

**Career Skills & Exploration Curriculum:**  
**GED Bridge to Health Careers Program - Session 2 & Session 3**  
 **LaGuardia Community College**

<b>Task</b>	<b>Activity</b>	<b>Career Skills</b>
Student Maps	Create a student map – students created character maps previously with specific readings. They use the same activity but the focus this time being him/herself. During the sharing of the each map, other classmates offer additional items	<ul style="list-style-type: none"> <li>- Identify individual skills</li> <li>- Identify work experience</li> <li>- Offer feedback to fellow classmates</li> </ul>
Resumes	Students create or update resumes - a sample resume, list of action words, and table for skills & experience were distributed	<ul style="list-style-type: none"> <li>- Determine which items are necessary for resume</li> <li>- Utilize a resume format</li> <li>- Identify action words for the resume and future interviews</li> <li>- Help computer literacy skills</li> </ul>
Practicum Brainstorm	Students are given a questionnaire and are asked how they learn new instructions and their preferred work environment	<ul style="list-style-type: none"> <li>- Decipher and identify a specific learning style (Kinesthetic, audio &amp; visual)</li> <li>- Determine preferred work environment</li> <li>- (large organization, smaller organization and independent)</li> </ul>
Practicum Questionnaire	Students are asked to choose medical professions of interest and plan an internship schedule including transportation time	<ul style="list-style-type: none"> <li>- Identify careers of interest – these may have changed since the initial intake</li> <li>- Determine internship schedule including calculating transportation time</li> </ul>
Work Force 1 Orientation	Orientation is held in the Resource Room of the Work Force 1 Center located on the LaGuardia Campus. Presentation of resources available at the Work Force 1 Center, including computers with career exploration software, fax machines, telephones, etc.	<ul style="list-style-type: none"> <li>- Meet with a career counselor from the Work Force 1 Center</li> <li>- Introduction of websites including:  <a href="http://www.nycareerzone.org">www.nycareerzone.org</a> – NYS Dept of Labor  <a href="http://www.bls.org">www.bls.org</a> – US Dept of Labor</li> </ul>
Internship Application Process	Students complete and submit application forms for internship sites. Interviews are conducted with accepted applicants. Required physical exams and background checks are completed. Orientation of the health institutions are conducted and students meet with immediate supervisors and possibly with the Director of Volunteers Services	<ul style="list-style-type: none"> <li>- Internship application process mirrors the job seeking process including the following activities:   completion of application forms, participation in interviews, completion of physicals and background checks and orientation of the health institution to learn about the workplace including policies</li> </ul>
Rosann Ippolito Director, Dietetics & Food Services Management Programs / NAS LaGuardia CC	Rosann Ippolito taught a class on nutrition, presenting tools such as the USDA Food Pyramid and general guidelines	<ul style="list-style-type: none"> <li>- Students express their knowledge about nutritional issues</li> <li>- Communicate with a health care professional in Dietetics</li> </ul>
Elizabeth Kent Volunteers Services & Community Relations St. John's Hospital	Elizabeth Kent of St. John's Hospital presented on what to expect while at the internship site. Ms. Kent is currently a nursing student in having started at LaGuardia CC, and is now at BMCC	<ul style="list-style-type: none"> <li>- Present qualities necessary for the internship including patience, empathy, etc.</li> <li>- Discuss the need to be professional and to establish boundaries with patients and health care professionals</li> </ul>

Continued – Career Skills & Exploration Curriculum – Session 2 & 3

Profiles	Interviews are conducted with health care professionals selected by students	<ul style="list-style-type: none"> <li>- Apply interview and note-taking skills</li> <li>- Transcribe the interview into a profile about the health care professional</li> </ul>
Internship	Students carry out the internship at a range of health institutions including hospitals, CBOs, etc.	<ul style="list-style-type: none"> <li>- Interact with patients/members of the community, network with health care professionals, learn about health care procedures and issues and practice administrative duties necessary within a particular medical profession.</li> </ul>
College Student For A Day – LaGuardia Community College	Visit the nursing, physical therapy and occupational therapy programs at LaGuardia Community College. A faculty member conducted a tour and answered questions from the class	<ul style="list-style-type: none"> <li>- Learn about expectations of each department including credits, clinicals, etc.</li> <li>- Learn about prospective careers</li> <li>- Faculty members shared their background</li> </ul>
Visit to the Occupational Therapy Unit at Mount Sinai Hospital	Conducted by Ahuva Ockeen, an Occupational Therapist at Mount Sinai Hospital. The students visited the unit for patients with head injuries and another unit for patients with spinal cord injuries	<ul style="list-style-type: none"> <li>- Briefly view activities used in occupational therapy</li> <li>- View implements used in occupational therapy</li> <li>- Learn about accreditation requirements</li> <li>- Learn about the career background of a health care professional</li> </ul>

**GED Bridge to Health Careers Program, LaGuardia Community College – Linda Chin  
 Session 2 from September 4 – December 7, 2007 & Session 3 from January 7 – April 4, 2008**