

Employment Expectations – Cycle Three

Beginning a New Job

Websites – www.siuc.edu,

www.aecjobbank.com/career/AECJOBANKARTICLENEW%20JOB.htm, www.irs.gov

Resources – Working, 4E Edition, Bailey, page 78-91 Sections 6.1 – 6.3

Handouts – Activity 6.1 Organizational Structure, Activity 6.2 Policies and Rules, Activity 6.3 Completing a Form W-4, Activity 6.4 Payroll Withholding, 6.5 Employment Terminology

Expectations of Employers

Websites – www.ibtstw.org/tools, www.afscme.org/otherlnk/whlinks.htm,

www.performance-appraisal.com/intro.htm

Resources - Working, 4E Edition, Bailey, page 92-103 Sections 7.1 – 7.2

Handouts – Activity 7.1. Expectations of Employers, Activity 7.2 Cost of Lost Production, Activity 7.3 Rating Work Behavior

Worker Rights and Protections

Websites – www.uaw.org, www.labor.ucla.edu, www.eeoc.gov

Resources - Working, 4E Edition, Bailey, page 104-117 Sections 8.1 – 8.2

Handouts – Activity 8.1 Worker Rights and Protections, Activity 8.2 Equal Employment Opportunity, Activity 8.3 Labor-Management Relations

Human Relations at Work

Websites – www.fabjob.com, <http://careerplanning.about.com/od/bosscoworkers>,

<http://humanresources.about.com>

Resources - Working, 4E Edition, Bailey, page 118-129 Sections 9.1 – 9.2

Handouts – Activity 9.1 Interpersonal Relations, Activity 9.2 Customer Relations, Activity 9.3 Working in Groups, Activity 9.4 Special Human Relations Skills

Earnings and Job Advancement

Websites – www.childcare.org, www.pueblo.gsa.gov, www.payroll.com

Resources - Working, 4E Edition, Bailey, page 130-143 Sections 10.1 – 10.2

Handouts – Activity 10.1 Your Paycheck, Activity 10.2 Figuring Compensation, 10.3 Letter of Resignation

Appearance on the Job

Websites – www.mnwfc.org, www.worksmart.ca.gov

Resources - Working, 4E Edition, Bailey, page 144-153 Sections 11.1 – 11.2

Handouts – Activity 11.1 Personal Hygiene, Activity 11.2 Hairstyling and Haircare, Activity 11.3 Dressing for the Job

Name of Powered Curriculum: School-To-Career Development Program

Cycle Three: Employment Expectations – Students will learn how to begin working in a new job and how to become a successful employee within the framework of the organization.

Goal(s): Communication (1), Organizational (2), Thinking Skills (3), Working Skills (4) & Technological Skills (5)

Big Idea (s):

- **Communication Skills 1:** These skills are necessary in order to function and survive in society.
- **Organizational Skills 2:** These skills will help reduce problems and stress in many areas of your life.
- **Thinking Skills 3:** These skills will allow you to consider and break down ideas into parts and give your viewpoint and consider other possibilities to resolve differences of opinion.
- **Working Skills 4:** It is not only important to obtain a job, you also need to know where to find a job, how to get a job and keep the job. In addition, you will learn how to qualify and/or request a promotion and/or pay increase.
- **Technology Skills 5:** In today’s society, technology is one of the major sources of communication used in all walks of life.

Essential Question (s):

- **What is the purpose of completing a W-4?**
- **What do employers expect regarding work habits and attitudes?**
- **How does the Fair Labor Standard Act (FLSA) protect you as an employee?**
- **How can you provide satisfactory service to customers?**
- **Why is it important to calculate your earnings and deductions on your paycheck?**
- **Why is hygiene and grooming important on the job?**

Learning Outcomes

<i>Students will:</i>	<i>As evidenced by:</i>
<p>Learn:</p> <ul style="list-style-type: none"> • Beginning a New Job • Expectations of Employers • Worker Rights & Protections • Human Relations at Work • Earnings & Job Advancement • Appearance on the Job 	<ul style="list-style-type: none"> • Complete a practice W-4 Form (1.1 - 1.5, 2.1 - 2.5, 3.1 - 3.6, 4.1&4.3, 5.1-5.4) • Name and describe five things that employers expect regarding work habits & attitudes (1.1 – 1.5, 3.2. 3.3 3.4, 5.1 – 5.4) • Summarize employment practices in your state (1.1 – 1.5, 2.1 - 2.5, 3.1 - 3.5, 5.1-5.4) • Describe appropriate responses to customer service relations situation 1.1 – 1.5, 2.1 - 2.5, 3.1 - 3.5, 5.1-5.4) • Figure earnings and deductions from a sample paycheck (1.2 - 1.5, 2.1 - 2.5, 3.1 - 3.6, 5.1-5.4) • Write a sample resignation letter (1.1-1.7,

	<p>2.1-2.5, 3.1-3.5, 4.1-4.5, 5.1-5.4)</p> <ul style="list-style-type: none"> • Identify personal hygiene and dress requirements for the workplace (1.1-1.7, 2.1-2.5, 3.1-3.5, 4.1-4.6, 5.1-5.4)
<p>Resources: Working, 4E Edition, page 78-91 Sections 6.1 – 6.3, page 92-103 Sections 7.1 – 7.2, page 104-117 Sections 8.1 – 8.2, page 118-129 Sections 9.1 – 9.2, page 130-143 Sections 10.1 – 10.2, & page 144-153 Sections 11.1 – 11.2</p>	
<p>Extension Activity: Guest Speaker, Mock Skits, and Group Discussion</p>	
<p>Common Formative Assessment(s)</p>	<p>Summative District Assessment(s)</p>