Lesson Plan: Documenting My Experiences

Objective: Students will document their academic and extracurricular activities, skills, and achievements in My Experiences in preparation to develop a professional resume.

ASCA Standards	
B-LS 5.	Media and technology skills to enhance learning
B-LS 7.	Long- and short-term academic, career, and social/emotional goals
B-LS 9.	Decision-making informed by gathering evidence, getting others' perspectives, and recognizing personal bias
B-SMS 5.	Perseverance to achieve long- and short-term goals
College and Career Readiness Anchor Standards	
W.CCR.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
AVID Standards	
9.OK.BCK.1	Identify personal interests and skills related to future career aspirations
10.OK.BCK.4	Reflect on how academic plans and course completion support progress toward desired career field
11.OK.BCK.1.b)	Refine key personal attributes for academic, social, and financial fit related to career selection
12.OK.BCK.3	Develop skills and attitudes related to career readiness

Lesson Duration

This lesson can be completed in one 45-60 minute class period or broken into several 20- or 30-minute smaller lessons.

Student Materials

- Chromebook/laptop
- Internet access
- Documenting My Experiences Student Worksheet
  - Instructional tip: The student worksheet is designed to complement the lesson; it is a fillable PDF that can be used electronically or printed.
- How to Use My Experiences Tool tutorial

Educator Materials

- How to Use the My Experiences Tool tutorial
  - Instructional tip: View this tutorial for a step-by-step guide to see how your students will navigate CaliforniaColleges.edu in this lesson.
- Hard Skills and Soft Skills reference guide

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Educator Script/Introduction:

“Today you get to reflect on and document your strengths and achievements! You will use the My Experiences tool in CaliforniaColleges.edu to document your academic and extracurricular activities, skills, and achievements in order to create a professional resume. A resume is needed to apply for most jobs.”

Warm-Up (10 minutes)

— Instruct students to consider the following questions: What academic and extracurricular activities have you participated in? What are your skills and strengths? What awards have you earned?

  ○ Instructional tips: There are many ways students can document their responsibilities outside of school. Encourage students to think creatively; for example, family responsibilities such as supervising siblings and/or translating/interpreting meetings, documents, and appointments are experiences to which many students can relate.

— Direct students to list their experiences, skills, and achievements:

Experiences List academic, work, and/or other extracurricular activities in which you've participated.	• • • • •
Skills List your skills; refer to the Hard Skills and Soft Skills reference guide for ideas.	• • • • •
Achievements List awards or achievements you are proud of.	• • • • •

  ○ Instructional tip: Consider asking students to pick one experience, one skill, and one achievement to describe in detail to a partner or a small group.

My Experiences (30 minutes)

— Play the following tutorial or provide the link to students so they can watch it independently: How to Use the My Experiences Tool tutorial.

  ○ Instructional tip: Watching this tutorial as a class enables you to pause as needed in order to ensure every student is on the same step before moving forward with the lesson.

— Instruct students to sign in to **CaliforniaColleges.edu**, navigate to **My Plan** at the top of the page, and click **My Experiences**.

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- Direct students to begin adding their **Experiences**, **Skills**, and **Achievements**.
    - Instructional tip: Encourage students to write thoughtful descriptions for each experience, skill, and achievement. Remind students that their additions here will be resources for them when they create their professional resumes.

Reflection/Exit Ticket (5 minutes)

- Collect students' completed worksheets and remind students that they should continue to update **My Experiences** throughout high school.

Extension of Learning

- Encourage students to explore opportunities at school and/or in their community that connect with their college and career goals.

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