E-Mentoring Sitemap

Unit 1: Welcome to E-Mentoring!

- 1.1 E-Mentoring Quizzes
- 1.2.1 Unit 1: Pre-Unit Quizzes
  - 1.2.2 Checklist
- 1.3.1 E-Mentoring Objectives
- 1.4 Unit Objectives
- 1.5 Explanation of Guided Notes
- 1.6 Guided Notes
- 1.7 Welcome to E-Mentoring
- 1.8 My Career Plans Blog
- 1.9 What is E-Mentoring?
- 1.10 Why is Mentoring Important?
- 1.11 Activities
- 1.12 Your Skills and Future
- 1.13 Supports for You
- 1.14.1 Activity 1: Your Personal Folders
  - 1.14.2 How to Create Your E-Mentoring Folder
  - 1.14.3 How to Save a Document to Your Folder
  - 1.14.4 How to Save to Your Instructor’s Dropbox
- 1.15 Transition Portfolio
- 1.16.1 Activity 2: Evaluating a Portfolio
  - 1.16.2 Evaluation Form
  - 1.16.3 Felix’s and Camille’s Portfolios
- 1.17 Jump Right In!
- 1.18 Unit 1: Post-Unit Quizzes

Unit 2: Mentors and E-mail

- 2.1.1 Unit 2 Pre-Unit Quizzes
  - 2.1.2 Checklist
- 2.2 Unit Objectives
- 2.3 Guided Notes
- 2.4 Mentors and E-mail
- 2.5 Mentors
- 2.6.1 Your Responsibilities
  - 2.6.2 What You Should Do?
  - 2.6.3 What You Should NOT Do?
- 2.7 Online Safety
- 2.8 Netiquette
- 2.9.1 Your Mentors
  - 2.9.2 Getting to Know Each Other
  - 2.9.3 Setting and Reaching Goals
  - 2.9.4 Setting Good Goals
  - 2.9.5 What Happens After E-Mentoring?
- 2.10.1 OK, I’m Ready - Let’s E-mail!
  - 2.10.2 Gaggle.net
- 2.11.1 Activity 1: How to Write an E-mail
  - 2.11.2 Appearance of Your E-mail
  - 2.11.3 Tone of Your E-mail
  - 2.11.4 Typing Your E-mail
  - 2.11.5 Casual E-mails
  - 2.11.6 Formal E-mails
- 2.12.1 Real-Life Example
  - 2.12.2 Mindy’s Story
- 2.13 Activity 2: Practicing a Casual E-mail
- 2.14 Activity 3: Practicing a Formal E-mail
- 2.15 Career Exploration
- 2.16 Activity 4: The Princeton Review
- 2.17 The Princeton Review
- 2.18 Learning Library
- 2.19 Unit 2: Review Sheet
- 2.20 Unit 2: Post-Unit Quizzes
Unit 3: Trusting Web Databases

- 3.1.1 Unit 3 Pre-Unit Quizzes
  o 3.1.2 Checklist
- 3.2 Unit Objectives
- 3.3 Guided Notes
- 3.4 Trusting Web Databases
- 3.5.1 What Should I Trust?
  o 3.5.2 A Site’s Primary Purpose
  o 3.5.3 Advocacy Purposes
  o 3.5.4 Commercial Purposes
  o 3.5.5 Reference Purposes
  o 3.5.6 What Can You Tell from a URL?
  o 3.5.7 Test Your Skills
- 3.6 Reliable Information
- 3.7 Recognition from Other Sites
- 3.8.1 Real Life Example
  o 3.8.2 Elena’s Story
- 3.9 Activity 1: Evaluating a Website
- 3.10 Unit 3: Review Sheet
- 3.11 Unit 3: Post-Unit Quizzes

Unit 4: Learning About Yourself

- 4.1.1 Unit 4 Pre-Unit Quizzes
  o 4.1.2 Checklist
- 4.2 Unit Objectives
- 4.3 Guided Notes
- 4.4 Learning About Yourself
- 4.5 Getting to Know You
- 4.6 Learning New Words
- 4.7.1 Activity 1: Self-Assessments
  o 4.7.2 Choose an Assessment
  o 4.7.3 The VARK Questionnaire
  o 4.7.4 Myers-Briggs Personality Test
  o 4.7.5 Myers-Briggs Instructions
  o 4.7.6 Email Your Mentors Now!

Unit 5: Exploring Your Choices

- 5.1.1 Unit 5 Pre-Unit Quizzes
  o 5.1.2 Checklist
- 5.2 Unit Objectives
- 5.3 Guided Notes
- 5.4 Exploring Your Choices
- 5.5.1 Activity 1: Your PowerPoint
  o 5.5.2 Organizing Your PowerPoint
  o 5.5.3 Interest Color Slide
  o 5.5.4 Style Color Slide
  o 5.5.5 Post-Secondary Employment Slide
  o 5.5.6 Email Your Mentors Now!
- 5.6.1 Real-Life Examples
  o 5.6.2 Writing Guidance: Part 1
- 5.7.1 Favorites and Bookmarks
  o 5.7.2 Saving Favorites and Bookmarks
- 5.8.1 Activity 3: E-Mentoring Bookmarks
  o 5.8.2 Bookmark Instructions
- 5.9 Unit 5: Review Sheet
- 5.10 Unit 5: Post-Unit Quizzes
Unit 6: Your Career Choices

- 6.1.1 Unit 6 Pre-Unit Quizzes
  o 6.1.2 Checklist
- 6.2 Unit Objectives
- 6.3 Guided Notes
- 6.4 Your Career Choices
- 6.5.1 Occupational Outlook Handbook
  o 6.5.2 Sample OOH Entry
  o 6.5.3 Getting the OOH
- 6.6.1 Writing Measurable Goals
  o 6.6.2 Compare Careers
- 6.7.1 Real-Life Example
  o 6.7.2 Writing Guidance - Part 2
- 6.8.1 Activity 1: Careers of Interest
  o 6.8.2 Job Comparison Chart
- 6.9.1 Activity 2: Powerpoint
  o 6.9.2 Final Career Choice Slide Instructions
- 6.10 Activity 3: Bookmarks
- 6.11 Unit 6: Review Sheet
- 6.12 Unit 6: Post-Unit Quizzes

Unit 7: Your Career Narrative

- 7.1.1 Unit 7 Pre-Unit Quizzes
  o 7.1.2 Checklist
- 7.2 Unit Objectives
- 7.3 Guided Notes
- 7.4 Your Career Narrative
- 7.5.1 Real-Life Examples
  o 7.5.2 Joaquin’s Passage
- 7.6 Activity 1: Outlining Your Career Narrative
- 7.7.1 Activity 2: Writing Your Career Narrative
  o 7.7.2 E-mail Your Mentors Now!
- 7.8 Unit 7: Review Sheet
- 7.9 Unit 7: Post-Unit Quizzes

Unit 8: Industries and Job Fields

- 8.1.1 Unit 8 Pre-Unit Quizzes
  o 8.1.2 Checklist
- 8.2 Unit Objectives
- 8.3 Guided Notes
- 8.4 Industries and Job Fields
- 8.5 Types of Industries
- 8.6.1 What’s Your Industry?
  o 8.6.2 E-mail Your Mentors Now!
- 8.7 Real-Life Examples
  o 8.7.2 Valerie’s Passage
- 8.8 Researching Your Employment Industry
- 8.9 Activity 1: Industries and Job Fields
- 8.10.1 Activity 2: Bookmarks
  o 8.10.2 E-mail Your Mentors Now!
- 8.11 Activity 3: Career Clusters
- 8.12 Unit 8: Review Sheet
- 8.13 Unit 8: Post-Unit Quizzes

Unit 9: Searching on the Internet

- 9.1.1 Unit 9 Pre-Unit Quizzes
  o 9.1.2 Checklist
- 9.2 Unit Objectives
- 9.3 Guided Notes
- 9.4 Searching on the Internet
- 9.5.1 How to Start
  o 9.5.2 Search Terms
- 9.6.1 Real-Life Examples
  o 9.6.2 Teresa’s Passage
- 9.7.1 Expanding Your Search
  o 9.7.2 Narrowing Your Search
- 9.8 How to Find an Exact Phrase
• 9.9.1 Search Operators
  o 9.9.2 Types of Search Operators
  o 9.9.3 Filtering Your Results
• 9.10.1 Where Do You Start Your Search?
  o 9.10.2 Web Directories and Portals
  o 9.10.3 Specialized Web Directories and Portals
• 9.11 Activity 1: Using the Riley Guide
• 9.12 Activity 2: Bookmarks
• 9.13 Unit 9: Review Sheet
• 9.14 Unit 9: Post-Unit Quizzes

Unit 10: Your Career Plans
• 10.1.1 Unit 10 Pre-Unit Quizzes
  o 10.1.2 Checklist
• 10.2 Unit Objectives
• 10.3 Guided Notes
• 10.4 Your Career Plans
• 10.5 Career Objectives
• 10.6.1 Juan’s Story
  o 10.6.2 Juan’s Career Objective
• 10.7.1 Real-Life Example
  o 10.7.2 Gil’s E-mail to Carlos: Part 1
• 10.8 Activity 1: Your Career Objective
• 10.9.1 Activity 2: Setting Annual Goals and Short-Term Objectives
  o 10.9.2 Sample Annual Goals and Short-Term Objectives
  o 10.9.3 Goal-Setting Instructions
• 10.10 Activity 3: Powerpoint - Plan A and Plan B
  o 10.10.2 Plan A Instructions
  o 10.10.3 Plan B
  o 10.10.4 Plan B Instructions
  o 10.10.5 E-mail Your Mentors Now!
• 10.11 Unit 10: Review Sheet
• 10.12 Unit 10: Post-Unit Quizzes

Unit 11: Your Resume
• 11.1.1 Unit 11 Pre-Unit Quizzes
  o 11.1.2 Checklist
• 11.2 Unit Objectives
• 11.3 Guided Notes
• 11.4 Your Resume
• 11.5 Parts of a Resume
• 11.6.1 Resume-Writing Tips
  o 11.6.2 Contact Information
  o 11.6.3 Career Objective
  o 11.6.4 Work Experience
  o 11.6.5 Education
  o 11.6.6 References
• 11.7 A Well-Written Resume
• 11.8.1 Real-Life Example
  o 11.8.2 Carlos’ E-mail to Gil
  o 11.8.3 Gil’s Response to Carlos
• 11.9 Using a Career Objective on a Resume
• 11.10.1 Activity 1: Writing Your Resume
  o 11.10.2 E-mail Your Mentors Now!
• 11.11 Unit 11: Review Sheet
• 11.12 Unit 11: Post-Unit Quizzes

Unit 12: Your Cover Letter
• 12.1.1 Unit 12 Pre-Unit Quizzes
  o 12.1.2 Checklist
• 12.2 Unit Objectives
• 12.3 Guided Notes
Unit 13: Job and College Applications

- 13.1.1 Unit 13 Pre-Unit Quizzes
  - 13.1.2 Checklist
- 13.2 Unit Objectives
- 13.3 Guided Notes
- 13.4 Job and College Applications
- 13.5 Activity 1: Applying for Jobs
- 13.6.1 Activity 2: PowerPoint
  - 13.6.2 PowerPoint Instructions
- 13.7 Activity 3: College Navigator
- 13.8 Activity 4: Applying to College
- 13.9.1 Activity 5: PowerPoint - College Slides
  - 13.9.2 College PowerPoint Instructions
  - 13.9.3 E-mail Your Mentors Now!
- 13.10.1 Real-Life Example
  - 13.10.2 Hilary and Laveena’s E-mails
- 13.11 Unit 13: Review Sheet
- 13.12 Unit 13: Post-Unit Quizzes

Unit 14: A Guide to Interviewing

- 14.1.1 Unit 14 Pre-Unit Quizzes
  - 14.1.2 Checklist
- 14.2 Unit Objectives
- 14.3 Guided Notes
- 14.4 A Guide to Interviewing a Professional
- 14.5 Why is it Important to Interview a Professional?
- 14.6 Finding a Professional to Interview
- 14.7.1 Before Interviewing a Professional
  - 14.7.2 Tips on Your Appearance
- 14.8 During Your Interview with a Professional
- 14.9 After You Interview a Professional
- 14.10 Activity 1: Interviewing a Professional
- 14.11.1 Activity 2: PowerPoint
  - 14.11.2 PowerPoint Instructions
  - 14.11.3 E-mail Your Mentors Now!
- 14.12.1 Real-Life Example
  - 14.12.2 Nadine’s Passage
- 14.13.1 Before Your Job Interview
  - 14.13.2 Questions You Might Be Asked in Your Job Interview
- 14.14 During Your Job Interview
- 14.15 After Your Job Interview
- 14.16.1 Activity 3: Interviewing for a Job
  - 14.16.2 E-mail Your Mentors Now!
- 14.17 Unit 14: Review Sheet
- 14.18 Unit 14: Post-Unit Quizzes

Unit 15: Employment or College Readiness

- 15.1.1 Unit 15 Pre-Unit Quizzes
  - 15.1.2 Checklist
- 15.2 Unit Objectives
• 15.3 Guided Notes
• 15.4 Employment or College Readiness
• 15.5 Job or College Track?
• 15.6.1 Comparing Jobs
  o 15.6.2 Employment Preparation Chart Instructions
• 15.7.1 Activity 1: Comparing Colleges
  o 15.7.2 College Preparation Chart Instructions
• 15.8.1 Activity 2: Job and College Checklists
  o 15.8.2 Checklist Instructions
  o 15.8.3 E-mail Your Mentors Now!
• 15.9 My Careers Plans Blog
• 15.10 Unit 15: Post-Unit Quizzes

**Unit 16: Financial Literacy**

• 16.1.1 Unit 16 Pre-Unit Quizzes
  o 16.1.2 Checklist
• 16.2 Unit Objectives
• 16.3 Guided Notes
• 16.4 Financial Literacy - Budgeting
• 16.5 Sample Budget
• 16.6 Where Does the Money Go?
• 16.7 College Budgeting
• 16.8 Understand Your Paycheck
• 16.9 What are Employee Benefits?
• 16.10 More on Understanding Your Paycheck
• 16.11 What is Direct Deposit?
• 16.12 Unit 16: Post-Unit Quizzes

**Unit 17: Financial Literacy**

• 17.1.1 Unit 17 Your Complete Transition Plan
• 17.2 Unit Objectives
• 17.3 Guided Notes
• 17.4 Your Complete Transition Plan
• 17.5 Activity 1: Portfolio Feedback
  o 17.6.1 Activity 2: Portfolio Feedback and What I’ve Learned PowerPoint
  o 17.6.2 Portfolio Feedback PowerPoint Instructions
  o 17.6.3 What I’ve Learned PowerPoint Instructions
• 17.7.1 Activity 3: Final PowerPoint
  o 17.7.2 Final PowerPoint Instructions
  o 17.8.2 E-mail Your Mentors Now!
• 17.9 You’re On Your Way!
• 17.10 Unit 17: Post-Unit Quizzes