

CAREER & TECHNICAL EDUCATION

MS. NELSON

7th Grade ----- Introduction to Office Productivity

Week 1: August 31st - September 4th, 2020

Self - Assessment Week

MONDAY

1. **Happy Monday** - This week is Self - Assessment Week. This is where we find out All About You! Your likes, dislikes, etc. We will be taking several Self - Assessments and recording our answers for future use. You will be learning about what kind of student you are, you're learning style, what your study habits are, how you learn best, and many more things. Take the Self - Assessments this week and by the end of the week you will know more about yourself!
2. **Why Take Self - Assessments?** - Successful students learn to self - assess. When you practice self-assessment, YOU learn more about your own learning needs AND you provide valuable insights to help you understand about yourself and you help me understand how to assist your learning. The critical evaluation of your own academic work--it's called metacognition--is a key skill of successful students. You maximize your strengths and are able to work on your weaknesses.
3. **Why Do We Do This In Class?** - Self assessment is an essential real-world work skill. Once you're on the job, a supervisor does not stand over you coaching every move, informing every decision, and providing constant micro-feedback on your every move. YOU must be proactive, self-correcting, and capable of independent action. Dependent learners become dependent employees who become unemployed. So start NOW in the invaluable process of evaluating and improving your own performance. It's never too early to start!
4. **DAILY:** Attendance Taken During Opening Video
 - a. Make sure when you are let in to Zoom, you sign in to Chat as documentation of your attendance
 - b. You are NOT to use CHAT unless you are asking me a question, or unless I have told you to type something in
 - c. Make sure you turn your VIDEO ON (Participation)
 - d. Reminders
5. **"All About Me" Projects** - We will be watching the projects today.

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TUESDAY

Self - Assessments - Each section should take you about 10 minutes. Today we will go through each of these 5 Self - Assessments. I will explain them to you & I will let you go a little early today to take them. They MUST be complete before Thursday. We will review them Thursday. *Happy Learning About Yourself!!*

1. **Educational Planner**
 - a. There are 4 Self - Assessments here.
 - i. <http://www.educationplanner.org/students/self-assessments/index.shtml>
 - b. What Kind of Student are You?
 - i. <http://www.educationplanner.org/students/self-assessments/kind-of-student.shtml>
 - c. What's Your Learning Style?
 - i. <http://www.educationplanner.org/students/self-assessments/learning-styles.shtml>
 - d. Which Study Habits Can You Improve?
 - i. <http://www.educationplanner.org/students/self-assessments/improving-study-habits.shtml>
 - e. How Strong is Your Character?
 - i. <http://www.educationplanner.org/students/self-assessments/character.shtml>
2. **Interpersonal Skills** - Interpersonal skills are fundamental to successful relationships at home, at school, at work and socially. This self-assessment questionnaire will help you to understand how well developed your interpersonal skills are and identify areas that you can practice and improve.

	<p>a. Interpersonal Skills are:</p> <ol style="list-style-type: none"> i. Listening Skills ii. Verbal Communication iii. Emotional Intelligence iv. Working in Groups and Teams <p>b. https://www.skillsyouneed.com/quiz/343479</p> <p>3. Results of Self - Assessments are posted under assignments. You will need to write your results down after you take them and type them into the assignment section. Go to CANVAS and click on the assignment for each Self-Assessment. You will type the results of each one in the assignment. Your grade will be completion of taking the self assessment and entering the results in the assignment section.</p> <ul style="list-style-type: none"> • <u>Complete the 5 Self - Assessments & Submit Your Results in Assignments for Each.</u> Zoom Meeting Code ~ 928 2383 8221 Password ~ CTE
WEDNESDAY	<p>1. Complete the 5 Self - Assessments to Learn More About Yourself! These must be completed before Thursday.</p>
THURSDAY	<ol style="list-style-type: none"> 1. Discussion about Self - Assessments 2. Careers - When trying to choose a career, there are two things you should do that will help you make a better, and well-informed, decision. First, you have to learn about yourself. Then you have to explore the career(s) that might be a good fit based on what you have learned. 3. There are 2 Career Self - Assessments you will take. Taking 2 will help you pinpoint the type of Career Cluster you fall into. (This means what type of Career you are more interested in right now, at this point in your life.) <ol style="list-style-type: none"> a. http://www.educationplanner.org/students/career-planning/find-careers/career-clusters.shtml b. https://www.careeronestop.org/ExploreCareers/Assessments/what-is-assessment.aspx 4. There are 4 Career Self - Assessments here. Complete these today. Put your results in the Assignment Section as you did today. Zoom Meeting Code ~ 928 2383 8221 Password ~ CTE
FRIDAY	<ol style="list-style-type: none"> 1. WOW! We took a lot of self-assessments to learn about ourselves. We are going to discuss today in class what we learned. Zoom Meeting Code ~ 928 2383 8221 Password ~ CTE Have a great weekend!

All Times Are Estimates