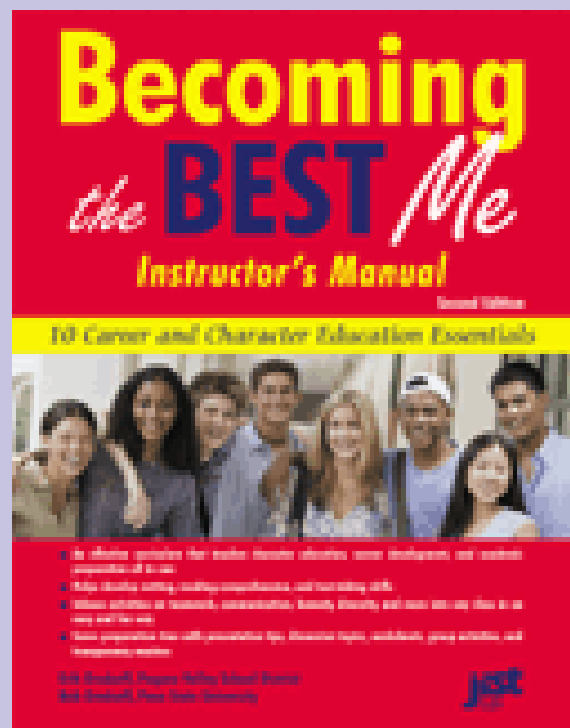
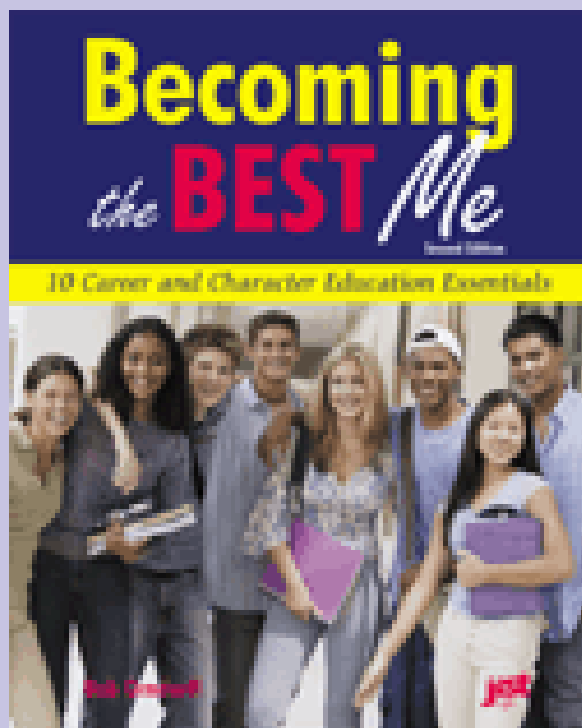
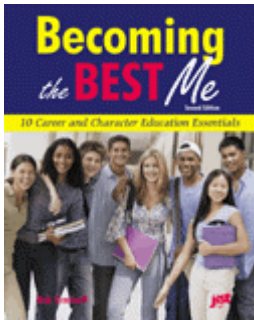


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Becoming the Best Me 10 Career and Character Essentials

Bob Orndorff

Second Edition
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ATTN: INSTRUCTORS

Qualified teachers and educators can receive a no-cost approval copy. Offer expires August 31, 2004.

Instructor Support Material: Becoming the Best Me Instructor's Manual

FREE Instructor's Manual when you purchase 20+ copies of the corresponding workbook!

Summary

Real-world-focused workbook is based on research from nine top companies!

- ◆ Helps develop good character traits and skills throughout life and career.
- ◆ Interactive student activities—complete in class or assign as homework.
- ◆ Incorporates key character education values—respect, responsibility, honesty, hard work, teamwork, citizenship, and communication.
- ◆ Fun and engaging writing style.

Becoming the Best Me is an engaging book that helps develop character education and life skills as they relate to careers. Topics include communication, teamwork, honesty, responsibility, and technology skills. Company recruiters are quoted throughout, giving advice on what skills are most important in today's world of work. Also contains comments from college students who have used the book on how it has helped them.

"Dr. Robert Orndorff's new book, Becoming the Best Me, is an important resource for students, parents, teachers, counselors, school-to-work administrators, and policy-makers that encourages and illustrates the real-life skills and attributes that are necessary for success in work and life. The career and life essentials are validated through extensive research and employer quotes. Lively, realistic, and engaging, this book is a 'must' resource for everyone

who cares about or is involved in programs designed to influence the career development of adolescents in positive ways."

—Dr. Edwin Herr

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Career & Character Education
Essential #2

Appreciate Diversity

“When you look at the country and the changing face of the population, it becomes clear that having a diverse workforce and supplier network is not just a good idea, but an essential one. It is a goal at Enterprise to have our workforce mirror the communities in which we do business, and all of our employees need to understand the importance of having a company that supports and respects all people. In short, we strive to ensure that our company is inclusive and supportive of people of all backgrounds.”

—Enterprise Rent-A-Car



Follow the Three-Step Plan

The following is a three-step plan to further develop your appreciation of diversity:

Step One: Own Up to Your Biases and Prejudices

People are embarrassed to admit that they have biases and prejudices toward certain groups of people. The term *prejudiced* is especially harsh for most people. To say that someone is prejudiced implies that that person is a bad person. Our natural instinct is to defend ourselves, so we deny having any biases or prejudices. And, because “we are not prejudiced,” we don’t have to deal with the issue, right?

The first step that we all have to take is to stop thinking of prejudice and bias as a huge stigma, because if we continue to think of it in this way, we will continue to deny our biases and fail to do anything about them.

We all have biases—accept it and move on!

We were all born and raised in different towns and cities, some of which had a great deal of diversity, others that had very little. Parents, grandparents, sisters and brothers, uncles and aunts, cousins, friends, teachers, coaches, and many other people have influenced us all. We all are part of a certain ethnic and racial culture and have varying religious beliefs. Because of all of these influences and associations, there is no way that you could not have developed some emotional leanings toward a certain side. If you never had the opportunity to interact with certain groups of people, how could you possibly avoid having preconceived opinions about these groups of people?

It’s time for people to stop beating themselves up for having biases and prejudices. Only then will you be able to more openly explore and challenge your biases. The thoughts and feelings that you have toward certain groups of people do exist. It’s okay that you have them. However, it is **not** okay to deny them and to do nothing about them!

Student Quote

“Even if you live in a place where there isn’t much diversity in race, religion, and socioeconomic backgrounds, there are still ways to reach out and understand the importance of diversity. There are programs like Big Brother and Big Sister in which you can help a child, who may not live in the environment that you live in, get a better start in life.”

—Kim Brown, college freshman, undeclared major

Below are the best ways to connect with the world of work on your way to becoming more connected with your world.

Internships/Apprenticeships

The best way for you to get connected to the world of work is through internships or apprenticeships. An *internship* or *apprenticeship* is a hands-on work experience that provides training in a career area you're considering. The term *apprenticeship* tends to be used more within the trades, such as carpentry and auto mechanics, where the term *internship* is used more in business, health care, and education. Because referring to both experiences (internship/apprenticeship) is somewhat cumbersome, from here on we'll primarily use the term internship, but please remember we're referring to both! An internship provides an opportunity for you to "test the waters" and experience a career firsthand. This benefits you in three main ways. First, by working for months within one career field, you get a really good sense whether this career is one that you'd like to pursue later on. It helps clarify your career plans! Second, the level of work experience you gain makes you that much more marketable to college or company recruiters. This is the most relevant career experience you can gain as a student! Third, an internship helps you become more knowledgeable about the workforce, thus connecting you to the world around you.

Student Quote

"I was especially involved in my community during high school. Besides helping others, it makes you feel better about yourself and expands your interests. I guarantee that as soon as you get involved in community service in one place you will make connections to other ways to serve your community."

—Michelle Kelly, college freshman, Education major

"It is important for our company to hire graduates who have had internships or co-op experiences because that allows those individuals to gain knowledge of the kind of work we are involved in as well as real-world experiences. My experience over the last 12 years tells me that most college graduates do not have enough real-world experience. In most cases college graduates have gone from elementary, middle, and high school and their home life to college life. Then from college life they are dumped into the market place with little real-world experience. Internships and co-ops are a great way to gain those experiences."

—Jefferson Pilot

Participating in an internship or apprenticeship is the best way to get connected to the working world and to gain experience. By working for a period of months at a time, you get to know a number of company employees and experience a job and career



Your Getting Connected Plan

The World of Work

The careers that I am interested in are the following:

I am going to become better connected to the world of work and learn more about careers of interest through doing the following:

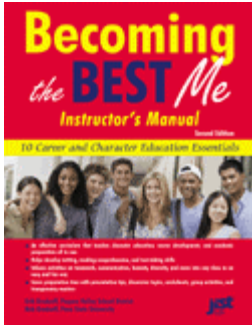
Internships/Apprenticeships:

Work Shadowing:

Information Interviewing:

Part-time Jobs:

(continued)



Becoming the Best Me Instructor's Manual

Erik Orndorff, Bob Orndorff

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2004

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Interest Level: Adult

Instructor Support Material: Becoming the Best Me, Second Edition

FREE Instructor's Manual when you purchase 20+ copies of the corresponding workbook!

Summary

The Instructor's Manual contains six primary instructional concepts and several other techniques and exercises that will facilitate the implementation of the 10 Career & Character Education Essentials featured in the student book. While the six primary concepts have been around for sometime, they were recently endorsed by the Learning Focused Model as exemplary instructional practices.

Tips for teachers—ideas for discussion, additional exercises, classroom presentation slides, advice, and solutions to workbook exercises.
Curriculum advice on how to fit character education into school programs.

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Introduction

How to Use the Instructor's Manual

The Integrative Approach

Due to an increased concern related to accountability among governmental, corporate, and special interest groups (i.e., No Child Left Behind), all educators are being measured, not by the school's technology, textbooks purchased, or the graduation rate, but by measurable academic achievement. Everyone is accountable: superintendents, principals, teachers, and students. The only way schools can be measured in a systematic way is to use systematic tests; hence, everyone is jumping on the "standardized test bandwagon." Teachers, principals, and superintendents are all looking both for ways to get better scores on these tests and for any supplementary material to help them achieve their goal: to leave no child left behind or, in educational terms, to get every child to proficient level or better on standardized tests.

This goal is a lot more difficult than it sounds. To improve on these tests, students must not only learn a lot of content from their different subjects, but they also need innovative and proven strategies to learn the content. Furthermore, teachers need to put their students in standardized test situations, so they feel more comfortable and confident when they actually have to take mandatory national and/or state exams.

Because of these high expectations and demands on educators, we have deliberately and strategically created an instructor's manual that contains activities, exercises, and tips that (a) help students to more thoroughly understand the 10 Career & Character Education Essentials (content) found in the main book and (b) develop writing, reading-comprehension, and test-taking skills (process) that will ultimately lead to higher levels of academic achievement. In short, the systematic approach of this instructor's manual combines career development, character education, and academic preparation all into one!

The Components

In this instructor's manual, there are scaffolding techniques, such as graphic organizers, to help students learn not only the book's content more effectively, but also important skills and strategies. Students will answer reading questions more effectively and write more confidently so that they ultimately feel better about themselves and score better on the tests.

In this resource, you will also find reading multiple-choice quizzes, open-ended questions (modeled from a popular national test), and tips to effectively answer both types of questions. Along with writing samples to guide the students, there are also prompts from a popular state test with strategies and graphic organizers to help the students gain confidence in performance writing.



Throughout the manual you will find many activities, tips, and worksheets to make it easy for the teacher to apply the 10 essentials into their content and skill areas. Once again, it is impossible to teach career development, character education, and a cumbersome curriculum as three separate entities in the crazy world of education where the days get shorter and the demands grow larger. So the ultimate goal for this book is to assist in the teaching of educational skills and people skills simultaneously.

Following are tips on using six of the main concepts found in the instructor's manual. (Note: these six concepts were endorsed as “exemplary instructional practices” as a result of the research findings from the Learning Focused Schools Model.)

1. Tips on Activating Prior Knowledge
2. Tips on Enhancing Vocabulary
3. Tips on Taking Multiple-Choice Tests
4. Tips on Writing to a Prompt
5. Tips on Using Graphic Organizers
6. Tips on Incorporating Rubrics

Tips on Activating Prior Knowledge

NOTE: While the concept map for Activating Prior Knowledge (K-W-L-U) is only found in the Introduction, teachers are encouraged to utilize this instructional practice before and after each chapter.

Many educators know about and use the *K-W-L (Know-Want to know-Learned)* chart before starting a lesson or a chapter in a book. KWL is a graphic organizer and cognitive instructional strategy developed by Donna Ogle in 1984. It is an excellent strategy to use before the students start reading each chapter in *Becoming the Best Me*.

Educators are always using and revising this tool to “fit” their curriculum. On the following page is a chart the educator may use to link prior knowledge to the chapter that is going to be read. It is called the K-W-L-U. The K stands for KNOW (what do I know). The W stand for WHY the students need to know about the topic of the chapter they are about to read. If the students think it is important to know this topic, they will focus on the reading a lot more. After reading and then with the help of class discussion, the class can fill out what they LEARNED about the chapter. The last and maybe the most important part is how are they going to USE the information to achieve becoming the best me. You can reproduce this chart as a transparency or as paper copies for your students.



Persuasive Writing Activity

A great activity for facilitating discussion on ideas in Chapter 1 is a persuasive writing. Following is a writing prompt your students could use with Chapter 1. As mentioned in the Introduction, it is on a template we use to prepare for our state tests. Following the writing prompt is a sample (completed) graphic organizer and its corresponding paper, which is the finished product. These tools can be helpful in showing the students how to proceed and manage their time on any state writing tests.

Writing Prompt Sheet

PROMPT

You will have one class period (but no more than 60 minutes if your class is longer) to plan, write, and proofread your response, making any necessary corrections.

Planning	Write
Think about what you want to write.	Write your essay on the two composition papers.
Reread the prompt to make sure you are writing about the topic.	Proofread your essay and make necessary corrections.
Make notes. Use your prewriting skills, such as mapping or outlining.	
Carefully read the five statements below the prompt. Each statement refers to one of the scorable domains: focus, content, organization, style, and conventions.	

READ THE ENTIRE PROMPT CAREFULLY

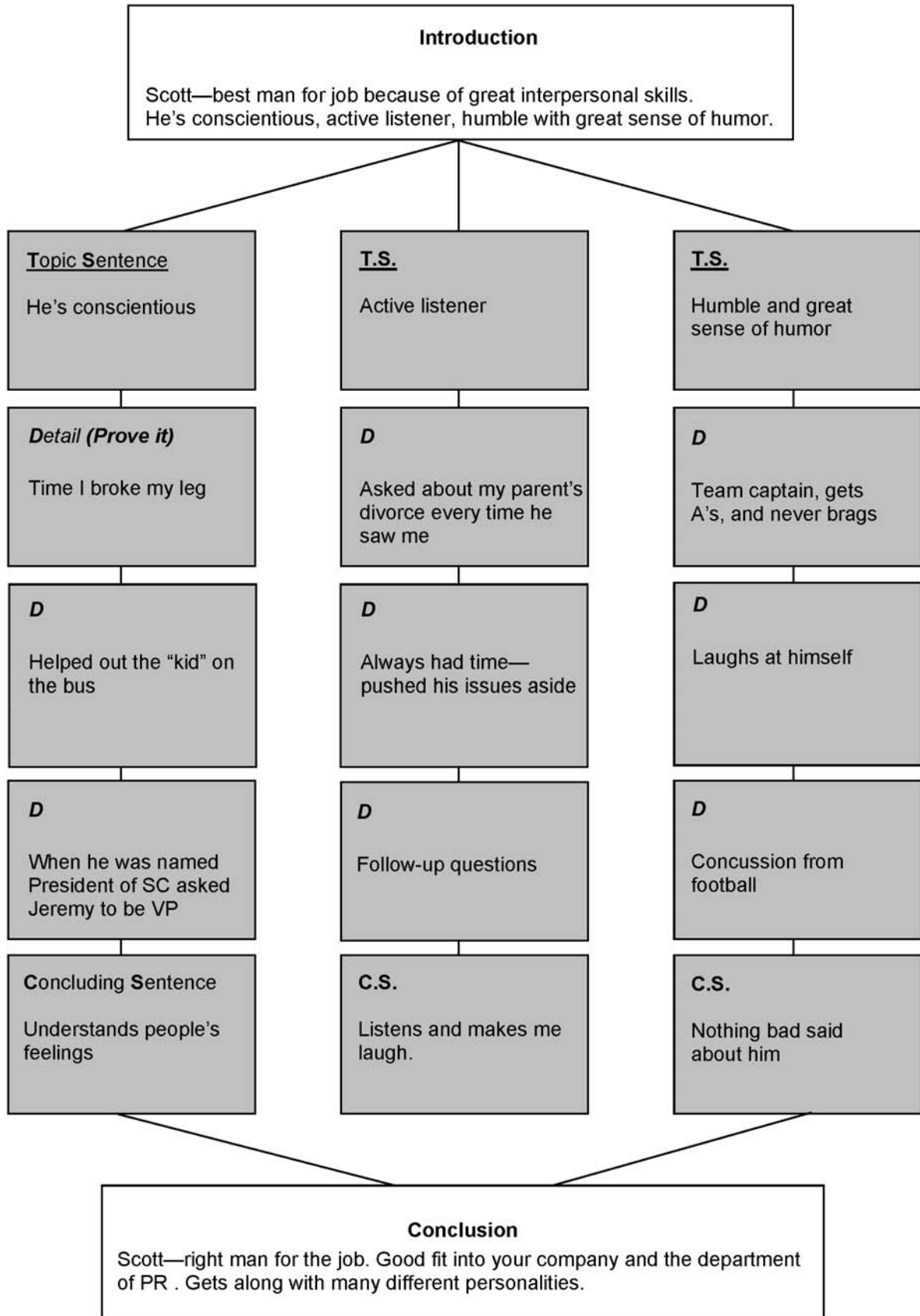


A friend/peer has asked you to write a letter of recommendation for the position of Director of Public Relations.

Write to persuade the CEO of the company to hire your co-worker because of the interpersonal skills he possesses. (Chapter 1)

As you write your paper, remember to:

- Clearly state your opinion about the topic
- Include specific facts, details, reasons, and/or examples to convince the city officials
- Present your ideas in a clear and logical order, including an introduction, body, and conclusion
- Use a variety of words and well-constructed sentences to create tone and voice.
- Correct errors in capitalization, punctuation, sentence formation, spelling, and usage.



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