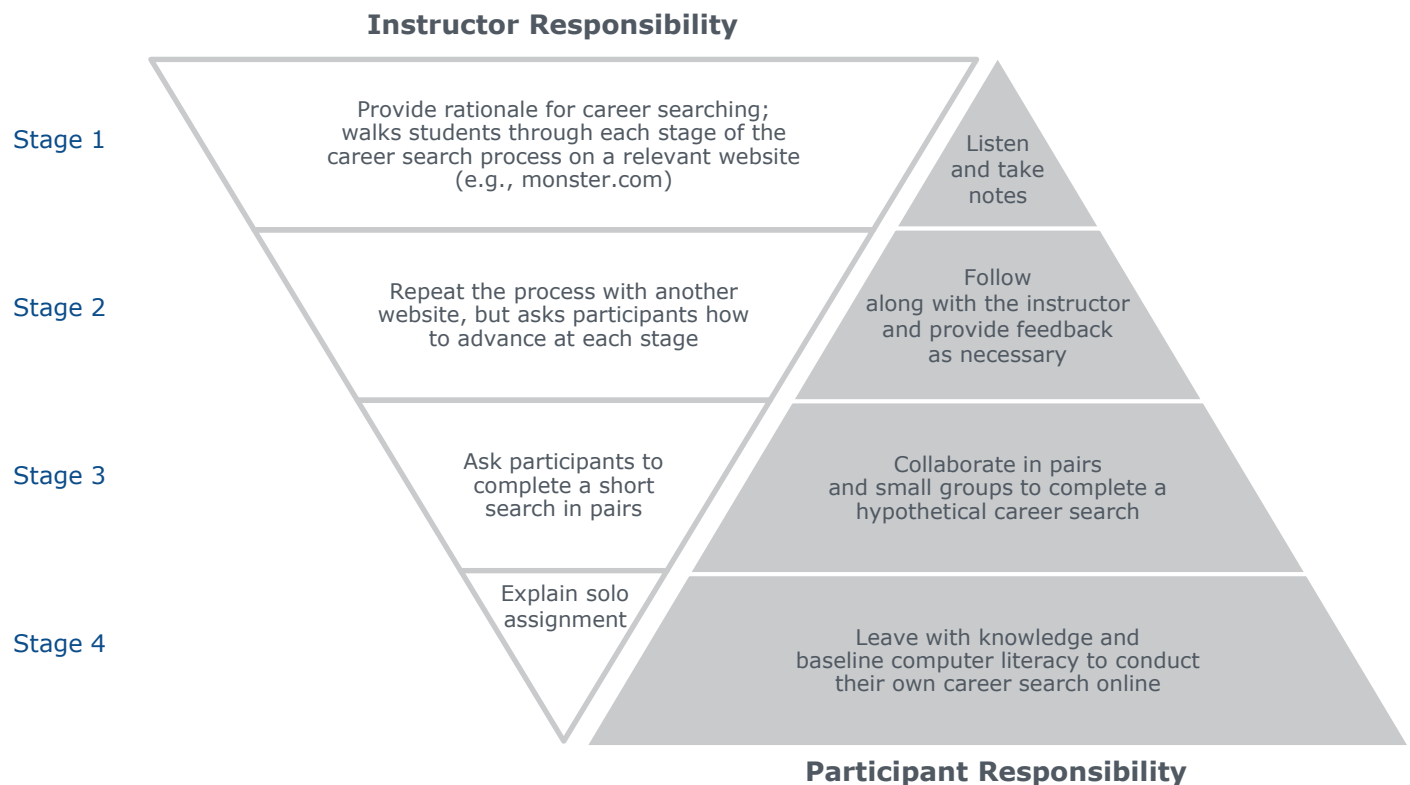


# Career Boot Camp Teaching Guide

## Purpose of the Tool

Colleges host career boot camps to help unemployed and underemployed adults select a career path and identify relevant retraining opportunities. Boot camp attendees should leave these sessions with a tangible set of career search skills. Because some adult learners lack essential computer skills, career specialists must teach these skills with clear instructions and include enough practice for attendees to develop confidence in their skills during the session. The teaching diagram below illustrates how a teacher gradually transfers the responsibility of learning to the student. By the end of the session, participants should be able to successfully complete online career exploration with minimal assistance from the teacher.



## Checks for Participant Understanding

- ☒ Make sure every participant can successfully operate a mouse and keyboard
- ☒ Ask participants to independently navigate to the job board website (e.g., monster.com)
- ☒ Pose questions to participants to help them complete a hypothetical search as an entire group; address any misconceptions as needed
- ☒ Ask for a student to summarize the assignment instructions in their own words

## Interactive Learning Activities



**Partner Search:** Participants work in pairs to find information on a hypothetical job



**Know-Want-Learn Chart:** A three-column worksheet captures what students know, want to know, and what they have learned throughout the session



**Gallery Walk:** Small groups of students research a particular occupation and capture the information on an easel pad; groups rotate and share their findings

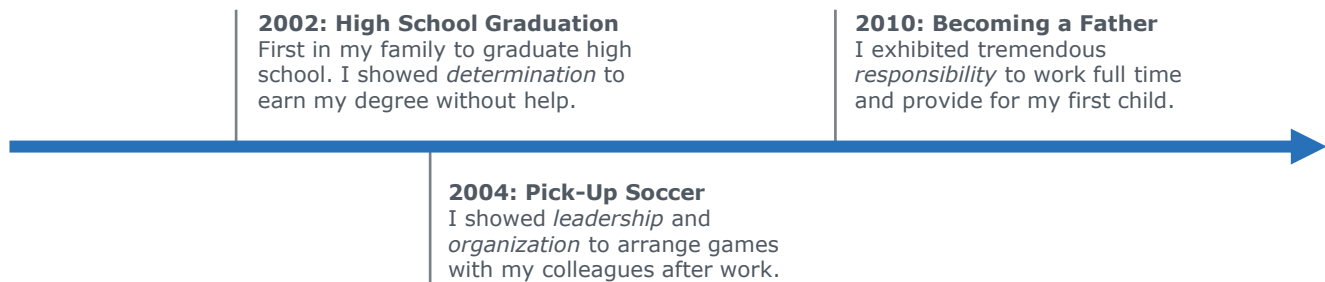
Source: Fisher D, "Effective Use of the Gradual Release of Responsibility Model," [https://www.mheonline.com/treasures/pdf/douglas\\_fisher.pdf](https://www.mheonline.com/treasures/pdf/douglas_fisher.pdf); EAB interviews and analysis

# Career Boot Camp Teaching Guide (cont.)

## Extend Educational Impact with Take-Home Exercises

Given the short duration of a career boot camp, instructors should provide participants with a take-home assignment to help them further understand their personality traits and interests before their next career consultation. The suggested assignment below challenges attendees to concretely identify how their personality traits precipitated moments of success in their life. Career specialists may use the sample timeline and guiding questions to assist attendees with the exercise. The Personal Attribute Word Box serves as a visual aid for attendees who struggle with the assignment.

## Sample Achievement Timeline



## Personal Attribute Word Box

- Communicative: Listens and speaks well
- Compassionate: Thinks of others
- Creative: Imaginative and artistic
- Curious: Eager to learn
- Determined: Never gives up
- Encouraging: Helps others solve problems
- Insightful: Intelligent and observant
- Leadership: Takes charge to solve problems
- Organized: Structures and orders things well
- Precise: Strong attention to details
- Persuasive: Convinces others of their ideas
- Responsibility: Makes sure things get done

## Questions to Guide Achievement Timeline Completion

1. Think about your life's happiest moments. What made these moments possible?
2. What things, activities, or people do you value most in your life? How do you interact with them on a daily basis?
3. What positive qualities would your friends, family, and colleagues use to describe you? Why do you think so?
4. Think of a time in which you have helped somebody (including yourself). In what ways did you help? What problem or obstacle did you solve?

## Discussion Questions for Achievement Timeline Debrief

1. Did you find the Achievement Timeline difficult to complete? Why or why not?
2. Why did you choose to include these particular achievements? Were there others you omitted?
3. Which achievement are you most proud of? Why does this particular event stand out to you?
4. In what ways do you think this exercise clarified your personal attributes?
5. How do you think you could use this information to help you choose a career?