Introduction to Careers in Education and Training	Scope and Sequence
Unit Lesson	**Objectives**
EDUCATION AND TRAINING: HISTORICAL PERSPECTIVES, INTRODUCTION AND CRITICAL SKILLS	
Historical Foundations of Education and Training	
	Define the historical foundations of education.
	Analyze the cultural ramifications of different schooling methods throughout American history.
	Characterize the societal changes that led to the evolution of the modern American educational system.
	Describe the changing amount of authority that parents and government have had in the educational process over time.
Project: What Did Children Learn	
Current Trends and Social, Political, and Economic Goals of Education and Training	
	Identify the purpose of education in both a historical and modern context.
	Describe key modern trends in education and training.
	Summarize the social, political, and economic goals of education and training.
Overview of Careers in Education and Training	
	Identify current systems of education and training.
	Evaluate advantages and disadvantages of careers in education and training.
Project: Create a Job Advertisement	
Communication Skills 101	
	Describe each stage of the communication process.
	Characterize different forms of communication including those involving the use of verbal and nonverbal signals.
	Categorize the different types of problems that can occur in the communication process.

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		Practice skills that lead to effective communication.
	Project: Evaluate Communication Skills	
	Overcoming Communication Barriers	
		Define communication problems that can occur in culturally diverse settings and explain how these differences can be effectively resolved.
		Explain the causes of intergenerational miscommunication and suggest methods for improving relationships between members of different generations.
		Interpret the similarities and differences in typical male and female student approaches to communication.
	Educational Funding Opportunities to Improve Schools	
		Describe the steps required to analyze classroom data and draw conclusions about the effectiveness of a learning activity.
		Identify organizations that fund programs, ideas, and events that improve the learning environment.
		Summarize the main items that should be included in a written request for funding to improve the learning environment.
	Project: Write an Educational Grant Proposal	
	Test	
LEARNING STYLES AND COLLABORATIVE LEARNING		
	Learning and Learning Theories	
		Identify the basic principles of educational psychology.
		Examine theories of cognition and learning that have shaped the education system in the United States.
		Identify methods for applying the principles of learning theories to a classroom setting.
	Project: Write a Classroom Activity	
	How To Encourage Students To Want To Learn	

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	Describe causes of human motivation.
	Categorize sources of motivation as either intrinsic or extrinsic.
	Explain the role that an individual's belief in his own capabilities plays in the learning process.
How To Encourage Students to Think about Their Thinking	
	Define the process of metacognition and outline the steps involved in the process of developing metacognitive skills.
	List the steps that can be taken to create a classroom culture that encourages students to reflect on and evaluate their own learning processes.
	Demonstrate the proper use of internal dialogue to monitor, guide, and evaluate the learning process.
	Identify specific classroom activities that can be used to help students develop strong metacognitive skills.
Project: Develop Your Metacognitive Skills	
Group Dynamics	
	Define a group.
	Describe the categories used by psychologists to classify groups.
	Define the precise vocabulary that psychologists use to describe groups.
	Identify common research questions that are studied by investigators in the field of group dynamics.
Project: Diagram your Groups	
When Teachers and Students Learn Together	
	Define collaborative and cooperative learning.
	List strategies that can be used to implement collaborative learning in the classroom.
	Describe collaborative learning exercises that have been successfully utilized in educational settings.

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	Identify the challenges to collaborative online learning, and describe how they can best be addressed.
Careers in Instructional Design	
	Identify the role and responsibilities of an instructional designer.
	Describe several of the theoretical foundations of the field of instructional design and technology.
	Define the educational background requirements for a career in the field of instructional design and technology.
Project: Write a Resume for an Instructional Designer	
Test	
EDUCATIONAL POLICY AND HUMAN RESOURCE DEVELOPMENT	
Careers in Educational Research and Policy	
	Define the responsibilities of an educational-policy analyst.
	Identify the degree of jurisdiction local, state, and federal governments have over educational institutions.
	Distinguish between the different types of working environments in which an educational policy analyst might be employed.
	List the educational requirements for a career in educational-research and policy analysis.
Project: Investigate Career Options	
Federal Policies on Primary and Secondary Education	
	Identify current challenges for educational policies.
	Define the goals and scope of the Elementary and Secondary Education Act.
	List the federal civil-rights policies that affect educational institutions.
	Describe how the Family Educational Rights and Policy Act protects the privacy of students educational records.

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	Generalize the federal policy that gives federal funding to schools that provide special support services to individuals with disabilities.
Federal Policies on Adult Education	
	List the federal civil-rights policies that are applicable to colleges, universities, vocational-training programs, and adult continuing-education programs.
	Describe how the Higher Education Opportunity Act has changed how American colleges and universities are run.
	Outline the federal policies that are designed to make higher education a more affordable opportunity for all students.
	Identify the steps the current presidential administration has taken to strengthen community colleges and vocational- training programs.
Project: Create an Informational Poster	
Conflict Management and Resolution	
	Identify the primary causes of conflict and the different ways in which individuals respond to conflict situations.
	List the skills every individual can develop that can be used to successfully manage and resolve conflict situations.
	Outline specific tactics that can be used during the conflict-resolution process.
Project: Design a Conflict Resolution Pamphlet	
Meeting Models	
	Identify the most effective uses for a meeting.
	Describe the three fundamental components of a good meeting.
	Outline the responsibilities of a meeting facilitator before, during, and after a meeting.
	Describe methods that a facilitator can use to handle disruptive participants during a meeting.
Careers in Human Resources Development	

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	Describe the ways in which a company can invest in its human resources.
	Outline the levels that can be used to evaluate a training program.
	Identify the duties and responsibilities of a career counselor.
	List the responsibilities, educational requirements, and median salaries for various careers in the human-resource field.
Project: Design Your Undergraduate Curriculum	
Test	
ETHICAL AND LEGAL POLICIES OF CAREERS IN EDUCATION AND TRAINING	
Legal Responsibilities of Working with Children and Adolescents	
	Describe the legal battles that led to the desegregation of American public schools.
	Outline the federal laws that protect the rights of school-age children and prevent discrimination in public schools.
	Explain the state and federal laws that makes child abuse and neglect illegal.
	Describe the national and statewide efforts to end bullying in schools.
Project: The People Behind the Laws	
Ethical Responsibilities in Education and Training	
	Describe why it is important for an educator to behave in an ethical manner.
	List the boundaries of a professional student-teacher relationship.
	Identify ways in which an educator can create bonds with students in an appropriate and ethical manner.
Careers in Social Work, Psychology, and School Counseling	
	List the personality traits that are necessary for a career in psychology or social services.
	Identify the various career options available in the fields of social work, psychology, and school counseling.

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		Describe the educational requirements necessary for a career in social work, psychology, or school counseling.
	Project: Interview a Professional	
	Laws Governing Higher Education	
		List the federal civil-rights laws that protect individuals from discrimination in postsecondary schools.
		Describe the federal laws that have been enacted to make higher education more affordable for all people.
		Identify the various federal financial-aid programs available for higher education and their eligibility. requirements
	Project: Research a School's Financial Aid Options	
	Ethics in Higher Education	
		Define the academic freedoms granted to professors and their students.
		Identify the ethical responsibilities professors have to their students, colleagues, educational institutions, and the community.
		Describe the limitations on human-subject research.
	Careers in Higher Education	
		List the job responsibilities and educational requirements for a faculty career in higher education.
		Describe the various career opportunities in higher-education administration.
		Identify the executive officers in a postsecondary school.
	Project: Biography of a College President	
	Test	
HEALTH AND SAFETY IN EDUCATION AND TRAINING		
	Health and Safety Regulations in Early Child-care Settings	

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	List the types of early child-care options available in the United States.
	Describe the procedures that child-care providers follow in order to keep children healthy and prevent the spread of contagious diseases.
	Identify the key features of a safe child-care environment.
Project: Create an Informational Brochure	
Health and Safety Regulations in K–12 Schools	
	Identify the steps schools can take to ensure that their buildings and grounds are safe.
	Describe the safety issues that involve school-transportation vehicles.
	List the actions school personnel should take to protect the safety of students, staff, and visitors.
Careers in Health and Safety in Schools	
	List the job responsibilities of people who are employed as school-security specialists, school nurses, food-service assistants, and custodial staff.
	Describe the educational background, necessary certifications, and required work history for various jobs in school-health-and safety-fields.
	Outline the personality traits that are beneficial to various careers in school health and safety.
Project: Write a School Newspaper Article that Highlights the Contributions of School Health and Safety Personnel	
Health and Safety Regulations in the Workplace	
	List key historical events that led to the enactment of the Occupational Safety and Health Act of 1970.
	Identify the primary responsibilities of the Occupational Safety and Health Agency.
	Describe the federal standards that regulate the health-and-safety practices of many workplaces.

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	Outline the process a compliance health-and-safety officer uses to investigate suspected health-and-safety violations.
Project: Create an Informational Poster	
Training for Health and Safety in the Workplace	
	Describe the various health-and-safety training programs available through OSHA.
	List the OSHA grant opportunities available to nonprofit organizations that offer health-and-safety training programs.
	Identify the major topics covered by OSHA health-and-safety training programs for workers.
Careers in Health and Safety	
	List the factors that should be considered when making career decisions.
	Describe the job responsibilities of individuals employed in the field of health-and-safety.
	Compare the educational requirements, work environment, salary, and job outlook for different positions in the field of health-and-safety.
Project: Create a Chart Comparing Careers in Health and Safety	
Test	
COURSE PROJECT, REVIEW, AND EXAM	
Review	
Exam	