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| **CALM*****Unit 3- Notes Document***Taking notes and reflecting on what you are reading and viewing is a main component of this course. The Notes Document, which can be downloaded at the beginning of each unit’s *Notes (Watch & Reflect)* section, will guide you through the note-taking process. To keep your notes organized:* Create a Notebook folder in a place of your choice (cloud, desktop, USB, other).
* Save the unit Notes document in your Notebook folder at the beginning of each unit.
* Keep the Notes document open while you work through each unit and save after each entry.

Note that each page of the Notes document is titled. These titles reference the lesson titles in your course content. |

Unit 3, Watch & Reflect

NOTES

*Think about any interviews you may have had. Do you recall doing anything similar to what happened in the video?*

*What strategies can help you prepare for an interview so that nerves don’t interfere with your chances of being hired?*

*After watching the epic fail interviews, what are four tips to help ensure a successful interview?*

Unit 3, Interests & Abilities

NOTES

“*Sign Up" on the website so it will save the results of your inventories. You will return here in Unit 5, when you complete your career investigation.*

*For now, complete the "Interests Exercise" and the "Abilities Exercise".*

*Once you have completed the exercises, share what you learned about yourself and what types of jobs suit your interests and abilities. Were you surprised by the results? Were there any differences between your interests and abilities?*

 Unit 3, Personality

NOTES

*When you complete this inventory, you will get a description of your personality.*

***This website will not save your results, so you need to copy and paste the results and save them for future reference. Save them here:***

 Unit 3, Internships

NOTES

*Careers: there are careers that allow students to intern while working over the summer, earn high school credits, and gain paid experience.*

*Explore this website further and share one observation you noticed that you did not know about internships in the space below:*

 Unit 3, The Registered Apprenticeship Program

NOTES

*Do you like working with your hands, building things, or solving problems? The Registered Apprenticeship Program (RAP) allows you to develop on-the-job skills for a future career in trade work, while you earn high school credits. They also allow you to be paid for your work.*

*What are some other benefits of apprenticeships?*

 Unit 3, Green Certificate Program

NOTES

*Do you come from an agricultural background?*

*Do you have family or friends that are looking to hire skilled workers for their farms?*

*Watch the video on the website to find out how the Green Certificate Program provides opportunities for high school students to gain valuable experience for future career work in the agricultural industry.*

*What do you see as the strongest benefit of this program?*

 Unit 3, Cameron Herold’s TED Talk

NOTES

*Do you have what it takes to become an entrepreneur? After watching Cameron Herold’s TEDtalk, what was one business that he built as a kid that you could implement in your own community?*

*What would be the risks (e.g. initial cost investment) associated with this job?*

 Unit 3, Traits of an Entrepreneur

NOTES

*Not everyone can be a successful entrepreneur. After reading this article, you will understand that building a successful business takes a great deal of work and sacrifice.*

*Of the seven traits listed, which do you possess?*

*If you are missing any of the traits, is it something you can work towards?*

 Unit 3, Dragon’s Den Pitch

NOTES

What were two pieces of valuable advice that the Dragons were able to give these Ten Tree founders?

 Unit 3, Top 10 Summer Jobs for Teens

NOTES

*After reviewing the "Top 10 Summer Jobs for Teens", which job appealed to you most and why?*

 Unit 3, Student Job Banks

NOTES

*Use one of the student job banks on this website to find a job in your area for which you are qualified.*

*How many jobs were you able to find?*

*Of those jobs, which interested you the most?*

 Unit 3, How to Write a Resume

NOTES

Review this webpage on how to write a resumé.What can you include under hobbies, achievements, certifications, etc. that will help make your resumé stand out?

Unit 3, References

NOTES

After reading this article, who are three people that you could use as references on your resumé?

Unit 3, ALIS Interview Video

NOTES

The ALIS video will take you through the entire interview process.Which piece of advice was most significant to you?

Unit 3, The Recruitment Guy

NOTES

The Recruitment Guy gives great tips on answering interview questions.Choose one "tough" question and draft an answer you might provide in an interview situation.

Unit 3, Teenwork

NOTES

Services for Youth have excellent short articles on a variety of topics relating to the interview process.Identify one or two ideas that are most relevant to teens that are entering the workforce.

Unit 3, Who’s at Fault?

NOTES

In the video submission, who was at fault:the employee or the employer?

How could this tragic accident have been prevented?

 Unit 3, Keeping Employees Safe

NOTES

What is the most important thing for employers to do to keep employees safe?

Think about your current job or one that interests you.What would your employer have to do to ensure your safety?

Unit 3, Workplace Ethics

NOTES

What are two things you can do to ensure a safe and supportive work environment?