

The Milwaukee University Graduate School Cooperative (The MUGS Coop) supports a distinctive Careers Curriculum in cooperation with twelve member schools that serve disadvantaged low-income and minority students in the City of Milwaukee.

The curriculum is based on five years' design, implementation, process improvement, and continuous assessment. While the curriculum has proved transportable and adaptable to any secondary school, educational or youth development program, or environment, it is designed to function most effectively in conjunction with the complete MUGS Coop Careers Program. The Learning Objectives within the curriculum are subdivided into the following four (4) units:

Unit 1: Engagement

Unit 2: Enrollment

Unit 3: Employment

Unit 4: Empowerment

**UNIT 1: ENGAGEMENT: To prepare for the labor market, students must**

1. Assemble documents (birth certificate, social security card, photo id, library card).
2. Identify occupational interests, aptitudes and abilities.
3. Relate interests, aptitudes and abilities to appropriate occupations.
4. Identify desired life style and relate to selected occupations.
5. Develop a career path for a selected occupation.
6. Select an immediate job goal.
7. Describe the conditions and specifications of the job goal.
8. Develop 30-second elevator speech.
9. Construct a resume and cover letter.
10. Comprehend verbal communications.
11. Comprehend written communications.
12. Communicate in writing.
13. Communicate verbally.
14. Perform mathematical calculations.
15. Perform measurements with a ruler.
16. Demonstrate an ability to self-evaluate and develop a continuous improvement (Personal Development Plan - PDP) plan.
17. Demonstrate basic computer operation skills.
18. Demonstrate an ability to learn from past experiences and others.
19. Demonstrate an ability to send, receive and organize e-mail messages.
20. Demonstrate an ability to search for information on the Internet.
21. Demonstrate effective study skills.
22. Demonstrate a willingness to accept responsibility for one's own actions.
23. Demonstrate a commitment in completing work assignments accurately and in a timely fashion.
24. Demonstrate an ability to satisfy the purposes of a delegated task.
25. Demonstrate an eagerness to learn new responsibilities or improve current responsibilities.
26. Demonstrate enthusiasm for work.

**UNIT 2: ENROLLMENT: To apply for more than one job, students must**

27. Arrange transportation.
28. Practice application forms.
29. Practice employment tests.
30. Mock job interview.
31. Organize a job search.
32. Conduct a job search.
33. Develop initial letter of application.
34. Make presentations.
35. Improve communications skills.
36. Find volunteer work.
37. Use the telephone to arrange an interview.
38. Demonstrate appropriate appearance.
39. Identify expectations that employers have of employees.
40. Identify problems of new employees.
41. Demonstrate time management.
42. Follow directions.
43. Practice effective human relations.
44. Complete application forms.
45. Complete employment tests.
46. Complete job interview.
47. Ask for and get paid work.
48. Appropriately accept an offer
49. Appropriately resign from a job.
50. Evaluate a career plan to determine appropriate postsecondary educational options.
51. Identify how best to achieve marketable occupation skills for an entry level job.
52. Conduct a job analysis.
53. Demonstrate familiarity with a variety of technologies.
54. Demonstrate politeness and civility.
55. Demonstrate an ability to adapt to people and situations.
56. Exhibit work ethics and behaviors essential to success.

### **UNIT 3: EMPLOYMENT: To succeed at work, students must**

57. Learn what it takes to succeed in the job.
58. Meet and know supervisor.
59. Earn supervisor's confidence.
60. Recruit a network of mentors.
61. Apply critical thinking skills.
62. Demonstrate how to use group dynamics techniques.
63. Explain the roles and function of a value-added organization.
64. Understand the essential elements of high performing work teams.
65. Describe how to work and communicate with diverse people at work and in the community to satisfy their expectations.
66. Demonstrate techniques for building commitment by others.
67. Demonstrate an openness to change.
68. Provide constructive feedback.
69. Negotiate solutions to conflicts.
70. Set and prioritize goals and establish a timeline for achieving them.
71. Apply the problem solving process to complex problems.
72. Demonstrate an ability to analyze the strengths and weaknesses of self and others.
73. Design and justify solutions by tracking and evaluating results.
74. Identify ways to build mutual trust and respect.
75. Prepare a short- and long-term personal budget.
76. Demonstrate punctuality and good attendance practices.
77. Demonstrate initiative and proactive behavior.
78. Demonstrate how to work effectively with others.
79. Demonstrate an attitude that attracts the attention of management.
80. Demonstrate an ability to communicate and work with customers to satisfy their expectations.
81. Demonstrate listening skills which will result in gaining a clear understanding of information being conveyed.
82. Demonstrate an ability to follow and give directions.
83. Demonstrate good reasoning skills which results in thinking first, then taking action.

#### **UNIT 4: EMPOWERMENT: To plan and launch careers, students**

84. Reflect and report on work experience.
85. Explore career possibilities.
86. Learn what careers require.
87. Demonstrate integrity and honesty in dealings with internal and external customers.
88. Demonstrate an ability to prioritize and manage time effectively in the workplace.
89. Demonstrate an understanding of the work to be accomplished.
90. Use and expand school, work, and civic networks.
91. Commit to training and education for future work.
92. Explain and demonstrate the types of maturity.
93. Identify a self-value system and how it affects life.
94. Base decisions on values and goals.
95. Identify process of decision-making.
96. Demonstrate ability to assume responsibility for actions and decisions.
97. Demonstrate a positive attitude.
98. Develop healthy self-concept for home, school and work.
99. Demonstrate team membership.
100. Demonstrate team leadership.
101. Deliver presentations to a group.
102. Compete successfully with peers.
103. Demonstrate commitment to an organization.
104. Demonstrate understanding of the basic principles of economics.
105. Demonstrate understanding of the principle of confidentiality.
106. Demonstrate understanding of Quality.
107. Demonstrate understanding of principles of Ethics and Standards of Conduct.
108. Demonstrate an understanding of the principal industries in our economy.
109. Demonstrate integration of principles and elements (Recruitment, Strategizing, Managing, & Instituting) of democratic empowerment.