

6th Grade – Career Awareness
Unit 1: Introduction to Career Awareness & Google Docs
Introduction to Work Ethic
Teacher: Keri Beth Jones

Standard(s) Covered:

- MSCA6-1: Students will understand the personal nature of work and how it relates to them as individuals and as integral parts of society.
- MSCA6-3: Students will describe, develop, and evaluate how positive interpersonal skills affect their ability to work successfully.

EQ:

- What do I need to know in order to be successful in Career Awareness?
- What is Google Drive and how can it help me to create documents, presentations, forms, etc. and work collaboratively online with another person?
- How do positive interpersonal skills help me to be a more productive citizen now as a student and in the future as an active member of society?
- How can I be ready to work?

Objectives:

- Students will learn what they are going to do in this class.
- Students will learn the appropriate procedures for this class.
- Students will be introduced to our class website (mbmscareers.com)
- Students will set up their Edmodo account and connect to their class group.
- Students will learn how to login to their Google accounts, upload files to their Google drives, share files with others, create Google docs, and share those Google docs with others.
- Students will learn to work collaboratively online by using Google docs.
- Students will learn the basics of FBLA and how to use the internet to find answers to questions about FBLA.
- Students will learn how to create a flyer using Google Docs.
- Students will reflect on this assignment by filling out a form in Google Docs.
- Students will create an account on Zondle.com and connect to our class group using a code
- Students will learn information about work ethics and workplace readiness by playing games assigned to them on these topics in Zondle.com
- Students will monitor their progress by comparing their PRE-test and POST-test scores in zondle.
- Students will learn how to graph their grades using Excel.

Time: 8 Days

Activities:

Day 1 – Use First Day PowerPoint

- Who am I?
- Who are you?
- What is this class all about?
- What tools are we going to use in a daily basis in this class and how to I access those tools?

Day 2 –

- Check in with Mrs. Jones so she knows you are here and pick up a parent letter.
- Housekeeping - Did you bring your composition notebook? If so, put that in the bin for your class located on the table in the back of the room!

- Greetings from Mrs. Jones - I will tell you how to login to Edmodo and get connected to our class today.
- Once you have logged in to Edmodo and connected to our class, please complete the Student Information Form which is posted there.
- Once you are finished with the above information, you can update your profile in Edmodo. Answer all of the profile questions and change your picture if you want to... just make sure the picture is SCHOOL-APPROPRIATE!
- If we have enough time, we might play a game together as a class. It depends on how long it takes you to finish with the tasks posted above. :)

Day 3 –

- Today we are going to talk about FBLA. If you are not yet a member, I would encourage you to join! Please complete the FBLA Scavenger Hunt. You can use the following resources to find all of the answers:

[FBLA WEBSITE](#)

[GEORGIA FBLA MIDDLE LEVEL HANDBOOK](#)

Day 4 –

- Today we are going to go through a Google orientation. You will learn to save, send an e-mail, attach files to an e-mail, and do all kinds of exciting things with your Google account! I will walk you through this orientation so please sit quietly until we are ready to begin! :)

Day 5 –

- **Login to your Google Account and wait for further instruction from Mrs. Jones before you begin the assignment below.**
- Mrs. Jones will review last week's lesson and talk with you about how you can work collaboratively using Google Drive.
- Once Mrs. Jones instructs you to get in your groups, please complete the activity for today (Collaborative FBLA Flyer) with your partner. The specific assignment instructions will be on the projector.

Day 6 –

- Login to your Google account and open up the document that you were working on with your partner to create your FBLA flyer. Remember that the flyer needs to have the following information: Pictures, Date/Time of our next meeting (November 5th at 7:30AM in the Media Center), and information about FBLA (what we do). Also remember that you cannot communicate by verbally talking. You must communicate through the Google Drive options (e-mail, type in another Google Doc, etc.) - BE CREATIVE and communicate electronically because that is how it's going to be in the real world! :)
- **MAKE SURE BOTH OF YOUR NAMES ARE ON THE DOCUMENT SOMEWHERE! :)**
- Once you are finished, share your work with Mrs. Jones at this e-mail address - kjones@oconeeschools.org
- After you have shared your flyer with Mrs. Jones, please fill out the form posted in Edmodo. Thanks!
- Create your account on www.zondle.com.
- Our class code is 23370-46955.
- Take the two quizzes that are there for you: Work Place Readiness Quiz and Work Quiz.
- Once you have taken the quizzes, you can play the games in order to learn and review this information. The student with the highest amount of points tomorrow will receive a prize!

Day 7 –

- Continue playing the zondle games on work place readiness, workplace terms, and working together. **Remember, you need to finish a game in each section and continue playing AND answering questions CORRECTLY to get more points!**

- **YOU CAN PLAY THE GAMES AT HOME THIS WEEKEND AND REVIEW THE MATERIAL USING ANY INTERNET CONNECTION!**
- You will take your POST ASSESSMENT on this material on MONDAY!!

Day 8 –

- You have twenty (20) minutes to review the information posted in Zondle.
- When the timer goes off, please take the 2 quizzes again for your POST-TEST. Remember: **THESE GRADES WILL BE ENTERED INTO THE GRADEBOOK SO TRY YOUR BEST!**
- At the end of class, the top 3 on the leaderboard will be given an award.
- I will also award a prize to any student who scores a 100 on BOTH quizzes.
- HEADS UP! - Mrs. Mattison will be in here tomorrow to do an interest survey with you.
- At the end of class, students will graph their Pre-Test/Post-Test grades in Excel following Mrs. Jones's direction in order to have a visual representation of what they accomplished.

Resources Needed/Teacher Preparation:

- First Day PowerPoint
- Set up Edmodo Groups and retrieve class code for students
- Update agendas on class website for each day
- Create Student Information Form and post that in Edmodo
- FBLA Scavenger Hunt
- Show video from this website: <http://www.21things4students.net/21/productivity-suite/>
- Be prepared to show students how to sign in to their Google accounts - If they haven't logged into their accounts yet, their passwords are "LastnameLunch#" with the first letter of the last name being capitalized
- Be prepared to show students how to use Google Drive and upload, create, and share files
- Here is the assignment for the Collaborative FBLA Flyer: Create a flyer about FBLA that tells students about the organization and when the next meeting is for our chapter: November 5th at 7:30AM in the Media Center. You must include pictures! Remember: **YOU CANNOT TALK TO YOUR PARTNER VERBALLY. YOU MAY ONLY COMMUNICATE USING GOOGLE DOCS. THE POINT IS THAT YOU HAVE TO COLLABORATE ONLINE!** 😊
- Create a form in Google forms that allows students to reflect on the assignment (see below)
- Post form in Edmodo group
- Set up a Zondle group for 6th grade and add in games that deal with work ethics
- Post group code for Zondle in 6th grade class
- Set-up Work Place Readiness Quiz and Work Quiz for the 6th grade group
- Make sure that students in all classes have completed the pre-test for both quizzes
- Make sure that students in all classes have completed a game in all areas assigned

Form Questions for Reflection:

Working Collaboratively Online:

* Required

Your Name *

This is a required question

Your Partner's Name *

Class Period *

6A

6B

How did you feel when I first told you what you were going to have to do for this assignment?

Explain. *

Please type in complete sentences.

How did you and your partner communicate for this project? Explain. *

Please type in complete sentences.

Did one person take charge and tell the other person how things were going to be accomplished or were you equally in charge? Explain. *

Please type in complete sentences.

What did you do for the project? *

Please type in complete sentences.

What did your partner do for this project? *

Please type in complete sentences.

Did you like this assignment? Explain why or why not. *

Please type in complete sentences.

Tell me at least 3 skills that you needed in order to complete this assignment and explain why each skill was needed. *

Please type in complete sentences.

Work Place Readiness Quiz:

question type	question	answer	distractor
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1	multiple choice		
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What is the act of conveying messages, ideas, or feelings through the use of your mouth

Verbal Communication

Written Communication

Nonverbal Communication

Cooperative

2	multiple choice		
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What is the quality of being honest and fair?

Integrity

Initiative

Attitude

Effort

3	multiple choice		
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What are gestures and facial expressions, that do not involve verbal communication but which may include nonverbal aspects of speech itself (accent, tone of voice, speed of speaking, etc.)

Nonverbal Communication

Verbal Communication

Cooperative

Written Communication

4	multiple choice		
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What does arriving or doing something at the expected or planned time mean?

Punctual

Initiative

Attitude

Effort

5 multiple choice

What is a cooperative or coordinated effort on the part of a group of persons acting together as a team or in the interests of a common cause?

Teamwork

Dress Code

Effort

Attitude

6 multiple choice

What means a negative attitude toward a person or group?

Prejudice

Attitude

Punctual

Dress Code

7 multiple choice

What is a code that governs the expectations of social behavior in a workplace, in a group or a society?

Workplace Etiquette

Confidentiality

Cooperative

Attitude

8 multiple choice

What is communication by means of written letters, words, or symbols?

Written Communication

Nonverbal Communication

Verbal Communication

Initiative

9 multiple choice

What is a willingness to accept an obligation and to be accountable for an action or situation?

Responsible

Prejudice

Dependable

Dress Code

10 multiple choice

What is an expression of favor or disfavor toward a person, place, thing, or event?

Attitude

Initiative

Effort

Integrity

11 multiple choice

Good grooming + Appropriate Clothing + Neat Paperwork =
overall appearance

a guaranteed job

nothing

12 multiple choice

How much of your life is spent on the job?

1/3

1/2

1/4

Work Quiz:

question type question answer distractor

1 multiple choice

The money someone earns is called _____.

income

trade

services

factory

2 multiple choice

A building where people produce goods is called _____.

factory

trade

earn

services

3 multiple choice

What are jobs the people do to help others called?

services

trade

factory

income

4 multiple choice

If you buy, sell, or exchange goods you are _____.

trading

income

factory

service

5 multiple choice

Trains and trucks are a means of _____.

transportation

goods

taxes

services

6 multiple choice

In some places, there is a sales _____ on goods you buy.

tax

trade

factory

barter

7 multiple choice

What are ways countries can be linked?

airplane, truck, ship and train

factory, airplane, helicopter and car

truck, car, goods and ship

tax, cars, trucks and planes

8 true or false

Needs include food, home, and shoes

True

9 true or false

Wants are toys, car and clothes.

False

10 true or false

People use their income to buy goods or save it.

True

11 true or false

A firefighter is a service worker

True

12 true or false

Nurses and doctors provide a service.

True