



GEORGIA

PEACH STATE PATHWAYS

Career, Technical, & Agricultural Education

EDUCATION

PATHWAY: Early Childhood Education

COURSE: Internship

UNIT 1.1: Portfolio



INTRODUCTION

Annotation: Students will prepare a resume for their portfolio.

Special Note:

The internship course is a capstone experience allowing students to demonstrate their mastery of pathway content. Students apply what they have learned in the first ECE courses. Some of the content in the first courses is repeated here – **ONLY AS A REVIEW. Teachers should review selected content as necessary based on the needs of the particular class.**

Grade(s):

| | |
|-------------------------------------|------------------|
| <input type="checkbox"/> | 9 th |
| <input type="checkbox"/> | 10 th |
| <input type="checkbox"/> | 11 th |
| <input checked="" type="checkbox"/> | 12 th |

Time: 90 minutes

Author: Diann Powers

Additional Author(s): Joanne Matricardi, Bettye Deriso, Dr. Barbara G. Harbort

Students with Disabilities:

For students with disabilities, the instructor should refer to the student's IEP to be sure that the accommodations specified are being provided. Instructors should also familiarize themselves with the provisions of Behavior Intervention Plans that may be part of a student's IEP. Frequent consultation with a student's special education instructor will be beneficial in providing appropriate differentiation.



FOCUS STANDARDS

GPS Focus Standards:

EDU-ECEI-1

Students will understand how to write a resume.

- a. Write a resume.
- b. List resume information in chronological order, with the most current event listed first.
- c. Use the school address and phone number for personal information.
- d. Provide dates for every activity and award.
- e. List at least three references.

GPS Academic Standards: FACS-ECE-1

- ELA11W4
- ELA11C1
- ELA11C2

National / Local Standards / Industry / ISTE:



UNDERSTANDINGS & GOALS

Enduring Understandings:

- Resumes are often the first impression a person makes upon a future employer.
- A resume should be visually appealing and grammatically correct.

Essential Questions:

- What are the components of a quality resume?
- How is a resume used?

Knowledge from this Unit:

- The components of a resume
- A resume is written in chronological order with most current information listed first.
- A reference needs to be asked permission to be listed before they are used.
- Dates should be kept for every activity, award along with a record of employment.
- A resume needs to be reviewed and updated periodically.

Skills from this Unit:

- Demonstrate knowledge learned to create a quality resume, cover letter and thank you for the interview letter.



ASSESSMENT(S)

Assessment Method Type: Select one or more of the following. Please consider the type(s) of differentiated instruction you will be using in the classroom.

- ☐ Pre-test
- ☐ Objective assessment - multiple-choice, true- false, etc.
 - ☐ Quizzes/Tests
 - ☐ Unit test
- ☐ Group project
- ☒ Individual project
- ☒ Self-assessment - May include practice quizzes, games, simulations, checklists, etc.
 - ☒ Self-check rubrics
 - ☐ Self-check during writing/planning process
 - ☐ Journal reflections on concepts, personal experiences and impact on one's life
 - ☒ Reflect on evaluations of work from teachers, business partners, and competition judges
 - ☐ Academic prompts
 - ☐ Practice quizzes/tests
- ☐ Subjective assessment/Informal observations
 - ☐ Essay tests
 - ☐ Observe students working with partners
 - ☐ Observe students role playing
- ☐ Peer-assessment
 - ☐ Peer editing & commentary of products/projects/presentations using rubrics
 - ☐ Peer editing and/or critiquing
- ☒ Dialogue and Discussion
 - ☒ Student/teacher conferences
 - ☐ Partner and small group discussions
 - ☐ Whole group discussions
 - ☒ Interaction with/feedback from community members/speakers and business partners
- ☒ Constructed Responses
 - ☐ Chart good reading/writing/listening/speaking habits
 - ☒ Application of skills to real-life situations/scenarios
- ☐ Post-test

Assessment(s) Title:

- Portfolio Rubric (suggest using resume rubric in Childcare Professional Teacher Resource or WWYC: Teacher Resource Portfolio pp. 424 (Resume Checklist), pp. 425 (Guidelines for Cover Letter), pp. 427 (Prepare for Interviews)

Assessment(s) Description/Directions:

- Student will complete resume and rubric.

Attachments for Assessment(s):

- Portfolio Rubric



LEARNING EXPERIENCES

Sequence of Instruction

1. Identify the Standards. Standards should be posted in the classroom for each lesson.
2. Review Essential Questions.
3. Identify and review the unit vocabulary:

- resume
- personal information
- awards
- chronological order
- references
- clubs
- athletics
- community service
- self- assessment
- confidentiality
- networking

4. Activation Play 'who am I game'.

5. Lesson

Write a resume.

- Use Appendix 1: Resume for Early Childhood. Students will substitute their personal information.
- Under *Proficiency of Skills*, student will select 2-4 skills deleting the rest.
- Resume will be limited to one typed page.
- List resume information in chronological order, with the most current event listed first.
- Use the school address and phone number for personal information.
- Provide dates for every activity and award.
- List at least three references.
-Use of references may be stated: *References will be supplied upon request.*

- References may be on a separate paper to be presented at an interview.
- References may not be family members.

Attachments for Learning Experiences:

- Appendix 1: Resume for Early Childhood
- Resources: WWYC Teacher Resource Portfolio pp. 424 (Resume Checklist), pp. 425 (Guidelines for Cover Letter), pp. 427 (Prepare for Interviews)

Notes & Reflections: Place in portfolio under Resume Tab.



UNIT RESOURCES

Web Resources:

(<http://www.gcic.peachnet.edu>)

Attachment(s):

Materials & Equipment:

- Computers
- printers
- paper

What 21st Century Technology was used in this unit?:

| | |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Slide Show Software |
| <input type="checkbox"/> | Interactive Whiteboard |
| <input type="checkbox"/> | Student Response System |
| <input type="checkbox"/> | Web Design Software |
| <input type="checkbox"/> | Animation Software |
| <input type="checkbox"/> | Email |

| | |
|-------------------------------------|--------------------|
| <input type="checkbox"/> | Graphing Software |
| <input type="checkbox"/> | Calculator |
| <input checked="" type="checkbox"/> | Desktop Publishing |
| <input type="checkbox"/> | Blog |
| <input type="checkbox"/> | Wiki |
| <input checked="" type="checkbox"/> | Website |

| | |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | Audio File(s) |
| <input type="checkbox"/> | Graphic Organizer |
| <input type="checkbox"/> | Image File(s) |
| <input type="checkbox"/> | Video |
| <input type="checkbox"/> | Electronic Game or Puzzle Maker |