

Program Information	[Lesson Title] Working in the US		TEACHER NAME Lindsay Tate	PROGRAM NAME Miami Valley Career Technology Center		
	[Unit Title] College and Career Readiness		NRS EFL(s) 2	TIME FRAME 60-120 minutes		
Instruction	<u>ESOL Standards</u>					
	Receptive		Productive		Interactive	
	1. Construct meaning from oral presentations and literary and informational text through level-appropriate listening, reading, and viewing.		3. Speak and write about level-appropriate complex literary and informational texts and topics.		2. Participate in level-appropriate oral and written exchanges of information, ideas, and analyses, in various social and academic contexts, responding to peer, audience, or reader comments and questions.	2.2.4
	6. Analyze and critique the arguments of others orally and in writing.		4. Construct level-appropriate oral and written claims and support them with reasoning and evidence.		5. Conduct research and evaluate and communicate findings to answer questions or solve problems.	
	7. Adapt language choices to purpose, task, and audience when speaking and writing.		7. Adapt language choices to purpose, task, and audience when speaking and writing.			
	8. Determine the meaning of words and phrases in oral presentations and literary and informational text.	2.8.1	9. Create clear and coherent level-appropriate speech and text.	2.9.1		
		10. Demonstrate command of the conventions of standard English to communicate in level-appropriate speech and writing.				

<p><u>CAREER COMPONENTS</u></p> <ul style="list-style-type: none"> • Individual Education, Career, and Life Plans • Ongoing Assessment and Learning • Career Advising • Instruction and Job Training Services 	<p><u>DIGITAL LITERACY</u></p> <ul style="list-style-type: none"> • Basic Computer Skills • Internet and Communications • Productivity Software • Information Literacy
<p>LEARNER OUTCOME(S)</p> <ul style="list-style-type: none"> • Ss will learn who is eligible to work in the US, job categories and requirements, the job search process, shifts, information about paychecks, and work expectations. • Ss will be able to identify entry level, skilled, and professional jobs by completing the Types of Jobs chart. • Ss will be able to restate the process of getting a job by completing the Job Search Process activity. • Ss will identify work shifts as 1st, 2nd or 3rd by completing the Shift Times activity sheet. • Ss will be able to identify employer expectations by completing a True/ False activity. 	<p>ASSESSMENT TOOLS/METHODS</p> <ul style="list-style-type: none"> • Complete the Types of Jobs chart. • Complete the Job Search Process activity. • Complete the Shift Times activity sheet. • Complete a True/ False activity.
<p>LEARNER PRIOR KNOWLEDGE</p> <ul style="list-style-type: none"> • Ss should have intermediate or above English language skills to be able to successfully understand the content. • It would be helpful for Ss to have some basic knowledge of jobs/working in general. 	

	<p>INSTRUCTIONAL ACTIVITIES</p> <ul style="list-style-type: none"> • Warm up: Ask the students questions about working in America. Has anyone worked before or is currently working? What is their experience like? How did they get their job? If no one has worked, ask what their perceptions are of working in America. Ask them about the job search process in their own country. • Open the Google Slide presentation and go through the slides. Try to engage the students in some way on every slide by asking a question, getting their opinion, etc. The slides can be broken down into parts and almost every section has a handout or review to further understanding. Coordinate each section with the correct handout. Read the Instructions for activities first to become familiar with the various activities. 	<p>RESOURCES</p> <ul style="list-style-type: none"> • Google Slides presentation: https://docs.google.com/presentation/d/147vFcL-AM2tG_xXQdNwxryW0bn9jC4fjow5HUVK9Y890/edit?usp=sharing • Instructions for the activities: https://docs.google.com/document/d/1q2pSsLOhm1NZjNqQL0bPbn-uY0cVJ31RO1NjhEajsEY/edit?usp=sharing • Types of Jobs Activity: https://docs.google.com/document/d/1mMq0_diluvDtb8nBC0xC2ybYdLr53izi3M9rQiCznWs/edit?usp=sharing • Job Process Activities https://docs.google.com/document/d/1QcwQ83Kgnlu1qA_YGF1VI00PoVgULF6QI7eBasqafDo/e/dit?usp=sharing • Preparing for the First Day https://docs.google.com/document/d/1VXM9jB4cxuljA6mxzaF4aE2PUUt0YAop-pFESgR0oU/edit?usp=sharing • Shift Times Activity https://docs.google.com/document/d/1W_IAmul_oV9Ox143jLjhRCiDkf2PU-CPSL2ulwYvP4TI/edit?usp=sharing • Expectations Activity https://docs.google.com/document/d/14f8M1U32ze_EDhYENnHOa7A9SL0fxnrBn18belz6Tp4/e/dit?usp=sharing
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	<p>DIFFERENTIATION</p> <ul style="list-style-type: none"> • small groups/ pairs • teacher created handout • game
<p>Refle ction</p>	<p>TEACHER REFLECTION/LESSON EVALUATION</p> <ul style="list-style-type: none"> • This lesson plan has a lot of content. It is recommended that it is broken up over 2-3 days so Ss can absorb the material and really understand it all. • The activities can be done individually or in pairs/small groups. Make enough copies of the activities for each person or group. Base this decision on the level of your students. • This lesson can be adapted to on-line learning. • Get students to talk as much as possible.
	<p>ADDITIONAL INFORMATION</p> <p>All of the links are Google Docs that cannot be revised. I recommend you copy and paste the material into your own Google Doc or Word Doc so you can change around questions/activities that will work best for your class. I recommend that the instructor become familiar with the presentation and the activities prior to class.</p>

WORKING IN THE USA ACTIVITIES INSTRUCTIONS

Activities

Type of Jobs Activity

- Print off a page per student (or pair). Cut out each phrase and mix them up. Have students place the corresponding descriptions together.
- Answers:
 - Professional; requires a college degree or advanced training; Doctor
 - Entry level/ unskilled; requires no education or experience; Fast Food Worker
 - Skilled; Requires some formal education/ experience; Chef

Job Search Process (one set per person or small group)

- Cut each phrase into one slip of paper. Mix them up. Have students put them back in the correct order.

Preparing for the First Day (can do this in pairs or one for the big group)

- Choose two students to read the part of Mark and Julie. Have the students answer the questions. Can be done in pairs, small groups or the whole class.

Shift Times Activity

- Provide one copy for each student. Have students fill out the correct answer
- Answers:
 1. First
 2. Second
 3. First
 4. Third
 5. Second
 6. Second
 7. Third
 8. First
 9. First
 10. Second

Expectations Activity (True or False Questions-teacher only)

- Read the statements and have students decide if it's true or false.

Types of Jobs

Professional	Requires a college degree or advanced training	Teacher
Skilled	Requires some formal training or experience	Chef
Entry Level/ Unskilled	Requires no experience or Education	Fast Food Worker



Job Search Process

Find a job you want to apply to.

Submit your resume or fill out a job application.

Interview for the job.

Accept the job.

Go through a background check/ drug test.

Fill out New Hire Paperwork.

Start your job.

Complete a probationary period.

Preparing for the first day

Julie: Hello, this is Julie.

Mark: Hello Julie, this is Mark, the office manager at Client Services Inc. I'm just calling you to give you some information about your first day.

Julie: Great, thank you.

Mark: We are expecting you to report to work for your first day on Monday, December 19, 2016, at 9am. You will need to come to the main office and just ask for me, Mark.

Julie: Ok. Mark, may I please have your last name just in case?

Mark: Williams.

Julie: Ok. And what is the dress code?

Mark: Please wear business casual. We do not allow employees to wear jeans or tennis shoes. Also, we will be filling out paperwork on your first day, so please bring your identification card and social security card or your passport.

Julie: No problem. Is there anything I need to know for the first day?

Mark: I don't think so. We look forward to having you on board.

Julie: Great. Thank you so much for calling. I look forward to joining the team as well. I will see you Monday, Dec. 19, 2016, at 9am at your main office.

Mark: Great. See you then.

Julie: Ok. Have a nice day. Good-bye

Mark: Good-bye

Answer the questions:

1. Where should Julie report to?
2. What time does Julie need to be at work?
3. How should Julie dress for her first day?
4. What does Julie need to bring on her first day?

SHIFT TIMES

Write out what shift is shown.

First Shift or Second Shift or Third Shift

1. 5:00am to 1:30pm _____

2. 3:00pm to 11:45pm _____

3. 6:30am to 3:30pm _____

4. 10:00pm to 6:00am _____

5. 5:00pm to 1:00am _____

6. 3:30pm to 12:00am _____

7. 11:00pm to 7:30am _____

8. 7:45am to 4:15pm _____

9. 8:00am to 4:30pm _____

10. 2:30pm to 11:00pm _____

TRUE OR FALSE- WORKING IN THE US

Have students take out a piece of paper. Write “True” on one side and “False” on the other. Read the following and have students decide if the statement is true or false.

1. It’s okay to occasionally come back late from your lunch break.
2. Your employer can give you cash instead of a check to pay you.
3. Your employer needs to provide you with a safe working environment.
4. The minimum wage in Ohio is \$10/hour.
5. It is okay for your boss to treat you differently because you are not a US citizen.
6. Taxes are taken out of your check automatically.
7. Your supervisor should give you clear job expectations.
8. If you work more than 40 hours a week and are an hourly worker, you should get paid overtime wages.
9. If you will only be 3 minutes late to work, you do not need to call your supervisor.
10. Some jobs offer you benefits, like health insurance.

INTRODUCTION TO WORKING IN THE USA



Today's topics

- Why you should work
- Who can work
- Getting paid
- Process for finding a job
- Typical work week
- Benefits
- Understanding your paycheck
- Expectations



PART I-

The process of getting a job

Why should you work?

- To earn money to support yourself and/or your family
- Use your skills and knowledge
- Help your community
- Get off government assistance
- Build your self confidence
- Have something to be proud of



Who can work?

- Anyone who is physically able
- Must be over 14 years old
- Must be eligible to work in the US
 - US Citizen
 - permanent resident
 - those seeking asylum (must be here 6 mo. to apply for work authorization)
 - refugee status with the I-94 (or SIV)
 - and those who have valid work authorizations



Your First Job in the US

Most workers start out at ENTRY level jobs. These require little schooling/ training.

As you learn more English and gain more skills, you will be able to get a better job!

If you had a career in your country, it may be difficult to find a similar job right away in the US. Be patient! The more you learn about American culture and language, the easier it will be.



Types of Jobs

- **Entry Level or Unskilled**- very little schooling or training

Examples: **Fast Food worker, Cleaning jobs, Factory jobs, Lawn care**

English needed will depend on the job

- **Skilled**- some formal training or job experience

Examples: **Nurse Assistant, Chef, Mechanic, Driver**

Requires a higher level of English proficiency

- **Professional**-requires a college degree or advanced training

Examples: **Doctor, Teacher, Nurse, Lawyer, Engineer**

Requires fluent English

Type of Job	Entry Level/ Unskilled	Skilled	Professional
Amount of Education	Little or No Education	Some education (short term training programs or certificates)	A lot of education/ training (usually at least a university degree)
Examples of Jobs	Fast Food worker Housekeeper Retail worker Factory worker	Chef Mechanic State Tested Nurses Aid Phlebotomist	Nurse Doctor Teacher Lawyer
Level of English needed	Little to Basic English	Understand, Read, Write, and Speak a lot English	Fluent in English

Fill in the blanks!

Type of Job	Entry Level/Unskilled	Skilled	Professional
How much education do you need?			
Examples of Jobs			
How much English do you need?			

Types of Jobs

ACTIVITY

Looking for Jobs

Job postings will usually list typical job duties and sometimes the schedule and hourly wage.

How to look for a job:

NETWORKING:

- Talking to friends and family about your needs/wants for a job and asking them to help you.

SEARCHING:

- People look for jobs **in person**, **on the internet**, **on job boards**, or in the **newspaper**.
- Some people find jobs through **“Placement agencies”** or **3rd party staffing agencies**



Websites to search for jobs

Here are a few websites to get you started:

www.indeed.com

www.ohiomeansjobs.com

www.monster.com

www.careerbuilder.com

Company websites of where you want to work.



Temporary/Staffing Agencies

Staffing agencies help you find work. You get paid by the agency. Jobs are usually temporary (not permanent) and do not come with benefits, like health care. Some jobs are 'temp to hire' which means temporary with the possibility it could go permanent. The level of English needed varies with the agency and job.

Benefits of staffing agencies:

- Good way to establish working in the US and earn money.
- Usually it's a quick way to get a job.
- Can lead to permanent employment.
- Good way to find out what you DON'T or DO like doing
- Sometimes jobs are temporary (just a few weeks) if you don't want something long-term



Process

- **Find** a job you want
 - Apply for the job
- **Interview** for the job
 - **Accept** the job

Once you accept the job you will...

Take a drug test

Pass a background check

Fill out New Hire Paperwork

Start your job!

You may have a probationary period!

Job Process ACTIVITY

PART II-

Details of the job

When they offer you the job...

Get the following information:

- Person's name, phone number, company name and address
- Your start date and time
- Where you should go on your first day
- The shift you will be working
- What documents you will need
- What you should wear



Preparing for Your First Day ACTIVITY

Identification you'll need

When starting a job, you must provide:

Option 1:

- US Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign Passport with I-551 stamp or I-94/ I-94A with endorsement to work
- Employment Authorization document

OR

Option 2:

- State ID or Driver's License

AND

- Social Security card
- Certification of Birth Abroad
- US Birth Certificate
- US Citizen Card (I-197)
- ID of Resident Citizen (I-179)
- Employment Authorization card



Typical work week

- **Part time**- under 32 hours. Most part time jobs will be under 28 hours.
- **Full time**- 35-40 hours.

If you work more than 32 hours a week, and your company has more than 50 employees, they must offer you health insurance.

Some employers offer UNPAID breaks to eat, some offer PAID lunch breaks. Ask your supervisor how to handle breaks!



Is the following FULL or PART time?

- 30 hours per week?
- 39 hours per week?
- 25 hours per week?
- 36 hours per week?
- 31 hours per week?
- 28 hours per week?



Shifts



1st shift- early morning to early afternoon

Example: 8am- 5pm

2nd shift- early afternoon to late evening

Example: 2pm- 11pm

3rd shift- late evening to early morning

Example: 11pm- 8am

Most shifts are 8-10 hours a day. You could work any day of the week

(Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday)

Shift Times ACTIVITY

How much will they pay you?

The **minimum wage** is the lowest wage an employer can pay you. However, if you have a job where you receive tips, this amount is lower. Only 1-3% of all jobs pay the minimum wage, so most jobs pay more than that.

Ohio: Hourly: \$8.80

- Annual salary for full time work: \$18,304
- Minimum if you receive tips (example: waiter/waitress)- \$4.40

Federal: Hourly: \$7.25

- Not all states have a minimum wage. In this case, they must follow the Federal minimum wage

It is **ILLEGAL** to pay you less than this!



Hourly vs. salary

- **Hourly** means you get paid for every hour you work.
- **Salary** means you get paid the same amount each week no matter how many hours you work.

Some jobs will offer you a 'commission', which means you will earn money based on how much you sell. Be careful with 'commission only jobs'. You might work and not earn any money!



Overtime



Most employers are required to pay you at 150% (1.5x) of your hourly wage for every hour you work past 40.

Example: You are paid \$10/ hour. If you work 42 hours, then you will earn \$15/hour for 2 of those hours.

Some employers also pay different amounts based on your shift (shift differential), the day you work (some pay more on weekends), and/or holidays.

Benefits

- Some jobs offer 'benefits'. These can include:
 - Insurance- health, dental, vision, life
 - Paid time off- vacation, sick, and/or personal days
 - Education – they pay for you to go to college
 - Paid cell phone
 - Car
 - Paid holidays
 - Typical holidays include: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Years Day. Not all jobs offer holidays off!



PART III

Paychecks and expectations

Getting paid



- You may get paid every week, every other week, twice a month, or once a month.
- You will receive a check- not cash.
- Cash your check at your bank. Some places charge you money to cash your check but cashing your check at your bank will be free!!!
- Some companies will give you a paper check. Others will do an 'electronic deposit' directly into your bank account. This is called "direct deposit" and is recommended.

Understanding your paycheck

- Your paycheck will list:
 - Pay period (days you were paid for)
 - Hours worked
 - Pay rate/ wage
 - Earnings (hours worked x wage)
 - Year- to- date earnings
 - Deductions
 - Gross pay
 - Net pay (what you take home)

123 - John R. Doe		Pay Period 06/02/06 to 06/16/06		Required Deductions		
Earnings				Federal Income Tax	00.00	00.00
Hours	Rate	This Period	YTD	FICA - Medicare	06.08	12.16
50	9.00	450.00	900.00	WI State Income Tax	00.00	00.00
Gross Pay		450.00	900.00	FICA - Social Security	25.92	51.84
				Other Deductions		
				Health Insurance	00.00	00.00
				401k	00.00	00.00
				Parking	00.00	00.00
				NET PAY	\$418.00	\$836.00

Your Employer 1234 Some Street Milwaukee, WI ZIPCODE				Check Number: XXXXXX Pay Date: 06/19/06		
PAY ***Four hundred eighteen dollars and 00 cents*****\$418.00						
To the Order of John R. Doe 555 Some Street Milwaukee, WI ZIP CODE						

Typical mandatory deductions

- FICA- Federal Insurance Contributions Act
 - Funds social security and Medicare
 - Totals 7.65% of your check
- State Taxes
- City Taxes
- School Tax
- Federal Tax



Taxes are taken out of your check automatically.

Optional/ other deductions

- Insurances:
 - Health
 - Dental
 - Vision
 - Life
- Retirement (401k)
- Parking
- Other



Your pay is personal

- In the US, people do not tell each other how much money they make. Do not ask!
- If you have a problem with your paycheck, talk to your boss or the Human Resources department.



What to expect from your employer

- Getting paid on 'pay day'
- Clear job expectations
- Clear schedule (shift and hours)
- A safe environment
- Fair treatment



What your employer expects from you

- Arrive on time every day (or early!)
- Leave at your scheduled time (not early!) unless given permission
- Work hard
- Willing to learn
- A positive attitude
- Work well with others
- Follow company rules

Let your supervisor know if you are going to be late or can't come in!



Expectations ACTIVITY

Take out a piece of paper.
Write TRUE on one side and
FALSE on the other side.

Questions on working in the US?

