**TEXAS CTE LESSON PLAN**

 [www.txcte.org](http://www.txcte.org)

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| **Lesson Identification and TEKS Addressed** |
| **Cluster** | Hospitality and Tourism |
| **Course** | Principles of Hospitality and Tourism |
| **Lesson/Unit Title** | 21st Century Employability Skills – Principles of Hospitality and Tourism |
| **TEKS Student Expectations** | **130.252. (c) Knowledge and Skills**(1) The student applies academic skills for the hospitality and tourism industry.(A) The student is expected to write effectively using standard English and correct grammar(3) The student demonstrates an understanding that personal success depends on personal effort.(A) The student is expected to demonstrate a proactive understanding of self-responsibility and self-management(B) The student is expected to explain the characteristics of personal values and principles(C) The student is expected to display positive attitudes and good work habits |
| **Basic Direct Teach Lesson** |
| **Instructional Objectives** | **Students will:*** Identify 21st century employability skills
* Review components of a resume
* Create a personal resume
* Review components of a portfolio
* Begin constructing a career portfolio
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| **Rationale** | Do you have 21st century employability skills? Will you be looking for employment soon? Do you know what a resume and a portfolio are? This lesson will introduce you to skills needed for today’s job market and prepare you to enter the competitive workforce successfully. |
| **Duration of Lesson** | Five 45-minute class periods |
| **Word Wall** | **Cover letter:** A document sent with your resume to provide additional information on your skills and experience**Employability skills:** General skills required for success in the labor market at all employment levels and for all sectors**Employment evaluations:** The assessment and review of a worker’s job performance**Letters of recommendation:** The writer assesses the qualities, characteristics and capabilities of the person being recommended in terms of that individual’s ability to perform a particular task or function**Personal success:** One person’s belief of what will make them successful**Portfolio:** A collection of work samples that support job qualifications**Resume:** A brief history of a person’s education, work experience and other qualifications |
| **Materials/****Specialized Equipment Needed** | **Equipment:*** Computer with projector for PowerPoint presentation
* Computers with Internet access (be sure to follow school district guidelines)
* Light projector (Elmo)

**Materials:*** Portfolio examples (if available)
* Resume examples (if available)

**Supplies:*** Clear sheet protectors
* Dividers
* Three-ring binder
* Copies of handouts

**PowerPoint:*** 21st Century Employability Skills – Principles of Hospitality and Tourism

**Technology:*** Free iPad App:
	+ Three Ring Allows teachers and students to document anything, organize it in seconds and have it seamlessly available at school and at home both in the app and on the website: [www.threering.com](http://www.threering.com)<https://itunes.apple.com/us/app/three-ring/id504311049?mt=8>

**TED Talks:*** Angela Lee Duckworth: The key to success? GritLeaving a high-flying job in consulting, Angela Lee Duckworth took a job teaching math to seventh graders in a New York public school. She quickly realized that IQ wasn’t the only thing separating the successful students from those who struggled. Here, she explains her theory of “grit” as a predictor of success.<http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit#t-358030>

**Graphic Organizers:** * 21st Century Employability Skills Notes
* 21st Century Employability Skills Notes (Key)
* KWL – Portfolios
* My Employability Skills Checklist

**Handouts:** Basic Information for Writing a Resume (half-sheet)* Career Portfolio Sections
* Career Portfolio Sections (Key)
* Rubric for Career Portfolio
* Sample Resume Template
* Service Learning Log
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| **Anticipatory Set** | **Before class begins:** Note to teacher: Become familiar with the following lessons in the practicum courses and Career Portals.* Empowering Your Job SkillsPracticum in Culinary Arts
* Empowering Your Job SkillsPracticum in Hospitality Services
* Maximize Your Job Search with a Career PortfolioPracticum in Culinary Arts, Practicum in Hospitality Services
* Resume Writing for TeensCareer Portals – Middle School

Distribute graphic organizer KWL – Portfolios and ask students the following questions:* K – What do you know about portfolios?
* W – What do you want to know about portfolios?

The final question will be asked in the Lesson Closure tab.Other questions that may be asked:* Why do you think portfolios are necessary?
* What documents need to be in a portfolio?
* What do you think are 21st century employability skills?
* Do you have 21st century employability skills to document in a resume or portfolio?
* Have you started your portfolio?

**Note:** Homework assignment – begin gathering documents to place in career portfolio (awards, certificates, letters of reference, work samples). |
| **Direct Instruction with Special Education Modifications/****Accommodations** | Introduce lesson objectives, terms, and definitions.Distribute graphic organizer 21st Century Employability Skills Notes so that students may take notes during the slide presentation.Introduce the PowerPoint 21st Century Employability Skills – Principles of Hospitality and Tourism and lead a discussion on the importance of attaining skills needed in today’s job market.View the YouTube videos that apply to employability skills:The career videos were developed and distributed by the Center for Occupational Employment Information (COEI) under a grant from America’s Labor Market Information System (ALMIS), a program of the U.S. Department of Labor’s Employment and Training Administration (ETA). They are designed to provide a brief, visual introduction to the world of work for a career.* Ability – Verbal<https://www.youtube.com/watch?v=cwhGz_4guLI>
* Competence – Basic Skills <http://youtu.be/-ShKlwLRuzA>
* Competence – Interpersonal Skills<http://youtu.be/Y8I5kPX6qCk>
* Competence – Personal Qualities <http://youtu.be/Hc3oVB88d7M>
* Competence – Resource Management<http://youtu.be/gavKuNOJ5Do>
* Competence – Thinking Skills <http://youtu.be/yXMkV5sktL0>
* Competence – Using Information<http://youtu.be/5F-byO0DRXk>
* Competence – Using Systems<http://youtu.be/_EjRfmalgdA>
* Competence – Using Technology<http://youtu.be/I8Ed91qcXnI>

Distribute graphic organizer My Employability Skills Checklist and allow students to rate their employability skills honestly. Explain to students that these are skills needed for today’s job market and that they still have time to improve their scores as they continue with their education.Students should total the columns and find the range of their skills from the list below:* 190 – 210 Congratulations! You are already employable!
* 170 – 189 Way to go! You are almost there!
* 150 – 169 You have time to work on your skills!

*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:** check for understanding
* provide copy of slide presentation
* praise students
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| **Guided Practice with Special Education Modifications/****Accommodations** | Access the website below and view on a projector or print the article and view on a light projector. This information will be beneficial to your first-time resume writers.* How to Write a Resume for a Teenager with No Job ExperienceA teenager applying for his/her first job faces frustrations trying to write a resume with little to no employment experience. Turning in a resume with your job application may increase the likelihood of getting you hired, as a resume provides you with the opportunity to elaborate on your skills and experience.<http://www.ehow.com/how_7615282_write-resume-teenager-job-experience.html>

Refer also to handout Basic Information for Writing a Resume from the Resume Writing for Teens lesson – <http://cte.sfasu.edu/lesson-plans/14b-resume-writing-for-teens/>View video for more ideas:* How to Write an Error-Free ResumeYour resume is often your first impression on a potential employer. With some careful planning you can make sure it’s a good one.[http://www.howcast.com/videos/307328-How-to-Write-an-ErrorFree-Resume#](http://www.howcast.com/videos/307328-How-to-Write-an-ErrorFree-Resume)

Distribute handout Sample Resume Template and discuss the different components.Allow students to access the resume templates available in Microsoft Word® on their computers and choose an appropriate template to compile their personal information.Explain that a resume is at the beginning of a portfolio and should be updated often.*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:** check for understanding
* allow extra time for assignment
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| **Independent Practice/Laboratory Experience with Special Education Modifications/****Accommodations** | Access the website below and view on a projector or print the article and view on a light projector.* What Is a Portfolio?To create an effective portfolio, keep track of current events in your life as well as past events as they relate to your overall abilities.<http://www.ehow.com/about_4570947_what-portfolio.html>

Distribute handout Career Portfolio Sections and discuss the components of a career portfolio using the Career Portfolio Sections (Key) placed on a light projector.Assign students to begin creating their career portfolio by gathering all the needed information and placing the documents in the appropriate sections.Distribute Rubric for Career Portfolio so that students will understand what is expected.*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:** check for understanding
* allow extra time for assignment
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| **Lesson Closure** | Review the lesson objectives, terms, and definitions.Lead a class discussion about employability skills, resumes and portfolios.Allow student feedback for other things that could be included in the portfolio.Ask students the following questions?* Are you impressed with your portfolio?
* Will you keep updating your portfolio as you take more courses and receive awards?
* Other than job interviews, where else would you be able to present your portfolio? (scholarship committees, college admissions review)

Distribute the KWL – Portfolios and allow students to complete the last section.* L – What did I learn about portfolios?
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| **Summative/End of Lesson Assessment with Special Education Modifications/****Accommodations** | Students will present their portfolios.Students will be assessed with appropriate rubric.*Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:** check for understanding
* allow extra time for assignment
 |
| **References/****Resources** | **Articles:*** How to Write a Resume for a Teenager with No Job ExperienceA teenager applying for his/her first job faces frustrations trying to write a resume with little to no employment experience. Turning in a resume with your job application may increase the likelihood of getting you hired, as a resume provides you with the opportunity to elaborate on your skills and experience.<http://www.ehow.com/how_7615282_write-resume-teenager-job-experience.html>
* What Is a Portfolio?To create an effective portfolio, keep track of current events in your life as well as past events as they relate to your overall abilities.<http://www.ehow.com/about_4570947_what-portfolio.html>

**Textbooks:*** Reynolds, J.S. (2010). *Hospitality services: Food & lodging.* Tinley Park, IL: Goodheart-Willcox Company.

**Websites:*** Employability Skills FrameworkDeveloped as part of the Support for States Employability Standards in CTE and Adult Education project, an initiative of the Office of Vocational and Adult Education, U.S. Department of Education.<http://cte.ed.gov/employabilityskills/>

**Video:*** How to Write an Error-Free ResumeYour resume is often your first impression on a potential employer. With some careful planning you can make sure it’s a good one.[http://www.howcast.com/videos/307328-How-to-Write-an-ErrorFree-Resume#](http://www.howcast.com/videos/307328-How-to-Write-an-ErrorFree-Resume)

**YouTube:**The career videos were developed and distributed by the Center for Occupational Employment Information (COEI) under a grant from America’s Labor Market Information System (ALMIS), a program of the U.S. Department of Labor’s Employment and Training Administration (ETA). They are designed to provide a brief, visual introduction to the world of work for a career.* Ability – Verbal<https://www.youtube.com/watch?v=cwhGz_4guLI>
* Competence – Basic Skills <http://youtu.be/-ShKlwLRuzA>
* Competence – Interpersonal Skills<http://youtu.be/Y8I5kPX6qCk>
* Competence – Personal Qualities <http://youtu.be/Hc3oVB88d7M>
* Competence – Resource Management<http://youtu.be/gavKuNOJ5Do>
* Competence – Thinking Skills <http://youtu.be/yXMkV5sktL0>
* Competence – Using Information<http://youtu.be/5F-byO0DRXk>
* Competence – Using Systems<http://youtu.be/_EjRfmalgdA>
* Competence – Using Technology<http://youtu.be/I8Ed91qcXnI>
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| **Additional Required Components** |
| **English Language Proficiency Standards (ELPS) Strategies** | * Word wall
* Draw visual representations of terms on word wall
* Add terms and definitions to personal dictionary
* Utilize Four Corners Vocabulary/Word Wall Activity <http://cte.sfasu.edu/wp-content/uploads/2012/02/Four-Corner-Vocabulary2.pdf>
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| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** |
| **Reading Strategies** | Other articles pertaining to this lesson students may read include:* How to Make a Resume for a TeenThere are many reasons why a teen might need a professional resume. Teens often need resumes to apply for part-time jobs, college, a scholarship, or an internship program.<http://www.ehow.com/how_6502127_make-resume-teen.html>
* Parts of a PortfolioPortfolios allow you to showcase your work experience to employers rather than simply listing it on paper or telling them in an interview.<http://www.ehow.com/list_7586163_parts-portfolio.html>
* Putting Together a Portfolio for a JobWhether or not you have a portfolio to present during an interview can make or break your chances of getting hired for the job.<http://www.ehow.com/how_6141965_putting-together-portfolio-job.html>
* Teen Resume HelpWriting a resume is confusing for anyone, but for a teenager looking for his or her first job, it can seem hopeless.<http://www.ehow.com/about_6541147_teen-resume.html>

**Reading strategy:**Encourage students to “visualize” as they read. Many students are visual learners and will benefit from making sketches or diagrams on scrap paper as they read. Providing students with graphic organizers to help them organize their thoughts is also helpful. |
| **Quotes** | With the changing economy, no one has lifetime employment. But community colleges provide lifetime employability.**- Barack Obama**When you create more small businesses, you create small entrepreneurship. Out of that comes self-determination and employment.**- Jesse Jackson**The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand.**- Vince Lombardi**Emphasize your strengths on your resume, in your cover letters and in your interviews. It may sound obvious, but you’d be surprised how many people simply list everything they’ve ever done. Convey your passion and link your strengths to measurable results. Employers and interviewers love concrete data.**- Marcus Buckingham**One day, I looked up and saw I had an extensive resume and saw how I did that and did not realize it because you are constantly working and trying to build a body of work.**- Ruben Santiago-Hudson** |
| **Writing Strategies** | **Journal Entries:*** It is important to create a portfolio because ….
* 21st century employability skills are needed in these tough economic times because ….
* My resume is ……
* Goals and plans are important to include in a portfolio because ….
* Examples of my best work to add to portfolio include ….

**Writing Strategies:*** RAFT Writing Strategy
	+ Role – job applicant
	+ Audience – manager
	+ Format – cover letter
	+ Topic – seeking employment
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| **Communication 90 Second Speech Topics** | * Three items (pictures, drawings, samples) that I will include in my portfolio are ….
* A career portfolio is important to create and keep updated because ….
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| **Other Essential Lesson Components** |
| **Enrichment activity** | **TED Talks:**TED is a nonprofit organization devoted to spreading ideas, usually in the form of short, powerful talks (18 minutes or less). The video below is related to this lesson. Allow students to view the video and lead a discussion concerning the TED Talk.* Angela Lee Duckworth: The key to success? GritLeaving a high-flying job in consulting, Angela Lee Duckworth took a job teaching math to seventh graders in a New York public school. She quickly realized that IQ wasn’t the only thing separating the successful students from those who struggled. Here, she explains her theory of “grit” as a predictor of success.<http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit#t-358030>
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| **Family/Community Connection** | Invite a human resources manager from a local business to speak to the class about the importance of the portfolio and how it is used to hire employees.Students may ask their parents to share their portfolio for ideas. |
| **CTSO connection** | **Family, Career, and Community Leaders of America**<http://www.fcclainc.org>* Hospitality, Tourism, and Recreation An individual or team event – recognizes participants who demonstrate their knowledge of the hospitality, tourism and recreation industries and ability to translate their knowledge into a hypothetical or real business. Project must relate to culinary, lodging, recreation, tourism, or event coordination.
* Job Interview An individual event – recognizes participants who use Family and Consumer Sciences and/or related occupations skills to develop a portfolio, participate in an interview and communicate a personal understanding of job requirements.

**SkillsUSA**<http://www.skillsusa.org>* Employment Application ProcessTests the contestant’s readiness in applying for employment and their understanding of the process. The contest is available to students who are classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997. The competition includes completing an application and interviewing with the judges. Their resume and portfolio are used during their interviews.
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| **Service Learning Projects** | Successful service learning project ideas originate from student concerns and needs. Allow students to brainstorm about service projects pertaining to lesson.[www.ysa.org](http://www.ysa.org)Example: Students may participate in service learning projects while in high school and document activities, hours worked, contact person and other important information in their Service Learning Log to be placed in their portfolio. |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)