ITP Curriculum Breakdown – Ana Acosta and Ambreen Salman

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| **Week** | **Overview** | **Career Focus (Friday)** | **ESL Focus Day (Saturday)** | **HW** |
| **Week 1–**  **English Really Matters** | - Icebreakers and Introductions  - ACC Welcome and Login Set-up  - First Day Presentation  -Syllabus, class procedures, and expectations | Review ACC Flowchart, Career Pathways website, & Professional goals/plan checklist  *Summary of Steps to Success Article*  *\*English Language and lack of Social Capital are the two main obstacles for ITP.*  *Share Free ESL/HE resources* | Breakdown Syllabus & Phrasal Verbs  Action verbs  Verb tenses  \*List of action verbs/synonyms  for resume  Reading newspaper ads from online news about your profession | Homework: Professional  Email to Ana Ambreen introducing yourselves |
| **Week 2–**  **From CV to American Resumé** | Resumés 101  Ana Acosta’s Presentation on  Resumé best practices and guidelines | [How to Tailor Resumes](https://www.youtube.com/watch?v=p7qytxoowZA)  *Preview Keywords worksheet*  *Transferrable Skills*  *Soft vs. hard*  References – who and how to ask | Email writing at work  *Resum*é *Language*  *And Usage*  *Verb tenses,*  *Descriptive language,*  *Synonyms, and*  *Non-repetitive verbs*  List of Industry specific action verbs | Homework: Do an online search using keywords for 1 job, tailor your resumé to the job  OR  Do a Google search for a school, look at program details, and tailor resumé to program |
| **Week 3-**  **Finding the Job and Getting the Job** | Online Job Search Presentation  \*Submit digital copies of transcripts for translation | Job market trends and effective online job search  \*Need to have an elevator pitch ready when searching for a job  *\*Guest speaker #1* | Finish resumes – target resumes with the right target language  Work on most commonly asked  interview questions | HW: Elevator pitch  Resume is DUE  By end of the week |
| **Week 4-**  **The Job Interview** | Job Interviews  \*Etiquette and cultural differences  What can be asked and what cannot be asked by employers | *Job Interview 101 presentation*  Interview Practice - phone, solo and group role-plays*- oral practice*  Body language – \*hand shakes | Practice writing answers to common interview questions  Practice answering interview questions with a focus on pronunciation | Job interview practice |
| **Week 5 –**  **Networking and**  **Social Capital** | *NETWORKING 101* | *Mock Interview and Wrap-Up*  *Importance of*  *networking*  *How to expand your network and grow social capital*  *Volunteering*  *LinkedIN account and profile* | *Public Speaking 101: Part A-- The Impossible Interview Questions* (Article)  *Mock Interview and Wrap-Up*  *More on pronunciation*  Grammar & Vocab | Research your digital footprint-  Google yourself! |
| **Week 6 –**  **Career Paths** | Career Paths and Roadmap | Action Plan: Short and long-term goals  Update career planning checklist to start working on final presentations | Cover letters presentation; Best practices and outline  Guest speaker # 2 | Homework: Finish final project & prepare for presentations |
| **Weeks 7 & 8 -**  **Share Your Journey** | Final Presentations | Progress Testing  Guest Speaker # 3 and  Final Presentations | Wrap up cover-letters and finish final presentations | Homework: Bring food for potluck(s)! |