treatment of others.
  1.14 Identify company policies that address diversity.

#### INSTRUCTIONAL SUPPORT MATERIALS

- Various materials from Career Solutions
- Speaker from the DOL (workplace Ethics)
- Career World (student magazine)
- [www.ctdol.gov](http://www.ctdol.gov)
- [www.usdol.gov](http://www.usdol.gov)
- [www.sexualharassmansupport.org](http://www.sexualharassmansupport.org)
- [www.goodcharacter.com/NFS/SchoolToWork.html](http://www.goodcharacter.com/NFS/SchoolToWork.html)

#### SUGGESTED INSTRUCTIONAL STRATEGIES

- Oral presentation
- Classroom instruction
- Individual instruction
- Round Robin discussion on workplace experiences
- Cooperative learning
- Internet research projects

#### SUGGESTED ASSESSMENT METHODS

- Tests/Quizzes
- Oral presentations based on a rubric
- Career Research projects
- Site visits
- Employer evaluation
<table>
<thead>
<tr>
<th>LEARNING STRAND</th>
<th>ENDURING UNDERSTANDING(S)</th>
<th>ESSENTIAL QUESTION(S)</th>
</tr>
</thead>
</table>
| 2.0 Adapting to the Ever Changing Work Place | • A changing job market requires adaptations and life long learning.  
• The 21st century has created global competition for all jobs.  
• Transferable skills are essential for continued success in the workplace.  
• Ever evolving technology requires continuous learning in order to remain employable. | • Why must you view the world of work as global rather than local?  
• What factors affect a market based economy?  
• How changing technology affects the workplace?  
• What actions can you take to become a more technologically literate worker? |

<table>
<thead>
<tr>
<th>LEARNING OBJECTIVES</th>
<th>INSTRUCTIONAL SUPPORT MATERIALS</th>
</tr>
</thead>
</table>
| 2.1 Make appropriate decisions using the seven steps in the decision-making process. | • Work Safe curriculum guide (required by CSDE)  
• Various materials from Career Solutions  
• Speaker from OSHA  
• Connecticut Works and Learns guidelines |
| 2.2 Identify and clarify problems using the six basic steps in the problem-solving process. | • www.ctdol.gov  
• www.usdol.gov  
• www.cptv.org/local/special/worklearnlive/html/resources.asp  
• www.osha-safety-training.net  
• www.sexualharassmansupport.org  
• www.monster.com  
• www.vocbios.com |
| 2.3 Describe how to generate, compare, and implement solutions to problems. |  |
| 2.4 Explain how technological advancements transform the workplace. |  |
| 2.5 Describe ways workers can become technologically literate. |  |
| 2.6 Explain how business use the internet and various programs such as databases, spreadsheets, and desktop publishing. |  |
| 2.7 Identify basic copyright law protections. |  |
| 2.8 Prepare a schedule that will enable you to accomplish your most important tasks. |  |
| 2.9 Identify strategies and techniques for using time effectively. |  |
| 2.10 Organize your work area and your tasks. |  |
| 2.11 Develop and maintain systems for organizing paper work and computer files. |  |
| 2.12 Identify ways to prepare yourself for the future. |  |
| 2.13 Describe qualities, actions, and behaviors that may help you achieve promotions. |  |
| 2.14 Explain why workers may want to change jobs. |  |
| 2.15 Describe strategies for seeking a new job or career. |  |
| 2.16 Describe steps to take if you lose your job. |  |

SUGGESTED INSTRUCTIONAL STRATEGIES
- Oral presentation
- Classroom instruction
- Individual instruction
- Round Robin discussion on workplace experiences
- Cooperative learning
- Internet research projects

SUGGESTED ASSESSMENT METHODS
- Tests/Quizzes
- Oral presentations based on a rubric
- Career Research projects
- Site visits
- Employer evaluation
# LEARNING STRAND

3.0 Teamwork and Leadership

## ENDURING UNDERSTANDING(S)
- Today’s job market relies on the ability to work within the framework of a team.
- Transferable skills are essential for continued success in the workplace.
- Awareness and tolerance of diversity is critical to personal and organizational success.

## ESSENTIAL QUESTION(S)
- How can I be a team player?
- What is a leader?
- How does teamwork benefit both team members and businesses?

## LEARNING OBJECTIVES
- The student will:
  3.1 Explain how teamwork benefits both team members and businesses.
  3.2 Describe the procedures necessary for organizing and maintaining an effective team.
  3.3 Discuss the characteristics of effective leaders and supervisors.
  3.4 Describe procedures for leading meetings.
  3.5 Identify ways of planning and organizing communication.
  3.6 Describe the importance of effective speaking and listening skills in the workplace.

## INSTRUCTIONAL SUPPORT MATERIALS
- Speaker from the DOL
- CareerWorld magazine
- [http://management.about.com/od/leadership/](http://management.about.com/od/leadership/)
- www.ctdol.gov
- www.usdol.gov
- www.cptv.org/local/special/worklearnlive/html/resources.asp
- www.sexualharassmansupport.org

## SUGGESTED INSTRUCTIONAL STRATEGIES
- Oral presentation
- Classroom instruction
- Individual instruction
- Round Robin discussion on workplace experiences
- Cooperative learning
- Internet research projects

## SUGGESTED ASSESSMENT METHODS
- Tests/Quizzes
- Oral presentations based on a rubric
- Career Research projects
- Site visits
- Employer evaluation
LEARNING STRAND

4.0 Career Exploration

ENDURING UNDERSTANDING(S)

- Determining how jobs affect your lifestyle will help you to understand the importance of making sound career choices.
- Transferable skills are essential for continued success in the workplace.
- The 21st century has created global competition for all jobs.

ESSENTIAL QUESTION(S)

- How does career choice affect your lifestyle?
- Why do employers look for transferable skill competencies?
- Why will you need to compete with a global workforce throughout the 21st century?

LEARNING OBJECTIVES – The student will:

4.1 Identify methods to research careers such as traditional resources, the Internet, and informal strategies.
4.2 Explain how part-time work can help you gain insight in making future career plans.
4.3 Formulate key questions to ask in assessing a career opportunity.
4.4 Understand the characteristics of a career profile.
4.5 Define entrepreneurship and explain its advantages and disadvantages.
4.6 Identify the four main ways of becoming a business owner and explain the advantages and disadvantages of each.
4.7 Describe basic forms of business ownership.
4.8 Describe the processes and decisions involved in establishing a new business.
4.9 Evaluate various career possibilities.
4.10 Develop an individual career plan and set intermediate career goals.
4.11 Identify the education and training you will need to reach your career goals.

INSTRUCTIONAL SUPPORT MATERIALS

- Speaker from OSHA
- Speaker from the DOL
- Post graduate Technical and Business school speaker
- http://www.careervoyages.gov
- Http://www.jff.org
- www.ctdol.gov
- www.usdol.gov
- www.cptv.org/local/special/worklearnlive/html/resources.asp
- www.osha-safety-training.net
- www.Monster.com
- www.career-resource.net/theory.php
- www.cibia.com/ed/STC

SUGGESTED INSTRUCTIONAL STRATEGIES

- Oral presentation
- Classroom instruction
- Individual instruction
- Round Robin discussion on workplace experiences
- Cooperative learning
- Internet research projects

SUGGESTED ASSESSMENT METHODS

- Tests/Quizzes
- Oral presentations based on a rubric
- Career Research projects
- Site visits
- Employer evaluation
**LEARNING STRAND**

5.0 Job Seeking Skills

<table>
<thead>
<tr>
<th><strong>ENDURING UNDERSTANDING(S)</strong></th>
<th><strong>ESSENTIAL QUESTION(S)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Preparation for the job seeking experience is critical for success.</td>
<td>• How do you plan a successful job search?</td>
</tr>
<tr>
<td>• The 21st century has created global competition for all jobs.</td>
<td>• Why is it important to prepare yourself prior to your job search?</td>
</tr>
<tr>
<td></td>
<td>• Why is a job interview an opportunity to market yourself?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LEARNING OBJECTIVES</strong> – The student will:</th>
<th><strong>INSTRUCTIONAL SUPPORT MATERIALS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Explain why networking is effective for developing job leads.</td>
<td>• Speaker from the DOL</td>
</tr>
<tr>
<td>5.2 Create and maintain a career network and contact list.</td>
<td>• Various Career Solutions lessons</td>
</tr>
<tr>
<td>5.3 Use the internet and other resources to search for career opportunities.</td>
<td>• Gibbs College, Berkley College, Porter and Chester etc. speaker</td>
</tr>
<tr>
<td>5.4 Prepare materials necessary for job-hunting, including applications, resumes, and cover letters.</td>
<td>• <a href="http://www.ctdol.gov">www.ctdol.gov</a></td>
</tr>
<tr>
<td>5.5 Identify methods of preparing for interviews.</td>
<td>• <a href="http://www.usdol.gov">www.usdol.gov</a></td>
</tr>
<tr>
<td>5.6 Recognize the factors that create an employer’s first impression of a job candidate.</td>
<td>• <a href="http://www.cptv.org/local/special/worklearnlive/html/resources.asp">www.cptv.org/local/special/worklearnlive/html/resources.asp</a></td>
</tr>
<tr>
<td>5.7 Anticipate and answer typical and tough interview questions.</td>
<td>• <a href="http://www.vocbios.com">www.vocbios.com</a></td>
</tr>
<tr>
<td>5.8 Apply procedures for following up on an interview.</td>
<td>• <a href="http://www.monster.com">www.monster.com</a></td>
</tr>
<tr>
<td>5.9 Recognize proper methods of accepting and rejecting employment.</td>
<td>• <a href="http://www.yourofficecoach.com">www.yourofficecoach.com</a></td>
</tr>
</tbody>
</table>

**SUGGESTED INSTRUCTIONAL STRATEGIES**

- Oral presentation
- Role play
- Classroom instruction
- Individual instruction
- Round Robin discussion on workplace experiences
- Cooperative learning
- Internet research projects

**SUGGESTED ASSESSMENT METHODS**

- Tests/Quizzes
- Oral presentations based on a rubric
- Career Research projects
- Site visits
- Employer evaluation
**LEARNING STRAND**

6.0 Global Economy

<table>
<thead>
<tr>
<th>ENDURING UNDERSTANDING(S)</th>
<th>ESSENTIAL QUESTION(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The 21st century has created global competition for all jobs and businesses.</td>
<td>• Why is it important to view the world of work as global rather than local?</td>
</tr>
<tr>
<td>• Awareness and tolerance of diversity is critical to personal and organizational success.</td>
<td>• How are prices for goods or services determined?</td>
</tr>
<tr>
<td>• What are the skills, abilities, and personal traits that would be important for a person working outside the US?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEARNING OBJECTIVES – The student will:</th>
<th>INSTRUCTIONAL SUPPORT MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Describe several economic systems.</td>
<td>• <a href="http://www.vocblos.com">www.vocblos.com</a></td>
</tr>
<tr>
<td>6.2 Define entrepreneurship and it's importance to the economy.</td>
<td>• CareerWorld - magazine</td>
</tr>
<tr>
<td>6.3 Identify and compare the various types of business ownership.</td>
<td>• Lessons from Career Solutions</td>
</tr>
<tr>
<td>6.4 Describe the advantages and disadvantages of business ownership.</td>
<td>• <a href="http://www.ctdol.gov">www.ctdol.gov</a></td>
</tr>
<tr>
<td>6.5 Describe the major components of our economic system.</td>
<td>• <a href="http://www.usdol.gov">www.usdol.gov</a></td>
</tr>
<tr>
<td>6.6 Explain the relationship between supply and demand and the price of goods and services.</td>
<td>• <a href="http://www.cptv.org/local/special/worklearnlive/html/resources.asp">www.cptv.org/local/special/worklearnlive/html/resources.asp</a></td>
</tr>
<tr>
<td>6.7 List several facts that emphasize the importance of individual workers in our economic system.</td>
<td></td>
</tr>
<tr>
<td>6.8 Evaluate practices and ideas as they relate to other cultures.</td>
<td></td>
</tr>
<tr>
<td>6.9 Define a free-enterprise system and identify producers and consumers.</td>
<td></td>
</tr>
<tr>
<td>6.10 Describe the marketplace and explain why prices go up and down.</td>
<td></td>
</tr>
<tr>
<td>6.11 Explain factors to consider when measuring the economies health.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUGGESTED INSTRUCTIONAL STRATEGIES</th>
<th>SUGGESTED ASSESSMENT METHODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Oral presentation</td>
<td>• Tests/Quizzes</td>
</tr>
<tr>
<td>• Classroom instruction</td>
<td>• Oral presentations based on a rubric</td>
</tr>
<tr>
<td>• Individual instruction</td>
<td>• Career Research projects</td>
</tr>
<tr>
<td>• Round Robin discussion on workplace experiences</td>
<td>• Site visits</td>
</tr>
<tr>
<td>• Cooperative learning</td>
<td>• Employer evaluation</td>
</tr>
<tr>
<td>• Internet research projects</td>
<td></td>
</tr>
</tbody>
</table>
**LEARNING STRAND**

7.0 Legal responsibilities and safety issues

<table>
<thead>
<tr>
<th>ENDURING UNDERSTANDING(S)</th>
<th>ESSENTIAL QUESTION(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Awareness of factors that affect safety in the workplace will protect you and your coworkers.</td>
<td>• Why are individuals responsible for their own safety and the safety of others in the workplace?</td>
</tr>
<tr>
<td>• All employees deserve fair treatment and equal rights on the job.</td>
<td>• Who is responsible for labor law enforcement?</td>
</tr>
<tr>
<td></td>
<td>• Why is it important to have rules and procedures in the workplace?</td>
</tr>
<tr>
<td></td>
<td>• Why are there restrictions on youth employment?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEARNING OBJECTIVES</th>
<th>INSTRUCTIONAL SUPPORT MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>– The student will:</td>
<td>• Work Safe curriculum guide (required by CSDE)</td>
</tr>
<tr>
<td>7.1 Explain the relationship between good health and career success.</td>
<td>• Speaker from OSHA</td>
</tr>
<tr>
<td>7.2 Identify stress and ways to cope with stress.</td>
<td>• Speaker from the DOL (child labor laws)</td>
</tr>
<tr>
<td>7.3 Identify rules and procedures for maintaining a safe workplace.</td>
<td>• MSDS documentation</td>
</tr>
<tr>
<td>7.4 Identify workplace conservation and environmental practices and policies.</td>
<td>• <a href="http://www.ctdol.gov">www.ctdol.gov</a></td>
</tr>
<tr>
<td>7.5 Explain how to respond effectively to various workplace emergencies.</td>
<td>• <a href="http://www.usdol.gov">www.usdol.gov</a></td>
</tr>
<tr>
<td>7.6 Identify how laws and labor unions affect the workplace.</td>
<td>• <a href="http://www.cptv.org/local/special/worklearnlive/html/resources.asp">www.cptv.org/local/special/worklearnlive/html/resources.asp</a></td>
</tr>
<tr>
<td>7.7 Describe discrimination in the workplace and identify some of the laws that address it.</td>
<td>• <a href="http://www.osha-safety-training.net">www.osha-safety-training.net</a></td>
</tr>
<tr>
<td>7.8 Recognize sexual harassment and identify actions to take against it.</td>
<td>• <a href="http://www.sexualharassmansupport.org">www.sexualharassmansupport.org</a></td>
</tr>
<tr>
<td>7.9 Understand the difference between civil and criminal law.</td>
<td></td>
</tr>
<tr>
<td>7.10 Identify types of civil law cases and explain how they get resolved.</td>
<td></td>
</tr>
<tr>
<td>7.11 Identify and evaluate legal services that can help you settle disputes.</td>
<td></td>
</tr>
</tbody>
</table>

**SUGGESTED INSTRUCTIONAL STRATEGIES**

- Oral presentation
- Classroom instruction
- Individual instruction
- Round Robin discussion on workplace experiences
- Cooperative learning
- Internet research projects

**SUGGESTED ASSESSMENT METHODS**

- Tests/Quizzes
- Oral presentations based on a rubric
- Career Research projects
- Site visits
- Employer evaluation

Cooperative Work Experience (CWE) Page 9 of 11
### LEARNING STRAND

#### 8.0 Managing Your Money

#### ENDURING UNDERSTANDING(S)
- A person’s standard of living is established by money and income.
- A budget maintains a standard of living and is defined by attitudes and values.
- Your credit past is your credit future.
- Credit is an essential tool used to establish financial independence.
- The road to financial independence should begin at an early age in order to build wealth and achieve financial security.
- Federal, state, and local taxes enable the government the money necessary to provide needed services.

#### ESSENTIAL QUESTION(S)
- How do individual choices affect standard of living?
- Why is budgeting a good practice?
- Why is it important to establish credit?
- What is financial security?
- Why do we pay taxes?

#### LEARNING OBJECTIVES

- **8.1** Identify the steps involved in planning a budget.
- **8.2** Identify personal changes that might affect your finances.
- **8.3** Discuss ways to adjust to economic change.
- **8.4** Identify common methods for saving money.
- **8.5** Describe different kinds of credit.
- **8.6** Explain the advantages and disadvantages of using credit.
- **8.7** Define some common insurance terms.
- **8.8** Identify some ways to lower insurance costs.
- **8.9** Describe the basic types of health, auto, and life insurance coverage.
- **8.10** Explain the importance of homeowner’s insurance.
- **8.11** Understand group and individual health insurance plans.
- **8.12** Describe the tax system and the services it finances (federal, state, local).
- **8.13** Complete a federal tax return.
- **8.14** Describe how the Social Security system works.
- **8.15** Identify Social Security benefits and state social insurance benefits.
- **8.16** Describe the challenges facing the Social Security system today.

#### INSTRUCTIONAL SUPPORT MATERIALS

- [www.ctdol.gov](http://www.ctdol.gov)
- [www.usdol.gov](http://www.usdol.gov)
- [www.osha-safety-training.net](http://www.osha-safety-training.net)
- [www.ssa.gov](http://www.ssa.gov)
- [www.sexualharassmansupport.org](http://www.sexualharassmansupport.org)
- [www.jumpstartcoalition.org](http://www.jumpstartcoalition.org)
- [www.moneypower.org](http://www.moneypower.org)
- [www.creditcardnation.com](http://www.creditcardnation.com)
- [CareerWorld - magazine](http://CareerWorld)
- [Financial institution brochures](http://Financial)
- [www.autobuying.com](http://www.autobuying.com)
- [www.careereducation.com](http://www.careereducation.com)
- [www.consumerfed.org](http://www.consumerfed.org)
- [www.wellsfargo.com/home/](http://www.wellsfargo.com/home/)

#### SUGGESTED INSTRUCTIONAL STRATEGIES

- Oral presentation
- Classroom instruction
- Individual instruction
- Research the time value of money
- Round Robin discussion on workplace experiences
- Cooperative learning
- Internet research projects
• Guest speakers such as a bankruptcy lawyer and a credit counselor
• Research costs of credit and the impact of credit scores

**SUGGESTED ASSESSMENT METHODS**

• Tests/Quizzes
• Oral presentations based on a rubric
• Career Research projects
• Site visits
• Employer evaluation