

Career Cheat Sheet

All careers have a language that is specific to the profession. These words may not mean much to someone outside of it but is used all of the time for those who are. What is a career you are interested in? What is the language of the discipline?



Depth and Complexity icon:

Language of the discipline

Secondary Depth and Complexity icons:

Big Idea
Details
Rules

Product: students are going to create a career cheat sheet that has 10 terms specific to that profession. These 10 terms will need to be defined but also explain why they are important terms for the profession.

Digging Deeper: students can define 20 terms that are significant to this profession.

Skills:

Research
How to conduct an interview
Being professional

Calendar:

What is language of the discipline?		Brainstorm careers you are interested in	Begin to research that career	
Continue researching career, identify someone to interview		Research, how to conduct an interview	Conduct interview	
Work on glossary of terms		Work on glossary of terms	Share glossary of terms	

Lesson 1 – What is language of the discipline?

Vocabulary terms specific to the content or discipline.



All learning disciplines have language that is specific to it:

Math: hypotenuse, integers, denominator

ELA: thesis statement, parts of speech, foreshadowing

Science: theory, conduction, erosion

Social Studies: compass rose, specialization, city-state

In addition, sports have language of the discipline:

Baseball: balk, sacrifice, shortstop

Tennis: love, deuce, volley

Football: safety, illegal formation, center

And hobbies:

Minecraft: mobs, crafting table, nether portal

Music: pitch, beat, forte

Careers also have specific language (see if you can guess the career from the language)

IEP, assessment, differentiate = teacher

zenith, keyhole, liftoff = astronaut

level, slice, undercut

= hairdresser

Lesson 2 – Brainstorming career you are interested in

How does one get interested in a career?

(kids can brainstorm ideas)

- You know of someone who is in it
- You have seen it on television or in a movie
- You have a hobby that is similar
- You believe it will make them a lot of money
- You think it would be fun

BRAINSTORMING A CAREER

List five careers you would be interested in doing as an adult

- 1.
- 2.
- 3.
- 4.
- 5.

Do a basic search on these careers. Do they have a language that is specific to it?

1. yes no
2. yes no
3. yes no
4. yes no
5. yes no

Do you know of someone in this profession or how to get ahold of someone in this profession to conduct an interview?

1. yes no
2. yes no
3. yes no
4. yes no
5. yes no

Of the ones you answered both yes to, which one is the most exciting to you to learn about?

Lesson 3 – Research

1. Search Wisely. That is, make sure you have a strategy before you begin your research on the Web. No matter which tool you're using, always formulate questions and identify specific keywords before going online.

2. Refine your search. Go beyond simple keyword searches. Use more than one keyword or phrase to make your search query more specific.

3. Stay focused. It's easy to be distracted on the Web. Ads, sweepstakes, offers, links—all are designed to get your attention and entice you to go elsewhere. Giving in to these distractions is a sure way to squander time and lose momentum. If a site that's unrelated to your research topic interests you, bookmark the URL so you can return to it when you are surfing the Web for fun.

4. Cast a Wide Net. A thorough search will increase the quality of the results you find online. If you're investigating a particular topic, don't rely on the first relevant site you find for the basis of all your research. Find many sites, evaluate them, pick out a handful of the best, and bookmark those for future reference.

Lesson 4 – How to conduct an interview

Interview can be:

- In-person
 - Phone call
 - Email query
 - Google Meet
- An interview is more than just asking a bunch of questions. It is about asking the right questions to get the information you need. Because of this there are couple of things you must do to ensure a good interview.
- Be prepared
 - Have questions ahead of the interview
 - If the person answers a question before you get to it, cross it off so they don't think you haven't been listening
 - Know what you want to get from the interview
 - Have a goal in mind
 - Interview the right person
 - Make sure the person is qualified to give you the information you are looking for
 - Ask questions that will get more than yes/no responses
 - You want details, ask for details
 - You want an example, ask for one
 - Ask follow-up/clarifying questions
 - If you would like more detail or an understanding on what they said, ask a follow up question to clarify
 - Don't be afraid to let the interview take you where it is going
 - If you are getting off of your questions, it OK
 - Don't get too far off
 - Take notes
 - Let the person know you are listening
 - Write down full names
 - Be respectful of your interviewee
 - Assume they are the expert and treat them as such
 - If you have to do the interview by phone, remember a couple of things
 - Select a quiet, private room with a telephone in good working condition
 - Speak slowly, clearly, and with a purpose
 - Smile, it changes your speech and the person can sense it
 - Don't use speaker phone
 - Don't hang up until the interviewee had hung up
- If interview is in person
- Be professional
 - Dress nice
 - Be on time
 - Address them as sir/ma'am or by Mr. or Mrs. unless otherwise told
 - Don't talk over the interviewee

- Make eye-contact when possible
 - Lets them know you care about what they are talking about

Interview Suggestions

Questioning Techniques

1. Brainstorm questions prior to the interview.
2. Use open-ended questions (avoid yes/no answers).
3. Do not ask embarrassing questions.
4. Ask questions in a logical order.
5. Evaluate and revise.

Arranging an Interview

1. Identify who you are and politely speak to the person.
2. Speak clearly and slowly.
3. Explain the purpose of your interview.
4. Inform the interviewer of:
 - general areas to be covered
 - how the interview will be conducted
 - what will be done with the information
5. Make sure the date, time, and place are clearly understood if arranging to meet for an interview.

Taking Notes

1. Write down key ideas.
2. Understand what you have written.
3. Review notes and transcribe them as soon as possible.

Follow up Thank-You

1. Tell how the information will be presented.
2. Tell how much the interview helped.

Helpful Hints

1. Before the interview:
 - dress appropriately
 - be on time
 - be prepared
 - be professional
2. During the interview:
 - LISTEN
 - be friendly but firm
 - be appreciative

The Interview

Your name _____

Name of person to be interviewed _____

Goal of interview _____

Type of interview _____

Questions and Notes

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Lesson 5 – What is a glossary?

An alphabetical list of terms or words found in or relating to a specific subject with explanations.

Technology Glossary

App: Abbreviation for “application,” it is a piece of software, primarily referring to those used on smartphones, tablets, and other touch-based devices.

Blog: Interactive Web journal or diary, the contents of which are posted online where they are viewable by some or all individuals. The act of updating a blog is called “blogging.” A person who keeps a blog is referred to as a “blogger.” The term was created by combining “web” and “log.”

Chat Room: A virtual online room where groups of people send and receive messages on one screen. Popular chat rooms can have hundreds of people all communicating at the same time. Typed messages appears instantly as realtime conversation. All of the people in the room are listed on the side of the screen with their screen names.

Cookie: A file on a computer or other electronic device that records user information when visiting a website. Cookies are often used to identify the websites that the device has visited, save login information and customization preferences, and enable the presentation of more personalized information or content.

Digital Footprint: Evidence of a person’s use of the Internet, typically focusing on dates and times of specific websites visited. This includes anything that can be linked to a user’s existence, presence, or identity.

E-mail: Electronic mail. Allows Internet users to send and receive electronic messages to and from other Internet users.

Filtering: The act of restricting access to certain websites or social media platforms. For example, a filter might compare the text on a web page against a list of forbidden words. If a match is found, that web page may be blocked or reported through a monitoring process. Generally speaking, a filter allows or denies access based on previously specified rules.

Firewall: Hardware or software that restricts and regulates incoming and outgoing data to or from computer systems. Firewalls allow or disallow accessing certain websites or social media platforms.

Hacking: The act of circumventing security and breaking into an authorized location (a network, computer, file, etc.), usually with malicious intent.

Hashtag: A descriptor or label preceded by the pound (#) sign that helps others easily find content related to that word or phrase. Facebook, Twitter, and Instagram, for example, allow users to look up and click through hashtags to find other users’ content that are also listed (tagged) with that hashtag.

Instant Messaging: The act of real-time messages sent and received between two or more people over a network such as the Internet. This can occur through software such as WeChat, WhatsApp, Snapchat, Viber, and Facebook Messenger.

Internet: A worldwide network of computers communicating with each other via phone lines, satellite links, wireless networks, and cable systems.

Network: Two or more computers connected so that they can communicate with each other.

Profile: When considered in the context of online social networking, this is a user-customized page that represents that person. Here, a person's background, interests, and friends are listed to reflect who that person is or how that person would like to be seen. Pictures, biographical and contact information, and other interesting facts about the user are often included as well.

Screenshot: An image that is captured of what is shown on a phone, tablet, or computer screen.

Tablet: A mobile computing device growing in adoption and popularity. They are smaller than a laptop and bigger than a smartphone, and provide much of the same functionality as both.

Tweet: A short (280 character [or less]) message posted on Twitter.

Unfriend (or unfollow): The act of removing a friend from a social circle found on your social media site so they can't see and don't have access to your posts, captions, comments or anything else you'd like to restrict to a certain audience. Although unfriending has similarities with blocking a friend, it is different in the context of social media. Blocking a person prevents that person's name from appearing in search results as well as prevents that person from contacting the person who has blocked him/her, whereas unfriending would not result in any of these and would just show that the person is no longer in the other person's social circle.

Wireless: Communications in which electromagnetic waves carry a signal through space rather than along a wire. Refers primarily to wireless Internet access (Wi-Fi) available in an increasing number of places.


YouTube (app): is a wildly popular video sharing app and site owned by Google where registered users can upload and share videos with anyone able to access the site. It has over 2 billion average monthly users and over 30 billion average daily users, with 300 hours of video uploaded every minute.

Dig Deeper

If you find yourself finishing the project earlier than the due date, do you have time to dig deeper.

Digging deeper might be:

- Making your terms look nicer (typing)
- Checking it over for any spelling or grammatical errors
- Adding more detail to your definition or providing specific examples
- Adding more terms to your list
- Changing the format of your cheat sheet (poster, Google Slides, WeVideo)

	Terms	 Detail in explanation	Grammar
Digging deeper	<ul style="list-style-type: none"> Cheat sheet has 20 terms. All of the terms relate to the profession they chose. The terms give you a complete picture of the profession. 	<ul style="list-style-type: none"> Term definitions are all explained in detail. Explanations are very clear, showing how the term is used in the profession. The importance of the term to the profession is explained for each one. 	<ul style="list-style-type: none"> Little to no spelling errors. Proper sentence structure is used, making it clear. Punctuation is used correctly in all but a couple of places.
Meeting the requirements	<ul style="list-style-type: none"> Cheat sheet has 10-19 terms. Most of the terms relate to the profession they chose but couple are not connected clearly. The terms give you a good picture of the profession but a couple of gaps. 	<ul style="list-style-type: none"> Most term definitions are explained in detail but not all. Most explanations are very clear, showing how the term is used in the profession, but a couple not clear. The importance of the term to the profession is explained for most but not all. 	<ul style="list-style-type: none"> A few spelling errors here and there. Proper sentence structure is used for most but a couple not clear. Punctuation is used correctly for the most part but a few places where it is not.
Needs additional work	<ul style="list-style-type: none"> Cheat sheet has 9 or less terms. A few of the terms relate to the profession they chose but many are not connected clearly. The terms do not give you a good picture of the profession. 	<ul style="list-style-type: none"> Few term definitions are explained in detail but not many. Many explanations are not very clear, not showing how the term is used in the profession. The importance of the term to the profession is not explained for many of them. 	<ul style="list-style-type: none"> Many spelling errors. Proper sentence structure is not used for many, making them unclear. Punctuation is not used correctly in many places.

Reflection

For homework students will create a reflection for the project. They can do this in a number of ways:

- Write the reflection on a Google Doc and submit
- Write a reflection on this sheet of paper
- Film the reflection on a WeVideo or FlipGrid
- Have an interview with the teacher

