

“Getting Hired” is the second quarter unit of study. The unit will include job selection, computing salary, exploring employee benefits, learning to file income taxes, interviewing from an employer and employee stand point, bellwork, defining vocabulary terms, and oral presentations.

The first part of the unit will begin with students researching a minimum of three different employment fields that they feel are good choices for post-college or high school. Students will construct a short oral presentation over their 3 career options. Students will narrow it down to one of their three; this will be the job that they use for presentations for the remainder of the year. Students will then be taught how to compute salary based on a variety of pay and time schedules, and Social Security / Medicare deductions. The small presentation will be counted as an assessment of knowledge and include the following information:

- Full Name
- Three Job Titles
- General idea of what someone in each job does / small summary of job
- The likely choice of the three that the student will choose

The second part of the unit will begin with students participating in an interview. Students will be separated into groups of two or three; given time to research the others job title, and construct a resume / cover letter. Students will then conduct interviews together from both the employer and employee’s point of view. Students will also participate in a mock interview with Mrs. Arrington, or a possible guest. The interview will be counted as an assessment of knowledge.

The third part of the unit will begin with students being taught various tax information and shown several tax brackets and forms. As an assessment of knowledge students will complete a 1040EZ tax form with given information.

The final part of the unit consists of the students creating an overall 8-10 minute presentation. Some time will be given through the unit to gather the required information and research, but students should also do research and work on their presentations on their own time. The time given in class will likely not be enough to complete the entire project.

Every student must be involved in researching, contributing effort, and presenting information. The presentation should be smooth, organized, and thoughtfully planned and enthusiastically presented. Students will choose a day to present their final project. Since the student is CHOOSING the presentation day, if he/she misses class without a DOCTOR’S NOTE, it will be counted as late. Rubrics are provided for distribution of points throughout the unit., usually about 2-5 days in advance.

The final project will be counted as a closing assessment of the unit and include AT MINIMUM the following information:

- Full Name
- Chosen Job Title and Employer
- Annual and Monthly Salary
- Monthly Social Security and Medicare Deductions based on salary with calculations / reasoning
- What methods they used to search for their job
- What requirements the position requests
- What benefits it provides
- Predicted taxes with calculations / reasoning
- At least 2 anticipated job-specific interview questions **with answers**
- A professional picture of the student
- Quote that reflects the position
- Graphics that represent the job chosen
- Presented as selling their job to someone else

Below is a **tentative schedule** of the unit:

Monday, October 15: Grades, Bonus, Hand papers back, etc

Tuesday, October 16: Intro to Unit 2

Wednesday, October 17: Looking for Employment (Research for Jobs)

Thursday, October 18: Section 6.1 “Looking for Employment”

Friday, October 19: **Fall Break (No School)**

Monday, October 22: Section 6.2 “Pay Periods and Hourly Rates”

Tuesday, October 23: Section 6.2 “Pay Periods and Hourly Rates”

Wednesday, October 24: Section 6.3 “Commissions, Royalties, and Piecework Pay”

Thursday, October 25: Section 6.4 “Employee Benefits”

Friday, October 26: Presentations (short; about job choices)

Monday, October 29: Section 6.4 “Employee Benefits”

Tuesday, October 30: Section 6.5 “Social Security and Medicare”

Wednesday, October 31: Section 6.5 “Social Security and Medicare” (**Chapter 6 Vocab Due at beginning of class**)

Thursday, November 01: Intro to Interview, Resume, Cover Letter, and Thank You Note Construction

Friday, November 02: Resume and Cover Letter Construction / Pairs for Peer Interviews

Monday, November 05: Peer-to-Peer Interviews

Tuesday, November 06 – Friday, November 09: **PROFESSIONAL INTERVIEWS (DRESS APPROPRIATELY)** / Presentation Construction for those not interviewing

Note: The content of this syllabus is subject to change in accordance with the needs of the class and/or instructor.

Monday, November 12: **INTERVIEWS** / Interview Discussion

Tuesday, November 13: Section 7.1 “Tax Tables, Worksheets, and Schedules”

Wednesday, November 14: Section 7.1 “Tax Tables, Worksheets, and Schedules”

Thursday, November 15: Section 7.2 “Modeling Tax Schedules”

Friday, November 16: Section 7.2 “Modeling Tax Schedules”

Monday, November 19: Deductions (Retirement, Insurance, Investments, Etc.)

Tuesday, November 20: Deductions (Retirement, Insurance, Investments, Etc.)

Wednesday, November 21 – Friday, November 23: **THANKSGIVING BREAK** (No School)

Monday, November 26: Section 7.3 “Income Statements”

Tuesday, November 27: Section 7.3 “Income Statements”

Wednesday, November 28: Section 7.4 “Forms 1040EZ and 1040A”

Thursday, November 29: Section 7.4 “Forms 1040EZ and 1040A”

Friday, November 30: Section 7.5 “Form 1040 and Schedules A and B”

Monday, December 03: Fill in 1040EZ for assessment (**Chapter 7 Vocab due at beginning of class**)

Tuesday, December 04: Presentation Construction

Wednesday, December 05: Presentation Construction

Thursday, December 06: Presentation Construction

Friday, December 07: Presentation Construction [**Presentation Check (all students must have their presentation checked or emailed by 3:15pm)**]

Monday, December 10 – Friday, December 14: **PRESENTATIONS**

Monday, December 17: *Semester Test Review

Tuesday, December 18: *Semester Test Review

Wednesday, December 19: *Semester Test Review

Thursday, December 20: ***SEMESTER TESTS***

Friday, December 21: ***SEMESTER TESTS***

Semester Test Schedule:

Thursday, December 20

8:00-8:55: 1ST Period TEST

9:00-9:55: 2ND Period

10:00-10:55: 3RD Period TEST

11:00-11:30: 4TH Period

11:30-12:15: Lunch (1 lunch: 45 minutes)

12:20-1:15: 5TH Period TEST

1:20-2:15: 6TH Period

2:20-3:15: 7TH Period TEST

Friday, December 21

8:00-8:55: 2ND Period TEST

8:55-9:10: Break

9:10-10:05: 4TH Period TEST

10:05-10:20: Break

10:20-11:15: 6TH Period TEST

11:20-12:00: 1ST Period

12:00-12:37: Lunch

12:41-1:29: 3RD Period

1:34-2:22: 5TH Period

2:27-3:15: 7TH Period

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