

# Professionalism: Appearance

## LESSON GOAL

Explore the need for professional appearance and learn about various aspects of professional appearance.

## ESSENTIAL QUESTION

What factors determine appropriate professional appearance?

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

### MY PORTFOLIO

- Submit work to My Portfolio.

### MY WORKSPACE

- Prepare your assignments in My Workspace.

### LESSONS

- Review the lesson
- Complete assignment
- Submit assignment.

### ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

### GRADEBOOK

- Check Gradebook for your lesson evaluation.

### SCHEDULE

- Check schedule for assignments and due dates.

### COMMUNICATE

- with your teacher or other students if desired
  - Blogger
  - Chat Room
  - Drop box
  - Mailtool

2-3 class periods

## LESSON OVERVIEW

How important is professional appearance at a job site? What do clothes, neatness, and hygiene have to do with professional appearance? In this lesson you'll explore these questions as you identify examples and create guidelines for professional appearance.

## STUDENT EXPECTATIONS

1. Participate in discussions about professional appearance.
2. Create a collage to identify professional appearance.
3. Identify dress codes for internship sites.
4. Establish standards for personal appearance, neatness, and hygiene for internship sites.
5. Write a reflection about personal appearance.

There are two assignments in this lesson that ask you to describe and reflect on professional appearance.

## Here are the ways you can succeed in this lesson.

1. Take appropriate initiative in discussion to relay examples of professional appearance.
2. Work creatively and cooperatively to create a comprehensive collage that exemplifies professional appearance.
3. Take appropriate initiative in discussion to demonstrate understanding of the importance of professional appearance.
4. Thoughtfully and thoroughly describe and illustrate professional appearance for a specific job.
5. Take initiative to compile a thorough list of characteristics of neat appearance.
6. Take initiative to compile a professional hygiene checklist.
7. Thoughtfully reflect on the importance of professional appearance.

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## ASSIGNMENT 1

In class you should have participated in discussions that demonstrate your understanding of the importance of professional appearance. Think of a job you would like to have.

- Write a description of the job.
- Illustrate in a drawing, picture, or words what the appropriate dress for this job would be?
- Explain why you chose the type of dress you chose.

Use the *Sakai* Assignments Tool to submit your reflection for evaluation.



## ASSIGNMENT 2

In class you should have created a collage, written a description, and participated in discussions about professional appearance, dress, neatness, and hygiene. Think about these experiences as you reflect on this prompt.

- Record, describe, and explain three items you feel are the most important to remember about professionalism and appearance.

Use the *Sakai* Assignments Tool to submit your reflection for evaluation.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
2	<b>ASSIGNMENT 1</b> <b>Professional Appearance Description</b> Recognize professional appearance related to specific jobs.	Thoughtfully and thoroughly described and illustrated professional appearance for a specific job.	Completed a description of professional appearance for a specific job.	Made a minimal effort to complete a description of professional appearance at a job.	Did not complete a professional appearance description.	
3	<b>ASSIGNMENT 2</b> <b>Reflection</b> Demonstrate understanding of professional appearance at an internship site.	Thoughtfully reflected on the importance of professional appearance.	Completed the reflection and demonstrated understanding of professional appearance.	Made an attempt to complete the reflection that demonstrates understanding of professional appearance.	Did not complete the reflection or demonstrate understanding of professional appearance.	