

## OVERCOMING OBSTACLES HIGH SCHOOL CURRICULUM

# American School Counselor Association Mindsets & Behaviors for Student Success Alignment\*

**Category 1: Mindset Standards** - Includes standards related to the psycho-social attitudes or beliefs students have about themselves in relation to academic work. These make up the students' belief system as exhibited in behaviors.

- M 1: Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being
- M 2: Self-confidence in ability to succeed
- M 3: Sense of belonging in the school environment
- M 4: Understanding that postsecondary education and life-long learning are necessary for longterm career success
- M 5: Belief in using abilities to their fullest to achieve high-quality results and outcomes
- M 6: Positive attitude toward work and learning

**Category 2: Behavior Standards -** These standards include behaviors commonly associated with being a successful student. These behaviors are visible, outward signs that a student is engaged and putting forth effort to learn. The behaviors are grouped into three subcategories.

- Learning Strategies: Processes and tactics students employ to aid in the cognitive work of thinking, remembering or learning.
- Self-management Skills: Continued focus on a goal despite obstacles (grit or persistence) and avoidance of distractions or temptations to prioritize higher pursuits over lower pleasures (delayed gratification, self-discipline, self-control).
- Social Skills: Acceptable behaviors that improve social interactions, such as those between peers or between students and adults.

A complete list of the behavior standards is listed on the following page.

\*Standards taken from https://www.schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf

## **BEHAVIOR STANDARDS**

LEARNING STRATEGIES	SELF-MANAGEMENT SKILLS	SOCIAL SKILLS
B-LS 1. Demonstrate critical thinking	B-SMS 1. Demonstrate ability to assume responsibility	B-SS 1. Use effective oral and written communication skills and listening skills
B-LS 2. Demonstrate creativity	B-SMS 2. Demonstrate self- discipline and self-control	B-SS 2. Create positive and supportive relationships with other students
B-LS 3. Use time management, organizational and study skills	B-SMS 3. Demonstrate ability to work independently	B-SS 3. Create relationships with adults that support success
B-LS 4. Apply self-motivation and self-direction to learning	B-SMS 4. Demonstrate ability to delay immediate gratification for long-term rewards	B-SS 4. Demonstrate empathy
B-LS 5. Apply media and technology skills	B-SMS 5. Demonstrate perseverance to achieve long- and short-term goals	B-SS 5. Demonstrate ethical decision making and social responsibility
B-LS 6. Set high standards of quality	B-SMS 6. Demonstrate ability to overcome barriers to learning	B-SS 6. Use effective collaboration and cooperation skills
B-LS 7. Identify long- and short-term academic, career and social/ emotional goals	B-SMS 7. Demonstrate effective coping skills when faced with a problem	B-SS 7. Use leadership and teamwork skills to work effectively in diverse teams
B-LS 8. Actively engage in challenging coursework	B-SMS 8. Demonstrate the ability to balance school, home and community activities	B-SS 8. Demonstrate advocacy skills and ability to assert self, when necessary
B-LS 9. Gather evidence and consider multiple perspectives to make informed decisions	B-SMS 9. Demonstrate personal safety skills	B-SS 9. Demonstrate social maturity and behaviors appropriate to the situation and environment
B-LS 10. Participate in enrichment and extracurricular activities	B-SMS 10. Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities	

## **GETTING STARTED**

## **Lesson 1: What Is Overcoming Obstacles?**

#### Objectives:

- Students will identify the specific skills they will learn and practice through the Overcoming Obstacles course.
- Students will recognize how they will apply these skills to their everyday lives.

ASCA Standards: M4, M5, M6; B-LS 4, B-SMS 6, B-SS 9

## **Lesson 2: Setting Expectations**

## Objectives:

- Students will recognize that their active participation is critical to their getting the most from the Overcoming Obstacles course.
- Students will identify the challenges and benefits of working with other students in a group.
- Students will recognize the need to cooperate with and respect other class members as they master life skills together.
- Students will identify a set of rights that promote cooperation and respect in the Overcoming Obstacles classroom.

ASCA Standards: M2, M4, M5, M6; B-LS 4, B-LS 7, B-SMS 3, B-SMS 5, B-SS 1,

## **CONFIDENCE BUILDING**

### **Lesson 1: Giving and Earning Respect**

#### Objectives:

- Students will define "respect."
- Students will identify the importance of self-respect.
- Students will demonstrate parameters of respect.
- Students will identify and evaluate qualities that justify self-respect.

ASCA Standards: M1, M2, M3, M6; B-LS 9, B-SMS 2, B-SS 2, B-SS 3, B-SS 4

## **Lesson 2: Identifying Strengths**

### Objectives:

- Students will recognize that every individual has personal strengths.
- Students will identify some of their strengths.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 2, B-LS 4, B-SMS 2, B-SMS 7, B-SS 8, B-SS 9

#### **Lesson 3: Establishing What's Important**

#### Objectives:

- Students will examine and determine their personal values.
- Students will make decisions based on their values.
- Students will practice resisting pressure to make decisions that are not in line with their personal values.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 9, B-SMS 1, B-SMS 6, B-SMS 8, B-SMS 10, B-SS 9

#### **Lesson 4: Improving Well-Being**

#### **Objectives:**

- Students will identify good health and physical fitness as essential to self-esteem.
- Students will identify stress factors in their lives, and explore ways to manage and reduce them.

ASCA Standards: M1, M2, M5, M6; B-LS 9, B-SMS 1, B-SMS 2, B-SMS 3, B-SMSM 4, B-SMS 10, B-SS 9

#### **Lesson 5: Developing Personal Power**

## Objectives:

- Students will develop an understanding of power.
- Students will identify the forms that power can take.
- Students will identify the power of personal responsibility.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 2, B-LS 5, B-LS 10, B-SMS 7, B-SS 8, B-SS 9

## **MODULE ONE: COMMUNICATION SKILLS**

## **Lesson 1: Understanding Nonverbal Communication**

### Objectives:

- Students will identify nonverbal cues.
- Students will analyze nonverbal cues to determine the messages they convey.
- Students will demonstrate and apply nonverbal communication in real-life situations.
- Students will evaluate the importance of nonverbal cues to communication.

ASCA Standards: M1, M2, M5, M6; B-LS 2, B-SMS 6, B-SS 4, B-SS 6

#### **Lesson 2: Listening**

### Objectives:

- Students will identify characteristics of active listening.
- Students will identify and familiarize themselves with verbal and nonverbal signals that are important to good listening.
- Students will practice listening techniques and skills.

ASCA Standards: M1, M2, M5, M6; B-LS 2, B-SMS 6, B-SS 4, B-SS 6

## **Lesson 3: Listening Critically**

#### Objectives:

- Students will learn that critical listening means recognizing and filtering imprecise communication.
- Students will practice critical listening and analyzing ambiguous messages.
- Students will apply critical listening techniques to evaluate the media.

ASCA Standards: M1, M2, M5, M6; B-LS 2, B-LS 5, B-SMS 6, B-SS 4, B-SS 6

## **Lesson 4: Speaking Responsibly**

#### Objectives:

- Students will discover the power of words.
- Students will recognize that people are responsible for what they say.
- Students will discover that people have the ability to control what they say and how they say it.
- Students will recognize that using words responsibly is part of being an effective communicator.

ASCA Standards: M1, M2, M5, M6; B-LS 2, B-SS 1, B-SMS 6, B-SS 4, B-SS 6

## **Lesson 5: Communicating Constructively**

## Objectives:

- Students will explore what makes some conversations easy and others difficult.
- Students will develop techniques to communicate their feelings and encourage open dialogue in difficult situations.
- Students will practice communicating in a constructive manner, even when they disagree.

ASCA Standards: M1, M2, M5, M6; B-LS 2, B-SS 1, B-SMS 6, B-SS 4, B-SS 6

## MODULE TWO: DECISION MAKING SKILLS

## **Lesson 1: Starting the Decision Making Process**

#### Objectives:

- Students will discover what makes some decisions harder than others.
- Students will learn that decisions are influenced by many factors.
- Students will identify and illustrate the steps of the decision making process.
- Students will begin the fallout shelter simulation, which allows students to practice the decision making process.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 9, B-SMS 5, B-SMSM 6, B-SMS 7, B-SS 9

## **Lesson 2: Gathering Information**

## Objectives:

- Students will recognize the importance of gathering relevant facts and ignoring irrelevant information when making a decision.
- Students will learn that their prior experiences can direct them to good sources of information.
- Students will apply the steps of gathering information to the fallout shelter simulation.

ASCA Standards: M1, M2, M5, M6; B-LS 9, B-SMS 3, B-SS 1, B-SS 6

### **Lesson 3: Exploring Alternatives and Considering Consequences**

#### Objectives:

- Students will discover that they should think creatively about alternative solutions to problems and not restrict themselves to obvious choices.
- Students will practice weighing the consequences of various alternatives by investigating the positives and negatives of each.
- Students will apply the steps of exploring alternatives and weighing options to the fallout shelter simulation.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 9, B-SMS 5, B-SMSM 6, B-SMS 7, B-SS 9

## **Lesson 4: Making and Evaluating Decisions**

#### **Objectives:**

- Students will demonstrate the decision making process by making the final decision in the fallout shelter simulation.
- Students will explain and defend their decisions.
- Students will review the decision making process.
- Students will recognize that some decisions need to be modified and will reflect on the decisions made by their groups.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 9, B-SMS 5, B-SMSM 6, B-SMS 7, B-SS 9

## MODULE THREE: SETTING AND ACHIEVING GOALS

## **Lesson 1: Identifying Goals**

#### Objectives:

- Students will understand the importance of having goals.
- Students will recognize that there are realistic and unrealistic goals.
- Students will identify goals as short term, medium range, and long term.

ASCA Standards: M1, M2, M5, M6; B-LS 7, B-SMS 4, B-SS 8

#### **Lesson 2: Setting Priorities**

## Objectives:

- Students will define "prioritize."
- Students will determine how to prioritize activities and will practice prioritizing their own activities.
- Students will recognize and resolve conflicting goals.

ASCA Standards: M1, M2, M5, M6; B-LS 7, B-SMS 4, B-SS 8

### **Lesson 3: Developing a Positive Attitude**

#### Objectives:

- Students will define "positive attitude."
- Students will identify principles of positive thinking and behavior.
- Students will practice developing a positive attitude.

ASCA Standards: M1, M2, M5, M6; B-LS 4, B-SMS 6, B-SS 9

#### **Lesson 4: Accessing Resources**

#### **Objectives:**

- Students will analyze the need for help with achieving their goals.
- Students will identify resources in their community and ways to access available resources.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 3, B-LS 5, B-LS 6, B-SMS 2, B-SMS 3, B-SS 1, B-SS 3

#### **Lesson 5: Learning to Be Assertive**

## Objectives:

- Students will define passive, aggressive, and assertive behavior.
- Students will practice using assertive behavior, and will learn to recognize passive and aggressive behavior.
- Students will practice techniques to improve their assertiveness.

ASCA Standards: M1, M2, M5, M6; B-LS 4, B-SMS 6, B-SS 1, B-SS 2, B-SS 4, B-SS 8

## MODULE FOUR: RESOLVING CONFLICTS

## **Lesson 1: Introducing Conflict Resolution**

### Objectives:

- Students will define "conflict" and identify the stages of conflict.
- Students will identify conflict triggers.
- Students will analyze the role of emotions in conflict.
- Students will set goals for reducing conflict in their own lives.

ASCA Standards: M1, M2, M5, M6; B-LS 4, B-SMS 6, B-SS 1, B-SS 2, B-SS 4

## **Lesson 2: Uncovering Stereotypes**

#### Objectives:

- Students will define stereotypes as misleading generalizations.
- Students will discover common ground with people they assume they won't like.
- Students will explain the importance of dispelling stereotypes and considering the individual.

ASCA Standards: M1, M2; B-LS 1, B-LS 9, B-SMS 6, B-SS 1, B-SS 2, B-SS 4, B-SS 5

### **Lesson 3: Managing Anger in Conflict Situations**

### Objectives:

- Students will identify situations that make them angry and consider ways to reduce or control anger.
- Students will identify the real meaning behind words exchanged in conflict situations.
- Students will analyze a clip depicting a conflict that turns to anger and violence.

ASCA Standards: M1, M2, M5, M6; B-LS 4, B-SMS 6, B-SMS 7, B-SS 2, B-SS 4

#### **Lesson 4: Creating a Win-Win Situation**

### Objectives:

- Students will identify the characteristics of a win-win situation.
- Students will practice the techniques of win-win negotiation in a conflict and apply those techniques to their personal conflict resolution goals.
- Students will identify the role of a mediator in conflict resolution and practice mediating conflict.

ASCA Standards: M1, M2, M5, M6; B-LS 4, B-SMS 6, B-SS 1, B-SS 2, B-SS 4

#### **Lesson 5: Resolving Conflict**

#### Objectives:

- Students will identify the importance of being assertive when addressing conflicts.
- Students will identify the steps to conflict resolution.
- Students will apply the steps to conflict resolution to recurring conflicts in their own lives.

ASCA Standards: M1, M2, M5, M6; B-LS 4, B-SMS 6, B-SS 1, B-SS 2, B-SS 4

## MODULE FIVE: PROBLEM SOLVING

## **Lesson 1: Problem Solving Techniques**

#### Objectives:

- Students will identify problems that they face.
- Students will identify strategies that can be used for problem solving.
- Students will apply the steps of the decision making process to problem solving.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-SMS 6, B-SMS 9, B-SS 7

#### **Lesson 2: Problem Solving in School**

## Objectives:

- Students will apply the steps of the problem solving process to solving problems at school.
- Students will identify resources available in school that can help them solve common problems.
- Students will clearly define problems they have at school and gather information to solve them.

ASCA Standards: M1, M2, M3, M5, M6; B-LS 1, B-SMS 6, B-SMS 9, B-SS 7

## Lesson 3: Problem Solving on the Job

#### **Objectives:**

- Students will practice developing alternatives and analyzing consequences in order to solve problems at work.
- Students will apply problem solving strategies to specific workplace problems.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 1, B-SMS 6, B-SMS 9, B-SS 7

#### **Lesson 4: Problem Solving at Home**

## Objectives:

- Students will analyze a video clip of a problem at home.
- Students will practice techniques of evaluation and feedback.
- Students will apply the six steps of the problem solving process to problems at home.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-SMS 6, B-SMS 8, B-SS 7

## MODULE SIX: SKILLS FOR SCHOOL AND BEYOND

## **Lesson 1: Identifying Your Learning Style**

## Objectives:

- Students will recognize that there are a variety of learning styles.
- Students will identify their own preferred learning styles.
- Students will practice using their primary learning styles to master new content.

ASCA Standards: M1, M2, M3, M6; B-LS 2, B-SS 2, B-SS 5

#### **Lesson 2: Managing Your Time**

## Objectives:

- Students will identify effective time management strategies and barriers to effective time management.
- Students will recognize that effective time management can help them accomplish their goals.
- Students will demonstrate effective time management strategies by prioritizing tasks and creating schedules.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-LS 9, B-SMS 6, B-SMS 8, B-SS 9

#### Lesson 3: Reading, Listening, and Note Taking

#### Objectives:

- Students will recognize the importance of accurate note taking while reading or listening.
- Students will identify effective note taking techniques.
- Students will practice effective note taking techniques.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-LS 9, B-SMS 6, B-SMS 8, B-SS 9

#### **Lesson 4: Writing Reports and Presenting to an Audience**

## Objectives:

- Students will recognize the importance of effective reports and oral presentations.
- Students will identify effective presentation skills and report techniques.
- Students will practice organizing and writing effective minireports.
- Students will recognize the importance of revising and proofreading.
- Students will identify and practice effective oral presentation techniques.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-LS 9, B-SMS 6, B-SMS 8, B-SS 1, B-SS 9

## **Lesson 5: Preparing for Tests and Exams**

## Objectives:

- Students will recognize the importance of preparing for tests.
- Students will identify strategies for preparing for tests and examinations.
- Students will practice techniques for effective test taking.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-LS 9, B-SMS 6, B-SMS 8, B-SS 9

## MODULE SIX: SKILLS FOR SCHOOL AND BEYOND (continued)

## **Lesson 6: Managing Stress**

## Objectives:

- Students will identify sources and symptoms of stress.
- Students will identify ways to manage and reduce stress.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-LS 9, B-SMS 6, B-SMS 8, B-SS 9

## MODULE SEVEN: A GAME PLAN FOR COLLEGE/HIGHER EDUCATION

## **Lesson 1: Assessing Your Talents and Interests**

#### Objectives:

- Students will identify the relationship between their interests and how they spend their time.
- Students will identify the skills that relate to their interests.
- Students will identify and categorize personal, career, and professional skills.
- Students will use their skills and interests to determine career options.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 2, B-SS 2, B-SS 8

### Lesson 2: Determining the Training and Education You'll Need

### Objectives:

- Students will research the importance of higher education to achieving career goals.
- Students will learn how to prepare for a career.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 2, B-LS 9, B-SMS 10, B-SS 2, B-SS 3, B-SS 8

## Lesson 3: Choosing the Right Place: Colleges, Universities, and Technical Schools Objectives:

- Students will identify the differences among universities, colleges, community colleges, and technical schools.
- Students will clarify their postsecondary education needs in terms of schools' strengths, requirements, tuitions, and locations.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 1, B-LS 9, B-SMS 10, B-SS 2, B-SS 3, B-SS 8

#### Lesson 4: Applying to Colleges, Universities, and Technical Schools

#### Objectives:

- Students will identify the benefits of applying to a range of schools.
- Students will practice completing college applications.
- Students will write model entrance essays.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 1, B-LS 9, B-SMS 10, B-SS 2, B-SS 3, B-SS 8

## Lesson 5: Discovering Money: Scholarships, Grants, and Loans

#### **Objectives:**

- Students will determine the differences between scholarships, grants, and loans.
- Students will identify scholarships, grants, and loans available from colleges and technical schools, the government, and the private sector.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 1, B-LS 5, B-LS 9, B-SMS 10, B-SS 2, B-SS 3, B-SS 8

#### MODULE EIGHT: A GAME PLAN FOR WORK

## **Lesson 1: Working Toward Your Goals**

#### Objectives:

- Students will identify their career goals.
- Students will recognize how education can help them achieve their goals.
- Students will identify the steps to reaching their career goals.
- Students will recognize the importance of present short-term employment to achieving their long-term career goals.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 7, B-SMS 2, B-SMS 10, B-SS 8, B-SS 9

#### **Lesson 2: Exploring Job Possibilities**

#### Objectives:

- Students will revisit their strengths and identify their interests.
- Students will identify the process of finding a job.
- Students will identify the characteristics of their ideal jobs.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 7, B-SMS 2, B-SMS 10, B-SS 3, B-SS 8, B-SS 9

## Lesson 3: Looking for a Job

#### Objectives:

- Students will use the yellow pages as a job-search resource.
- Students will use newspaper ads to conduct a job search.
- Students will learn to use the internet to research information on jobs and careers.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 7, B-SMS 2, B-SMS 10, B-SS 3, B-SS 8, B-SS 9

#### **Lesson 4: Networking**

### Objectives:

- Students will understand what networking is.
- Students will identify the right way and the right time to network.
- Students will recognize that the people they know can help them to network.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 7, B-SMS 2, B-SMS 10, B-SS 3, B-SS 8, B-SS 9

#### **Lesson 5: Preparing a Resume**

## Objectives:

- Students will identify the experiences and job skills they possess that will help them find jobs.
- Students will analyze the skills they identified to find those appropriate for their resumes.
- Students will learn what to include in their resumes.
- Students will learn what a resume should look like.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 4, B-LS 5, B-LS 9, B-SMS 1, B-SMS 10, B-SS 3, B-SS 8, B-SS 9

## MODULE EIGHT: A GAME PLAN FOR WORK (continued)

## **Lesson 6: Making Contacts**

#### Objectives:

- Students will recognize the importance of securing good references and identify potential references.
- Students will understand how to determine what employers might want to learn from references.
- Students will learn to prepare potential references for telephone calls or other inquiries from potential employers.
- Students will recognize why cover letters are important and identify the parts of a cover letter.
- Students will write a cover letter for a job of their choice.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 4, B-LS 5, B-LS 9, B-SMS 1, B-SMS 10, B-SS 1,

## MODULE NINE: GETTING THE JOB

## **Lesson 1: Completing Applications**

## Objectives:

- Students will recognize the importance of following directions on job or school applications.
- Students will identify questions they may come across on job or school applications.
- Students will complete a model application.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 4, B-LS 5, B-LS 9, B-SMS 1, B-SMS 10, B-SS 1,

#### **Lesson 2: Preparing for an Interview**

## Objectives:

- Students will identify ways to reduce the stress involved with interviewing.
- Students will identify and prepare answers for potential interview questions.
- Students will identify appropriate and inappropriate attire for interviews.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 3, B-SMS 7, B-SMS 10, B-SS 9

#### **Lesson 3: Interviewing**

#### Objectives:

- Students will identify how to demonstrate confidence when they greet someone.
- Students will practice answering difficult interview questions.
- Students will discuss last-minute interview preparation techniques.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 4, B-LS 6, B-LS 9, B-SMS 1, B-SMS 10, B-SS 9

### **Lesson 4: Following the Interview**

#### Objectives:

- Students will recognize the importance of following up after an interview.
- Students will identify the elements of strong thank-you letters.
- Students will write thank-you letters.
- Students will recognize the importance of follow-up telephone calls and will practice such calls.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 2, B-SMS 3, B-SMS 5, B-SS 1

#### **Lesson 5: Responding to a Job Offer**

## Objectives:

- Students will practice gathering the information that will help them decide whether to accept a
  job offer.
- Students will practice weighing their options and using a pro/con list.
- Students will practice making a decision and acting on it.
- Students will identify how to appropriately interact with an employer when they are offered a job.

ASCA Standards: M1, M2, M4, M5, M6; B-LS 2, B-SMS 3, B-SMS 5, B-SS 1

## MODULE TEN: ON-THE-JOB SKILLS

## **Lesson 1: Developing a Positive Work Ethic**

#### Objectives:

- Students will discover the importance of learning the rules of the workplace.
- Students will learn the types of rules they are likely to encounter in the workplace.
- Students will identify and define a positive work ethic.
- Students will practice following company rules and having a positive work ethic.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 1, B-LS 3, B-LS 10, B-SMS 6, B-SS 5

## **Lesson 2: Working with Others**

#### Objectives:

- Students will identify positive behaviors in the workplace.
- Students will identify negative behaviors in the workplace and recognize that constructive criticism can correct those behaviors.
- Students will practice their skills for working well with co-workers.

ASCA Standards: M3, M5, M6; B-LS 7, B-SMS 1, B-SS 2, B-SS 7

#### **Lesson 3: Communicating on the Job**

#### Objectives:

- Students will learn guidelines for answering the phone at work.
- Students will recognize the importance of good writing skills in a work environment.
- Students will demonstrate the importance of good customer service and learn techniques for dealing with customers.

ASCA Standards: M1, M2, M5, M6; B-LS 2, B-SMS 1, B-SMS 6, B-SS 4, B-SS 6,

#### Lesson 4: Managing Time, Money, and People

## Objectives:

- Students will identify strategies for successfully managing money on the job.
- Students will recognize the importance of keeping written records of their work.
- Students will recognize the importance of keeping managers informed and asking for help when needed.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-SMS 1, B-SMS 6, B-SS 4, B-SS 6, B-SS 7

## Lesson 5: Advancing on the Job

#### Objectives:

- Students will develop a strategy for job advancement.
- Students will demonstrate how to ask for a promotion.
- Students will determine how to leave a job properly.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-LS 4, B-SMS 1, B-SMS 5, B-SS 4, B-SS 5, B-SS 8

## MODULE ELEVEN: MANAGING YOUR LIFE

## **Lesson 1: Managing Your Finances**

#### Objectives:

- Students will identify the information included on a paycheck and check stub.
- Students will define the differences between basic checking and savings accounts.
- Students will practice writing checks and maintaining a check register.
- Students will identify the benefits and drawbacks of credit cards.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-SMS 1, B-SMS 6, B-SS 4, B-SS 1

#### **Lesson 2: Making a Budget**

### Objectives:

- Students will recognize the need to keep a budget.
- Students will learn what a budget is and identify the items commonly included in a budget.
- Students will create their own budgets.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 3, B-LS 5, B-SMS 1, B-SMS 6, B-SS 4, B-SS 1

### **Lesson 3: Understanding Advertising and Mass Media**

### Objectives:

- Students will identify mass media as a source for building consumer wants.
- Students will examine mass media messages critically.
- Students will recognize advertising techniques.
- Students will consider their rights and responsibilities as consumers.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 4, B-SMS 1, B-SMS 6, B-SS 1, B-SS 5

## **Lesson 4: Becoming a Responsible Citizen**

### Objectives:

- Students will identify the need for rules and the reasons why people should abide by the law.
- Students will recognize that voting is a valuable right and that they have a responsibility to be informed voters.
- Students will identify reasons for paying taxes.

ASCA Standards: M1, M2, M5, M6; B-LS 1, B-LS 4, B-SMS 1, B-SMS 6, B-SS 1, B-SS 5

#### SERVICE LEARNING

### **Lesson 1: Introduction to Service Learning**

#### Objectives:

- Students will define "service learning project."
- Students will identify issues and problems that they perceive in their communities.
- Students will select an issue to address in a service learning project.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 1, B-LS 9, B-LS 10, B-SMS 1, B-SS 2, B-SS 5

## **Lesson 2: Designing an Action Plan**

## Objectives:

- Students will evaluate the usefulness of an action plan.
- Students will explore the parts of an action plan.
- Students will discover different methods of doing research in order to complete an action plan.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 1, B-LS 3, B-LS 5, B-LS 9, B-LS 10, B-SMS 1, B-SS 2

## **Lesson 3: Gathering Information and Making the Commitment**

#### Objectives:

- Students will organize their work efforts in order to effectively complete their research.
- Students will discuss and create contracts that formalize their commitment to the service learning project.
- Students will form work groups and create job descriptions.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 1, B-LS 3, B-LS 5, B-LS 9, B-LS 10, B-SMS 5, B-SS 2

#### **Lesson 4: Formalizing and Finalizing the Action Plan**

## Objectives:

- Students will identify what information should be included in a formal action plan.
- Students will determine whose approval is needed in order for them to complete their project.
- Students will create a time line for the completion of their service learning project.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 1, B-LS 3, B-LS 10, B-SMS 5, B-SS 1, B-SS 9

#### **Lesson 5: Giving Presentations**

#### Objectives:

- Students will prepare an oral presentation.
- Students will practice giving an oral presentation.
- Students will discover the steps to refining their action plan.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 2, B-SMS 10, B-SS 1, B-SS 9

## SERVICE LEARNING (continued)

### **Lesson 6: Taking Action**

#### Objectives:

- Students will evaluate means of tracking their progress as they work to complete their project.
- Students will explore the importance of and the qualities that comprise a strong work ethic.
- Students will evaluate specific project issues that may require special attention.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 1, B-LS 3, B-LS 10, B-SMS 6, B-SS 5

### **Lesson 7: The Big Day**

#### Objectives:

- Students will look over and ensure that they have completed each step of their project planning.
- Students will brainstorm and create action plans to address last-minute project issues.
- Students will create a project agenda.

ASCA Standards: M1, M2, M3, M4, M5, M6; B-LS 1, B-LS 3, B-LS 10, B-SMS 6, B-SS 1

#### **Lesson 8: Self-Assessment**

#### Objectives:

- Students will explore the usefulness and means of their self-assessment.
- Students will discover questions to consider when self-assessing.
- Students will choose a means of self-assessing their service learning experiences.

ASCA Standards: M1, M2, M5, M6, B-LS 4, B-SMS 1. B-SMS 6, B-SS 8

#### **Lesson 9: Public Assessment**

## Objectives:

- Students will explore the usefulness and methods of public assessment.
- Students will discover questions to consider when creating a public assessment.
- Students will choose a means of publicly assessing their service learning experience.
- Students will prepare a public assessment.

ASCA Standards: M1, M2, M5, M6; B-LS 7, B-LS 9, B-SMS 1, B-SMS 10, B-SS 1, B-SS 8, B-SS 9