



## Curriculum Laboratory Careers Teaching Materials

For further assistance using any of the resources in the Lab, please ask at the Curriculum Lab Information Services Desk. Visit [our site](http://www.uleth.ca/lib) through U of L Library's main page <http://www.uleth.ca/lib>.

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### DEFINE YOUR TOPIC AND CHECK BASIC SOURCES

- **Educational Dictionaries and Encyclopedias** may assist you in defining your educational terms. There are several behind the Curriculum Laboratory Information Desk.
- Check [E-Reference](#) under "Basic Search Sites" on the Curriculum Laboratory Main Page. Select "Education" from the subject menu.

Career planning is a lifelong process that involves the exploration of personal interests, preferences, personality, and learning styles. The resources mentioned on this page may be useful to teachers who are teaching Career and Life Management (CALM), Career and Technology Studies or Health and Life Skills classes. They will also be useful for anyone wanting to find resources related to the exploration of their aptitudes, career information and options, and post-secondary education options.

According to the Alberta Education website,

**Health and Career and Life Management (CALM) courses** deal with "health and personal development, where students acquire knowledge and develop skills, attitudes and habits that contribute to their physical, mental and social well-being, and enable them to respond to the opportunities and expectations in the world of work."

**"Career and Technology Studies (CTS)** is a complementary program designed for Alberta's secondary school students. As a program of choice, CTS offers all students important learning opportunities to:

- develop skills they can be applied in their daily lives, now and in the future
- refine career-planning skills
- develop technology-related skills
- enhance employability skills
- apply and reinforce learnings developed in other subject areas
- prepare for transition into adult roles in the family, community, workplace and/or further education.

The course structure of CTS enables schools to design unique programs that meet the needs of students and take advantage of community resources. Developed across levels rather than grades, CTS has multiple entry points and provides secondary students with access to a common curriculum. As a competency-based curriculum, CTS recognizes prior learning from formal schooling and personal initiatives."



## GET RELEVANT CURRICULUM PUBLICATIONS

● **Alberta Education's Programs of Study** mandate what must be taught in Alberta schools. They serve as a starting point for all investigations of the Alberta school curriculum. All Programs of Study for each subject and grade are available **in print** (See the 375 Pro section of the Curriculum Laboratory), as well as **online**.

● **Core Curriculum Documents** (e.g. guides to implementation, illustrative examples, teacher resource manuals, curriculum guides, etc.) give teachers **ideas on how to teach** the learning expectations and outcomes mandated in the Programs of Studies. Older core curriculum documents are found **in print only**. They are shelved in the **375** section of the Curriculum Laboratory under the specific subjects (**375 Art, 375 Math, 375 PhysEd.** etc).

● **The Curriculum Publications Chart** is posted on the ends of the Curriculum Publications library shelves and can guide you through the types of available curriculum documents for each subject.

● For an overview of all types of curriculum publications see "**What Are Curriculum Publications**", found on our web page under "Handouts."

● "**Curriculum In a Nutshell**," found on the web page under "Handouts," provides a brief overview of the main online curriculum resources. ● **Alberta Education's Programs of Study** mandate what must be taught in Alberta schools. They serve as a starting point for all investigations of the Alberta school curriculum. All Programs of Study for each subject and grade are available **in print** (See the 375 section of the Curriculum Laboratory), as well as **online**.

**IN PRINT:** The **General Program of Studies for Elementary, Junior High or Senior High School** includes all subjects/grades and can be found in large binders in the Curriculum Laboratory. Multiple copies are found in the **375 Gen** section. If any of the core documents are shelved in a separate location, a **purple sheet** will direct you.

**ONLINE:** Visit Alberta Education's "Teachers" tab. The "**programs of study**" link will lead you to a list of subjects taught in Alberta. To view the **core curriculum documents** (support material, as defined above) for that subject, select "**learning and teaching resources**".

Careers are covered in Alberta Education's curriculum publications in these places:

ec-9

- **The Health section of the Program of Studies: Elementary Schools (CURLB 375 Pro Health Gr.1-9)** lists three general outcomes that are foundational to the Health and Life Skills Kindergarten to Grade 9 Program. One of those outcomes is "**Life Learning Choices**," where "students will use resources effectively to manage and explore life roles and career opportunities and challenges."
- **The Career and Life Management Program of Studies: Senior High Schools (CURLB 375 Pro CALM Gr.10-12)**. It is the "senior high component of the Comprehensive School Health Education Program in Alberta."
- The print Program of Studies can be found in the **Career and Technology Studies Program of Studies (CURLB 375 Pro CTS Gr.7-12)**. For the most up-to-date information, go directly to the **Online CTS Senior High Program of Studies**, particularly the **Learning and Teaching Resources** section.
- **CURLB 375 Career Alta.** and **CURLB 375 Guidance Alta.** contain curriculum materials on careers and guidance.
- **Career and Technology Foundations** for grades 5 to 9 will be going through a major change in 2014-2015:
  - Check **on-line Curriculum document sources**.

- Check [Implementation Schedule For Curriculum](#).



## FIND BASIC AND SUPPORT RESOURCES RECOMMENDED BY ALBERTA EDUCATION

### IN PRINT:

- **Alberta Education maintains an [Authorized Resources Database](#).** Resources are available in three categories:
  - Student Basic:** Comprehensive resource that covers most objectives (i.e. textbook).
  - Student Support:** Covers one or some of the topics for that grade/subject.
  - Teaching:** Supports evaluation and implementation & is intended for teachers.
- A link to the **Resource Database** is found under **Basic Sites** on the upper right of the [Curriculum Laboratory main webpage](#).
- **Searching for recommended resources:** You can choose “Authorization Status”, depending on whether you want *Basic*, *Support* or *Teaching* Resources.
- **The Curriculum Laboratory orders almost all of these resources from the LRC** (Learning Resources Center). You can search to see if we have them in the [Library Catalogue](#).

### ONLINE:

- **Find a wealth of curriculum-related information through Alberta Education’s [LearnAlberta.ca](#)** \* (including audiovisual clips, lesson plans, games, experiments etc.)
- **Click on “Programs of Study” to find resources for a specific outcome. Browse through the learner outcomes and look for these symbols:**
  -  Backpack symbol = **student resource**
  -  Apple symbol = **teacher resource or lesson plan**

\*You will need a username and password. Refer to the “Digital Resources Subscriptions Passwords” list distributed each semester by the Curriculum Laboratory staff.
- **Click on “Online Resource Centre” to find subscription sources that give related content or can be used for student-led research (eg. Encyclopedias, interactive books, atlases)**

(**Note:** The grade 1-9 textbooks below do not deal directly with careers to any great extent, but rather with interpersonal relations and life skills related to the world of work, as part of the health curriculum.)

- **Grades one to six:**
  - Inside Out Level three (Healthy You, Healthy Me) (613.0432 Cam Gr.3)
- **Grades seven to nine (Search for basic resources in Health):**
  - Health For Life 1 (613.0433 Cam Gr.7), Health For Life 2 (613.0433 Cam Gr.8) , Health Issues 7, Health Issues 8, Health Issues (613.0433 Hea Gr.7,8, or 9)
- **Grades ten to twelve:**
  - **CALM:** Career and Life Management Distance Learning Materials (2008) (Distance Learning Materials are not available though the Curriculum Laboratory); Careers, Healthy and Well, Life Choices, and Venturing Out (All part of the Life Choices series, found at 331.702 Cam Gr.10-12); and Lasting Gifts (On order for Curriculum Lab, Main Library has 1995 copy: HQ 799.15 L37 1995).

- **CTS: Career Transitions and Career Directions.** A search for all these general basic resources in CTS Career Transitions and Career Directions comes up with these titles:
  - **Lasting gifts: parents, teens, and the career journey** (Grades 10-12) Main Library: HQ 799.15 L37 1995), Curr. Lab. **331.702 Las** Gr. 10-12
  - **Skills plus handbook: discovering your personal career assets** (Grades 10-12) (On order for Curriculum Lab, Main Library: **HF 5381 S62** 1999)
  - **Multiple choices: planning your career for the 21st century** (Grades 10-12) (On order for Curriculum Lab, Main Library: **HF 5382.5 C2 M84** 1999)
  - **Volunteering : how to build your career by helping others** (Grades 10-12) (In process for Curriculum Lab, Main Library: HN 49 V64 V636 2000)
  - **Expanding your horizons: career development guide** (Grades 10-12) (331.702 Mis Gr. 10-12, v.1-2)
  - **Success in the workplace (2nd Ed.)** (Student Book) (Grades 10-12) (650.1 Bra Gr.10-12)

For finding specific materials directly related to careers, try the library catalogue searches suggested below.



## FIND RELATED ASSESSMENT MATERIALS

### IN PRINT:

- **Check the titles you have already located (in step 3).** Many teaching materials include a section on evaluation.
- Look up the title in the catalogue to see if there are **additional assessment volumes**.
- For textbooks, check the teacher's manual (or the additional volumes) for assessment materials.

### ONLINE:

- [Visit The Alberta Assessment Consortium \(AAC\)](#)\* for assessment foundations, materials, unit plans, assessment templates, performance assessments etc.

\*You will need a username and password. Refer to the "Digital Resources Subscriptions Passwords" list distributed each semester.

Review our handout on [Evaluation of Students](#), found in the "Handouts" section of the Curriculum Laboratory's main page.

**Castle Rock Publications** produces two types of assessment materials, based on the Alberta Curriculum. They tend to be available for the core subjects.

- **"The Key" Study Guides** and **"Problem SOLVED"** help students prepare for their school tests and science/math problems, final exams, and standardized assessments, 100% aligned to the Alberta curriculum. The Key is comprised of three main components: Unit Review, Unit Test, and Exam Preparation.
- **"Student Notes and Problems (SNAP workbooks)"** and **"Class Notes"** are student focused, and provide illustrative examples and explanations of the Alberta curriculum. They can be used as study aids for teachers assigning extra questions for students.
- These titles are available in the Curriculum Laboratory (search the Library Catalogue for "Castle Rock" and your subject of interest, or browse the 375 (curriculum) publications under your subject of interest. For more information, see the [Castle Rock Research web site](#).



## SEARCH THE LIBRARY CATALOGUE

### Use the library catalogue to find other teaching materials:

- |  |   |
|--|---|
|  fiction and picture books          |  maps, posters, audio sets |
|  eBooks                             |  DVDs                      |
|  non-fiction books for K-12         |  books with teaching ideas |
|  manipulatives and interactive kits |   |

 Hint: **Limit your search to U of L Curriculum Laboratory** for practical teaching material by using the “**Modify Search**” option at the top of the results page or using the “**Advanced Search**”.

The following terms will lead to material related to careers:

- *Vocational Guidance*
- *Job hunting*
- *Work*
- *Occupations*
- *Vocational interests*
- *Educational counseling*

**For the best results, add a specific area of interest**

- police vocational guidance
- women vocational guidance
- teenagers job hunting
- health vocational guidance
- law vocational guidance



## BROWSE THE SHELVES

 Get familiar with the **Dewey Decimal numbers (000-999) for your subjects of interest**. Once you know the numbers, you can also use them to browse in a school library. Find lists of relevant Dewey numbers on the [Specific School Subject Handouts](#).

 Signs on the ends of the Curriculum Lab's shelves break down the Dewey Decimal System into its broad categories.

**Curriculum Lab:** These are some of the sections of the collection where you will find careers materials:

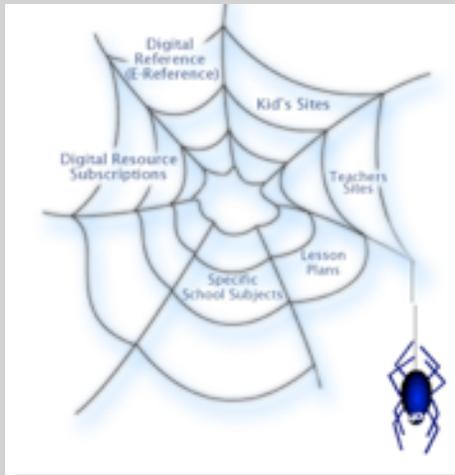
- 331.702
- 650.1 area
- 375 Career Alta. area
- 375 Guidance Alta. area

**Main Library:**

- HF 5381 to 5383
- LB 1027.5 area



## SEARCH THE INTERNET



Use our [Great Sites](#) link (found on our main page) to access a wealth of invaluable teaching resources:

• Our Digital Resources Page includes thousands of subscription-based teacher and student resources, including downloadable digital media clips, eBooks, and resources in the areas of literature, assessment, careers, and handout collections.

• The Faculty of Education Lesson Plan Database (on our Digital Resources Page) includes:

- Digital versions of commercially produced lessons in all subjects
- Student and instructor created lesson/unit plans
- Unit and lesson plan templates
- You can browse through the collection or search by categories (e.g. learning objective keyword, subject, title, grade, etc.).
- You can contribute to the collection by creating and submitting new lessons.

• **Teacher's sites:** lists many of the main Internet sites used by teachers.

• **Lesson Plans**

• **Specific School Subject websites**

- **Some specific subscriptions of interest are:**
  - [Career Cruising](#) is used heavily in schools to help students plan their future. Assessment tools such as Career Matchmaker match students' skills to specific careers. The comprehensive site includes intuitive career exploration and interviews, education planning, engaging career portfolio development, and printable lesson plans, assignments and worksheets.
  - [StudentCounsellor.com](#) -- Combines some career assessment tools with powerful academic matching tools.



## SEARCH FOR EDUCATION ARTICLES

Library Databases will be especially useful when you are asked to investigate educational issues, theories, and trends. You should consult the databases for any essays assigned during your coursework. Practicing teachers can search the databases for information to shape and validate the strategies they use in their own classrooms.

Beside the “Find Articles” tab on the [library home page](#), click on the “**Databases by subject**” tab and scroll to “Education”.

These databases are a great place to start:

- **ERIC**: the world's largest source of information on educational research and practice.
- **ERIC Digests.org**: short reports which give a brief overview of any educational topic or issue.
- **CBCA Complete**: An interdisciplinary database providing access to the principal literature published in **Canada**, including education.
- **ProQuest Education Journals** or **Academic Search Complete**

These are a few of the specific recommended journal titles that have excellent career information:

- Alberta Counsellor
- Canadian Journal of Counseling
- International Journal for Educational and Vocational Guidance
- Canadian Journal of Career Development
- Professional School Counseling
- Journal of Career Development
- Journal of Counseling and Development

Many of the above journal title articles can be found by searching these specific Library Resources/Databases:

- **Education Databases:**
  - Education Research Complete
  - Proquest Education
  - CBCA Complete
  - Professional Development Collection
- **Management General Resources:**
  - Business Source Complete
- **Psychology Resources:**
  - Psychology and Behavioural Sciences Collection



## OTHER RESOURCES

- **LethSD Ed. Links**: Browse by grade level or search by keyword from hundreds of websites recommended by Lethbridge School Division.
- **Other School Jurisdictions** with links to their web pages.
- **Community resources**: such as [libraries](#), associations, businesses, museums, guest speakers, etc.
- **Still have questions and/or need more resources?**: Ask a virtual question through the [Comments and Questions](#) link on the curriculum laboratory's [Home Page](#).

- Government departments (municipal, provincial, federal)
- Resource people in the community
- Make use of [Inter-library loan](#).

- Use the [public library](#), or [other libraries](#).

Prepared by: Bill Glaister, February 2010. Updated April 2013.