2020-21   Flex PBL

PBL Title:	Hard Skills: Get Your Certifications Now!		
Duration:	5 weeks	**Release Date:**	December 15, 2020
HELP?	e-mail jenn.beal@jag.org	**Pages:**	13

Project Summary

This Flex PBL is intended to show students how they can begin gaining certifications now and boost their skill set to improve their chances of gaining successful employment in the future.

Students will create a multimedia presentation that describes hard skills they would like to obtain that could help them in their future career and why they would be beneficial. They will also construct a plan to pursue certifications for those hard skills- potentially beginning now!

Using the free, highly interactive online training program provided by *Skills to Succeed Academy (S2SA)*, this project includes two modules that are relevant to this project. The two *S2SA* modules being used from the Choose a Career section are:

1) *Find Your Future*

2) *Get Some Experience*

Skills to Succeed Academy is a proud sponsor of the JAG organization and strives to support JAG students in completing modules as a way to boost their employability skills. Each year *S2SA* seeks to connect youth with their valuable courses; however, this year their resources are needed more than ever. *S2SA* modules can be administered in variety of ways:

- Assigned for students to complete outside of school in an asynchronous manner
- Streamed to groups or classrooms of students via a video conferencing service
- Facilitated in-person through a classroom overhead projector

Competency Attainment

Level 1:, A.4-Develop a career path for a selected occupation, C.14-Demonstrate appropriate appearance, C.16 Identify problems of new employees, C.17 Demonstrate time management, C.18 Follow directions, C.19 Practice effective human relations, D.21-Comprehend verbal communications, D.24-Communicate verbally, F.37 Develop healthy self-concept for home, school and work, G.40 Conduct a job analysis, G.42 Demonstrate effective study skills, H.73 Demonstrate enthusiasm for work.
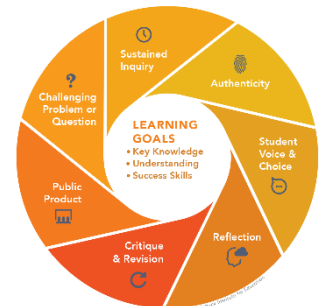**Level 2:** A.1-Identify occupational interest, aptitudes and abilities, A.3-Identify desired life style and relate to selected occupation, D. 22-Comprehend written communications, F.33-Base decisions on values and goals, G.53 Exhibit work ethics and behaviors essential to success.
Level 3: A.2-Relate interests, aptitudes and abilities to appropriate occupations, A.6 Describe the conditions and specifications of the job goal, C.15 Understand what employers expect of employees, E.28 Deliver presentations to a group, G.39 Identify how best to achieve marketable occupation skills for an entry level job, G.54 Set and prioritize goals and establish a timeline for achieving them, H.76 Demonstrate familiarity with a variety of technologies, H.77 Demonstrate ability to self-evaluate and develop a continuous improvement (career development) plan, H.78 Demonstrate basic computer operation skills.

==JAG Competencies should be set based on the Specialists discretion.==
==The above stated are merely suggestions based on the project structure.==

Notes for Specialist

- Flex PBL are designed with two intended purposes:
    1. to meet the ever-changing instructional needs of JAG Specialists across the JAG National network and
    2. to provide relief with competency attainment and project design to allow Specialists the space to devote a majority of their time in meeting the immediate needs of students.

- A Flex PBL can be administered in a variety of instructional modalities. Here are three of the most common options:
    - **Traditional; full time, in-person instruction** – walk through the steps in showing videos and leading discussions as a typical class unit.
    - **Hybrid, blended or a flipped classroom** – identify and pull out the pieces that can be asked of students to perform outside of in-person class time (i.e. to watch videos, journal, etc.) and reserve team building, discussions and/or problem solving for in-person opportunities.
    - **Completely online model** – this Flex PBL can also be administered in a completely online format, by using any means of delivery that is being directed or offered by your school district.

- The format of this Flex PBL was aimed to be easily manipulated for Specialists to deliver the project within a classroom. They can print, copy and paste into an e-mail, text, social media or a learning management system (i.e. Google Classroom, Canvas, etc).

- The intentional design of this Flex PBL is to allow a logical and manageable flow for students to work in a self-guided way.

- A series of webinars are available on the Genius for each of these three options. The topic area shifts from week to week, but the three group offerings remain consistent to accommodate your needs as they may change throughout the 2020-2021 academic year.

- In addition to Genius resources, the JAG National Staff is available for steps on the practical application of this Flex PBL.

- The yellow highlighted sections need Specialist attention, as they are notes that require an action of the Specialist.

- Remember that each student responsibility can be adjusted to fit the needs of your students, especially when it comes to the expected time spent on this project. **You are encouraged to add, remove or change out any elements within this Flex PBL to make this project suitable for your JAG students**. Just remembering that a strong PBL (regardless of delivery method) has seven essential gold standard elements.

- Please complete this **JAG Specialist** survey at the completion of the project: https://forms.gle/kCQ5sLC5zLRJWkBo8

- Finally, Specialists are responsible for how grading/allocation of points are determined based on your program expectations.

Flex PBL – *Hard Skills: Get Your Certifications Now!*

Driving Question

How can I begin building my hard skills and gain certifications that will help me reach my future career goals?

Entry Event

- **Watch this video** – *Improve Your Resumé and Earn More with these Free Online Certifications:* https://www.youtube.com/watch?v=zxFKjvzvLM4 (5 minutes)

- **Read this Article: Hard Skills vs. Soft Skills** (10 minutes)

  https://www.indeed.com/career-advice/resumes-cover-letters/hard-skills-vs-soft-skills

  Then answer the following questions:

  - What hard skills do you have already?
  - What hard skills interest you that you may want to develop?
  - How could developing hard skills help you in your future career?

Public Product

Students will create a multimedia presentation that describes hard skills they would like to obtain that could help them in their future career and why they would be beneficial. They will also construct a plan to pursue certifications for those hard skills -- potentially beginning now!

A multimedia presentation presents information with slides, video, and/or digital representations that includes sound which might be a narrative, music, or the use of sound effects. The presentation should stand alone - meaning it is all inclusive with explanations embedded in the presentation and no need for the student to provide explanations live.

This will help students expand their hard skills while learning about hard skills!

Please see the rubric to help guide student's work on this Flex PBL, located on page 13 of this document.

If a student(s) have not previously used the *Skills to Succeed Academy*, JAG Specialists should share information about how the *Academy* supports the overall JAG organization by providing their resources for free to JAG participants. Express how *S2SA* offers a variety of online modules focused on finding and maintaining employment. If you need additional information about the Skills to Succeed Academy, refer to their page on the JAGenius!

JAG Student Week One Responsibilities
Getting Started with Skills to Succeed

_ **State Driving Question**

How can I begin building my hard skills and gain certifications that will help me reach my future career goals?

_ **Perform Entry Event Activities**   **(TOTAL 15 minutes)**

- Watch this video – *Improve Your Resumé and Earn More with these Free Online Certifications:* https://www.youtube.com/watch?v=zxFKjvzvLM4   (5 minutes)

- Read this Article: Hard Skills vs. Soft Skills   (10 minutes)

    https://www.indeed.com/career-advice/resumes-cover-letters/hard-skills-vs-soft-skills

    Then answer the following questions:

    - What hard skills do you have already?
    - What hard skills interest you that you may want to develop?
    - How could developing hard skills help you in your future career?

_ **Review Details of this Project's Public Product**   **(3-5 minutes)**

At the end of this project you will create a multimedia presentation that describes hard skills and/or certifications you would like to obtain, explain why these things would be beneficial to your future career, and construct a plan to build hard skills and pursue certifications.

A multimedia presentation presents information with slides, video, and/or digital representations that includes sound which might be a narrative, music, or the use of sound effects.

   Tip: There are several great resources online to assist you with creating multimedia presentations if you need assistance and/or ideas!

Remember: these presentations are intended to showcase your learning, but to also help other students learn from you. Refer to the rubric for assistance.

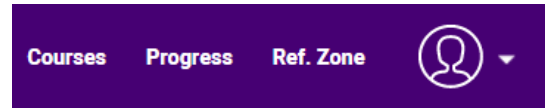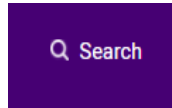_ **Log into the *Skills to Succeed Academy* – http://s2sacademy.org**   **(3-5 minutes)**

   Not registered yet?
1. Go to http://s2sacademy.org
2. Click on <Learner > Registration
3. Fill in the registration form and use Access Code <fill in learner access code here. This information can be found on the JAGenius. >

_ Take a moment to **explore** the site once you are logged into the *Skills to Succeed Academy*. You will notice a purple menu bar across the top that helps with: **(5 minutes)**

- ✓ Search
- ✓ Courses
- ✓ Progress
- ✓ Ref.Zone

_ Click on **"Courses"** in the purple menu bar at the top of the page. Then scroll down until you see three purple boxes with the title "Our courses." **(TOTAL 65 minutes)**

Select the left-hand section called "Choose a Career." When you open this page, you will see nine modules.

The focus on this week will be the options called:
- "Find You Future" (35 minutes)
- "Get Some Experience" (30 minutes)

Click the purple bar that says **"START"** when you are ready to begin the courses.

Advance through the modules at your own pace; however, be aware of the goal to have these modules completed before the start of next week. Remember, you can pause, stop and/or go back at any point in the module.

_ E-mail your progress on the *Skills to Succeed Academy* to your Specialist once you have completed both modules. You can view your progress page by logging into your *S2SA* profile and clicking on **"Progress"** in the purple bar at the top of the page. You may take a picture of this progress page or you may click on the "E-mail Progress" button and send the information to your Specialist this way. This **check-in** with your Specialist will focus on the activity packs that would be helpful for you to continue the important work focus on your career. **(5 minutes)**

<mark>**Specialists: Here is a direct link to the student activity packs, so you can review and identify sections that would be helpful for students to complete.**</mark>

<mark>*Find Your Future*:
https://s2sacademy.org/cms/usa/activity_packs_files/YAYC%20Mod%205%20Find%20Your%20Future.pdf</mark>

<mark>*Get Some Experience:*
https://s2sacademy.org/cms/usa/activity_packs_files/YAYC%20Mod%206%20Get%20Some%20Experience.pdf</mark>

_ With any remaining time this week, begin working on your presentation for this project.

JAG Student Week Two Responsibilities

Exploring Hard Skills and Certifications

_ **Watch this video: 25 Cool Certifications That Are Usually Pretty Easy To Get   (7 minutes)**

   https://www.youtube.com/watch?v=MZQINoCyOQ0

_ **Research hard skill development and certifications   (90 minutes – 2 hours)**

   Here are some suggested websites to assist you:

   ✓ Coursera: (includes free online courses) https://www.coursera.org/

   ✓ Mooc.org: (includes free online courses) https://www.mooc.org/

   ✓ YouTube Creator Academy: https://creatoracademy.youtube.com/page/home

   ✓ Microsoft Learn: https://learn.microsoft.com/#/

   ✓ Linked in Learning: https://www.linkedin.com/learning

   ✓ Agriculture certificates: https://www.nal.usda.gov/afsic/edtr/degree-type/certificate

_ **Answer** the following 2 questions: **(20 minutes)**

   1. What hard skills and/or certifications would help me in my desired future career?

   2. What hard skills and/or certifications would I be interested in gaining, that would make me more marketable and help me in any career?

_ **Check-in** with your Specialist to discuss your learning so far and to get feedback on your plans for your presentation.   **(10 minutes)**

_ With any remaining time this week, continue working on your presentation for this project.
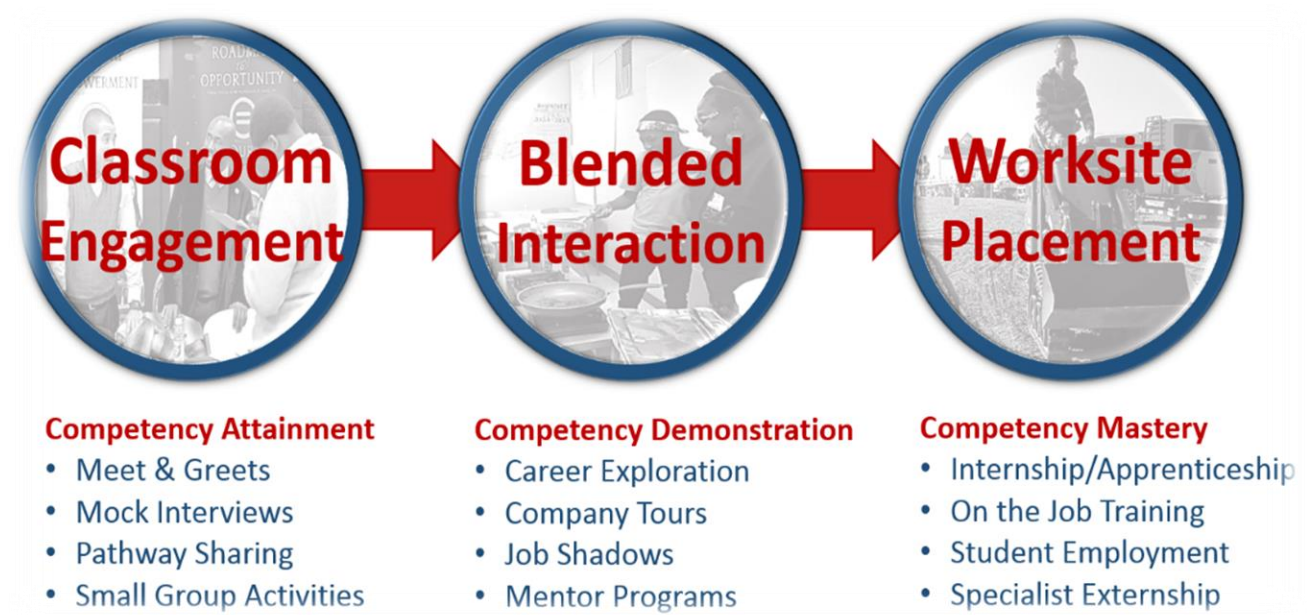
JAG Student Week Three Responsibilities

Employer Engagement

_ **Watch this video: Top 10 Highest Paying Certifications 2020** **(10 minutes)**

https://www.youtube.com/watch?v=1vU1vHpzG-8

_ **Employer Engagement**

Below is a chart of the 3 levels of employer engagement:

To continue expanding your skills and knowledge, you will take a journey through the 3 levels of employer engagement:

_ **Level 1**: Find an employer in your chosen career field or a career field you are considering for your future. Invite them to be a guest speaker for your career association. **(20-30 minutes)**

_ **Level 2**: Complete a job shadow, or virtual job shadow, based on your school district guidelines. Inquire about mentor programs that may be available now or during the summer. If this is not possible, complete an informational interview with a potential future employer. Helpful resources can be found below. **(Times will vary)**

 ✓ **Tips for informational interviews**: https://career.berkeley.edu/Info/InfoInterview

 ✓ **Tips for job shadowing**: https://www.monster.ca/career-advice/article/job-shadowing-experience-tips

 ✓ **Submit your job shadow or informational interview questions and answers to your specialist as an assessment.**

INFORMATIONAL INTERVIEW QUESTIONS
For a Job Shadow

Name_____   Career Shadow_____

Below is a list of potential questions for your job shadow or informational interview. You should try to ask as many of these questions as possible, but feel free to ask your own questions that also might be appropriate. Study questions and potential answers prior to attending your job shadow. This will show that you are prepared and truly interested in the company/job.

1) What is the primary function/purpose of this company?

2) What are the responsibilities of your department?

3) What are your main responsibilities?

4) What is a typical day like?

5) What made you choose this career?

6) How does your job relate to the overall organization?

7) What related fields could I look into?

8) What kind of problems do you deal with?

9) What types of interactions do you have with people?

10) What interpersonal skills are valuable in working with others?

11) How is technology used on the job?

12) What hard skills does one need to do this job?

13) What soft skills are necessary for this job?

14) What type of education and training have you had?

15) How did you decide on this type of work?

16) What do you see as the demand for jobs like yours in the future?

17) What do you like most about your job?

18) What do you like least about your job?

19) What is the starting salary and salary range for someone working in this field?

20) Do you have any advice for me as I consider career options?

- **Level 3**: Talk to businesses/employers about the potential for internships, apprenticeships, on the job training, and/or future employment. **(20-30 minutes)**

- **Check-in** with your Specialist. Share with your Specialist about what you learned on your job shadow or informational interview. Submit your answers to the job shadow or interview questions for feedback. **(10 minutes)**

- With any remaining time this week, continue working on your presentation for this project.

JAG Student Week Four Responsibilities
Technology and Employment Projections

_ **Watch this video: Is Technology Moving Too Fast?**   **(8 minutes)**

  https://www.youtube.com/watch?v=OOkcaJ0r8gc

_ **Consider this question…**   **(10 minutes)**

- Many careers will be in demand during your lifetime that don't even exist today, resulting from advances in technology. What can you do to keep yourself marketable in an everchanging job market?

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_ **Examine the Bureau of Labor Statistics website**   **(15 minutes)**

https://www.bls.gov/emp/

VIDEOS

BLS OCCUPATIONAL EMPLOYMENT PROJECTIONS, 2019–29

Check out the highlights of the 2019–29 projections, including the fastest growing occupations overall, the occupations expected to have the most new jobs, the fastest growing occupations that require a bachelor's degree or more, and the fastest growing occupations that require some postsecondary education.

read more »

NEWS RELEASE

Employment is projected to grow by 6.0 million jobs from 2019 to 2029

09/01/2020

Employment is projected to grow from 162.8 million to 168.8 million jobs from 2019 to 2029. Healthcare-related occupations are expected to account for a large share of new jobs projected through 2029. The Occupational Outlook Handbook (OOH) reflects the 2019-29 projections.

HTML | PDF | RSS

PUBLICATIONS

MONTHLY LABOR REVIEW

Projections overview and highlights, 2019–29

Employment growth is expected to slow, mainly because of an aging population and slower population growth. read more »

_ **Consider these questions…**   **(20 minutes)**

- What do these employment projections tell you about your future career?

- Do growth projections in certain fields cause you to consider other careers? Why?

_ **Complete the Chart Below**   (15 minutes)

Organize your thoughts on what might be best to include in your multimedia presentation.

Brief overview of my personal career goals	
Hard skills and/or certifications I will need that will help me achieve those goals	
How and where I can attain those hard skills and/or certifications	
Plan for achieving those hard skills and/or certifications	
Further hard skills/certifications that will enhance my skills and employability	
Reference to my job shadow/informational interview about what skills will help me	
Multimedia tools I plan to include	
Details to enhance my presentation	
Other	

_ **Work on Public Product:**   **(Times will vary)**

- o Remember the Driving Question for this Flex PBL: How can I begin building my hard skills and gain certifications that will help me reach my future career goals?
- o Decide what types of media will be used in your project.
- o Make an outline.
- o What facts will you include? How will you cite your sources?
- o Will you be on camera? Doing a voiceover? Will your attire need to be planned?
- o Will you need to prepare background, props, etc.?
- o Rehearse to listen and watch for things you would like to improve.

_ **Check-in** with your Specialist. Share your plans for your presentation.   **(10 minutes)**

JAG Student Week Five Responsibilities
Creating the Multimedia Presentation

This week is completely dedicated to working on your Public Product for this project. As a reminder, here is an overview of the Public Product details:

Students will create a multimedia presentation that describes hard skills they would like to obtain that could help them in the future career and why they would be beneficial. They will also construct a plan to pursue certifications for those hard skills- potentially beginning now!

_ **Watch this video: *Top Tips for Superstar Presentations*** **(27 minutes)**

   https://www.youtube.com/watch?v=Yis6mAnMjTc

_ Consult with at least two **peers** for **feedback** on your project so far. Ask them to use the following framework: **(20 minutes)**

   o   I like…
   o   I wonder…
   o   Have you thought about...

_ **Review the Rubric (below)** **(10   minutes)**

_ **Finish this project:**

   1.   Submit your multimedia presentation to your Specialist.
        *Insert how you wish for your participants to submit their work.

   2.   Complete the Self Reflection

SELF REFLECTION ON PROJECT WORK

1. What did you learn from doing this project?
2. Were you satisfied with your final product?
3. What, if anything, would you change?
4. Do you plan to begin working on your hard skills and/or towards a certification?
5. What resources will help you reach your goals for gaining those hard skills and/or certification?

   3.   Complete this JAG National student survey to gather feedback about this Flex PBL:
        https://forms.gle/2w5YHH7ZXu38akYG7

Hard Skills and Certifications Multimedia Presentation Rubric

CATEGORY	(4) Excellent	(3) Good	(2) Almost	(1) Not Yet
Presentation Design/Appearance	Presentation design is professional, attention-grabbing, and informational	Appearance is appealing and informational	Presentation appeal is fair	Presentation appeal needs improvement
Content/Plan	Plan for hard skills training and/or certifications described in detail	Outline of plan for hard skills training and/or certifications is complete	Fair outline of plan for hard skills training and/or certifications	Poor outline of plan for hard skills training and/or certifications
Mechanics and Grammar	No errors in grammar, usage, or mechanics	1-2 errors that do not detract from the presentation	There are noticeable errors in that may detract from the presentation	Multiple errors in mechanics, usage, and/or grammar
Organization	Exceptional organization with logical sequencing and easy for audience to follow	Competent organization with logical sequencing and easy for audience to follow	Fair organization with mostly logical sequencing	Poor organization with difficult to follow sequencing
Research	Use of three or more reliable sources, Detailed and factual information is accurate and cited throughout the presentation with a works cited included at the end.	Use of three or more reliable sources, Factual information is accurate and cited in the presentation with a works cited included at the end.	Only 2 reliable sources and or missing some citations	Credible research is not evident

Raw Rubric Score/Total	Percentage
20	100%
19	97%
18	95%
17	92%
16	90%
15	87%
14	84%
13	82%
12	79%
11	77%
10	74%
9	71%
8	69%