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 VerbsAction verbsVerb tenses\*List of action verbs/synonyms  for resumeReading newspaper ads from online news about your profession  | Homework: Professional Email to Ana Ambreen introducing yourselves |
| **Week 2–** **From CV to American Resumé**  | Resumés 101Ana Acosta’s Presentation onResumé 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 jobORDo 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 pitchResume is DUEBy 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 questionsPractice 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 outlineGuest speaker # 2 | Homework: Finish final project & prepare for presentations |
| **Weeks 7 & 8 -** **Share Your Journey** | Final Presentations | Progress TestingGuest Speaker # 3 and Final Presentations | Wrap up cover-letters and finish final presentations | Homework: Bring food for potluck(s)! |