

LESSON GOAL

Understand the importance of and steps to maintain a professional appearance.

ESSENTIAL QUESTION

How does my appearance affect what people think of me?

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 and gallery walk about professional appearance.
2. Identify dress codes for individual internship site.
3. Create a list of appropriate clothing items for site that you already own, as well as ones you might need to purchase.
4. Create a schedule in which you can manage time effectively to come prepared to site.
5. Write a reflection about personal appearance.

There are five assignments in this lesson that ask you to describe and reflect on professional appearance and make a plan for your own internship.

Here are the ways you can succeed in this lesson

1. Contribute to discussion to develop an understanding of how appearance makes an impression and the importance of setting the right tone during your internship.
2. Thoughtfully and thoroughly describe and illustrate professional appearance for your specific internship.
3. Take initiative to compile a thorough list of wardrobe items for site.
4. Create schedule to manage time effectively in order to go to site prepared and looking professional.
5. Thoughtfully reflect on the importance of professional appearance.



ASSIGNMENT 1

Photo Gallery Walk/Record Sheet Discussion

In class you should have participated in a gallery walk. The gallery walk activity let you work with others to describe different professionals by their photos hanging around the room on a Record Sheet for each photo. After the Photo Gallery Walk, a discussion followed in which you were to demonstrate your understanding of the importance of professional appearance. On the form, you should have stated:

1. What job the person in the photograph performs
2. List the **top five** or more items they are wearing that reveal their profession.
3. Name **three good reasons** why it is helpful for consumers/customers/coworkers/patients to see this person dressed this way.

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



ASSIGNMENT 2

Draw Me

In class you should have created a drawing/list of the items you should wear at site on the *Draw Me Looking Professional* form. After you created your list of items, you should have verified your outfit by talking to three people: your future site mentor, a student who worked/works at the same site, and your advisor. Be sure to get the information needed from the people you talked to to complete the form.

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



ASSIGNMENT 3

What's In Your Closet?

In class you should have listed the clothing that you already own that will be appropriate for site on the form *What's in Your Closet*. When you made your list, you should have also considered whether these items are cleaned, ironed and ready to go. Lastly, list items that you still need to purchase (if any) and where you can purchase them.

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



ASSIGNMENT 4

Daily & Weekly Schedule

In class you should have listed your typical schedule during the week, as well as a typical weekly schedule on the *Daily & Weekly Schedule Form*. It is important to add items like: sleep, wake up, get ready, walk/ride, begin classes/internship, lunch, finish your work day, walk/ride, and how you spend your time after school (clubs, jobs, family, dinner, homework/study, enjoy free time, get ready for the next day, exercise, sleep, etc.).

When you have completed your schedule, be sure to look over the reflection questions and think about managing your time to include enough time to pack a lunch, lay out clothes, and get enough sleep. All of these items contribute to your professional appearance.

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



ASSIGNMENT 5

Reflection

Write a thoughtful and detailed reflection considering all of the topics discussed in this lesson.

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	<input checked="" type="checkbox"/> ASSIGNMENT 1 Gallery Walk & Record Sheet Discussion Contribute to discussion to develop an understanding of how appearance makes an impression and the importance of setting the right tone during your internship.	Took appropriate initiative in discussion to relay examples of professional appearance.	Contributed to discussion of professional appearance.	Made minimal contribution to discussion but understands professional appearance.	Did not participate in discussion or demonstrate understanding of professional appearance.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 2 Draw Me Contribute to list of items needed to look professional and verify ideas.	Worked creatively and cooperatively to create a comprehensive drawing/list that exemplifies professional appearance.	Contributed to professional appearance drawing/list.	Made minimal contribution to professional appearance drawing/list.	Did not contribute to professional appearance drawing/list.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 3 What's in your Closet Create a list of appropriate clothing items for site that you already own, as well as ones you might need to purchase.	Thoughtfully and thoroughly listed professional clothing for the student's specific job.	Completed a list of professional clothing for the student's specific job.	Made a minimal effort to complete a list of professional clothing for the student's specific job.	Did not complete a list of professional clothing for the student's specific job.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 4 Daily & Weekly Schedule Create a schedule in which you can manage time effectively to come prepared to site.	Took initiative to compile a thorough schedule.	Contributed to the draft of a schedule.	Made a minimal effort to contribute the draft of a schedule.	Did not contribute the draft of a schedule.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 5 Reflection 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.	