

Employability (22152)

Curriculum Map

Mrs. Jessica DeVries

Semester Course | 18 Weeks

Schedule: 5 days/week, 50 minutes

Career Cluster: Career Development & Human Services

Employability develops essential workplace readiness skills including communication, professionalism, teamwork, problem solving, resume writing, interviewing, and career planning. Students build confidence and career readiness through real-world application and professional skill development.

Course Units & Learning Overview

Unit	Time	Standards	Focus	Key Skills Developed	Major Assessments
Introduction to Employability & Career Readiness	1 week	E 1.1, E 1.2	Workplace expectations & career readiness	Professional awareness & responsibility	Career readiness reflection
Personal Strengths & Career Exploration	2 weeks	E 1.1, E 5.1	Interests, skills & career pathways	Self-assessment & goal setting	Career interest profile & plan
Workplace Behavior & Professionalism	2 weeks	E 1.2, E 1.3, E 4.3	Work ethics, responsibility & workplace conduct	Professional behavior & reliability	Professional behavior evaluation
Communication Skills (Verbal & Nonverbal)	2 weeks	E 3.1	Workplace communication & active listening	Professional communication & clarity	Communication role-play assessment
Teamwork & Collaboration	2 weeks	E 1.2, E 1.3, E 4.3, E 5.2	Working effectively with others	Cooperation & conflict resolution	Team challenge reflection
Problem Solving & Critical Thinking	2 weeks	E 1.3, E 4.3	Decision making & workplace problem solving	Analytical thinking & solution development	Problem-solving scenarios
Digital Citizenship & Workplace Technology	1 week	E 3.1, E 4.3	Professional digital behavior & technology use	Responsible technology use	Digital professionalism checklist
Resume Writing & Job Applications	2 weeks	E 2.1, E 2.2	Resume development & application skills	Professional writing & documentation	Resume & application packet

Unit	Time	Standards	Focus	Key Skills Developed	Major Assessments
Interview Skills & Professional Image	3 weeks	E 2.3, E 4.3	Interview preparation & appearance	Interview communication & confidence	Mock interview & self-evaluation
Workplace Ethics & Employee Rights	1 week	E 4.1, E 4.2, E 4.3	Ethics, responsibility & workplace expectations	Ethical decision making	Ethics case study
Financial Literacy & Workplace Success	1 week	E 1.3, E 4.3	Earning, budgeting & workplace financial responsibility	Financial decision making	Budget planning activity
Final Career Portfolio & Presentation	1 week	E 2.2, E 3.1, E 5.1, E 5.2	Career readiness & professional presentation	Professional communication & goal planning	Career portfolio & presentation

Skills Students Will Develop

- Professional communication and workplace behavior
- Career planning and goal setting
- Resume writing and job application skills
- Interview preparation and confidence
- Teamwork and conflict resolution
- Problem solving and decision making
- Digital professionalism and responsibility
- Financial responsibility and workplace readiness

Career & Real-World Connections

Students explore workplace readiness and career expectations through:

- Mock interviews with community members or staff
- Resume and job application practice
- Real-world workplace scenarios and decision making
- Professional communication practice
- Guidance from employability resource *Why Should We Hire You?* by Brooks Harper

Standards Alignment

This course aligns with the official South Dakota Employability standards for course 22152:

• E 1 Evaluate positive work behaviors and personal qualities • E 1.1 Identify personal qualities, aptitudes, skills, and values (personal and work) • E 1.2 Identify and demonstrate positive work qualities • E 1.3 Analyze appropriate self-management skills as related to specific work environments • E 2 Demonstrate skills to successfully seek and obtain employment • E 2.1 Identify employment opportunities • E 2.2 Create professional employment documents • E 2.3 Demonstrate effective interview skills for employment • E 3 Demonstrate effective workplace communication • E 3.1 Demonstrate effective and appropriate communication in the workplace using various methods • E 4 Explore workplace responsibilities • E 4.1 Research employers' rights and responsibilities • E 4.2 Understand employee rights and responsibilities • E 4.3 Display behaviors needed to maintain employment • E 5 Make connections between employment options and training requirements • E 5.1 Develop a post high school plan aligned to individual abilities, goals and values • E 5.2 Apply employability concepts through experiential learning

Prior Knowledge Needed

No prior knowledge is required. Prior to each unit, students discuss their current understanding and experiences. Instruction is adjusted to support all learners and build confidence in workplace readiness skills.

Assessment Framework

Formative

- participation & reflections
- role-play activities
- skill practice exercises

Summative

- resume & application packet
- mock interview
- workplace scenario assessments
- final career portfolio

Performance-Based

- interview simulation
- teamwork challenge
- professional communication scenarios
- career presentation

Differentiation & Student Support

Support Strategies

- modeling and guided practice
- interview question scaffolds
- vocabulary and communication supports
- small group instruction

Enrichment

- job shadow exploration
- career research projects
- leadership opportunities
- advanced interview practice

Classroom Management and Environment

The classroom is structured to encourage participation, discussion, and collaboration. Activities include role-play, peer feedback, and real-world simulations in a supportive environment that builds student confidence and professionalism.

Cross-Curricular Connections

- **ELA:** professional writing & communication
- **Business:** workplace expectations & professionalism
- **Technology:** digital communication & responsibility
- **Career Readiness:** job preparation & financial literacy

Work-Based Learning & CTSO Integration

Recommended by SD DOE:

- Mock interviews with community partners
- Job shadow or workplace tour (virtual or in-person)
- Guest speaker from local workforce
- Career portfolio development

Resources

Primary Resource

- Harper, Brooks. *Why Should We Hire You?* — resource for interview preparation and job readiness skills

Career Exploration

- SDMyLife
- U.S. Bureau of Labor Statistics — Career Outlook