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| **Module II: Who am I?** |
| **Topic:** My Extracurricular Activities and Achievements |
| **Objective (s): Students will:**   1. Identify individual interests, abilities, strengths, and personality traits. |
| **Goals: Students will:**  Start keeping a record of extracurricular activities and achievements in school as well as in the community, religious affiliations, and volunteer organizations. This information will be used in building a resume later for college, scholarships, and job applications. |
| **Length:** One class period |
| **Materials:**  Handout – *My Activities and Achievements worksheet* |
| **Description of Activity:**   1. Students will follow the instructions listed on the *“My Activities and Achievements” worksheet*. On the worksheet, students will select the type of activities or achievements that are completed or are still in progress and fill out the appropriate information on the worksheet. Fill out the contact information since schools or employers may reach out to your reference to verify the information listed on your resume. 2. Replicate one worksheet for each activity or achievement to document   The teacher can ask students to share some of their activities and achievements to encourage other kids to start thinking about their own areas of extracurricular activities they might want to pursue. Encourage students to discuss their desires to engage with family, friends, teachers, and their community.   1. If time permits, teachers may review some of the sample resumes listed under Resources to give students a sense of what some resumes may look like, including the information pertinent in resumes like education, work history, accomplishments, etc. |
| **Resources:**  Sample Resumes -  <https://ucs.byu.edu/sites/default/files/handouts/HRResume.pdf>  <https://ucs.byu.edu/sites/default/files/handouts/sample-resume-16.pdf> |
| **Storing Worksheet(s):**  Students should store their complete worksheets to AzCIS to use later in building their resumes. Follow these steps to save into AzCIS:  **Save the worksheet to the student’s Google Doc area or to the student’s desktop.**   * Sign onto AzCIS Middle School site * Select “MY PRE-ECAP” from the top bar menu * Select “STORED FILES AND LINKS” link * Select “Add File Icon” from “My Files” * Select “Upload File” and upload the completed *worksheet* to AzCIS   For students who DO NOT have AzCIS access, it would be best if they can store the worksheet in their personal electronic folder on the school’s computer system that can be retrieved later. |