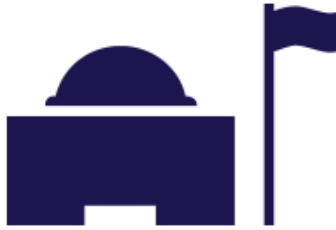




Government & Public Administration



Career Cluster Teacher Guide

Resource Description

If you're considering political career, a background in law is helpful. However, elected officials in our local, state, and federal government run the gamut, from teachers to nurses to scientists. Strong communication skills are helpful. A lot of what elected officials do is social work in nature – helping people who have problems.

Materials and Resources

- Teacher guide
- <http://mygpsforsuccess.com/government-public-administration/>
- Cluster student viewing guide
- KWL Chart
- Display paper or individual sheets
- Pen/Pencil
- 1:1 computer or laptops; or group students if limited resources

Vocabulary & Definitions

Appointment (Appointed Position): Prerogative power of a government official or executive to select persons to fill an honorary position or employment in the government.

Chamber of Commerce: an association of businesspeople to promote commercial and industrial interests in the community.

Civil Service Exam: are examinations implemented in various countries for recruitment and admission to the civil service.

Constituent: Voting member of a community or organization, having the power to appoint or elect.

Closed Ballot: Type of direct primary limited to registered party members, who must declare their party affiliation in order to vote.

Local Economy: Economic system and range of economic activity in a local area that serves a local population.

Gerrymander: manipulate the boundaries of (an electoral constituency) so as to favor one party or class.

Public Service: Service which is provided by government to people living within its jurisdiction, either directly (through the public sector) or by financing provision of services.

Term of Office: Length of time a person serves in a particular elected position.

Soft skills (Also Professional Skills): Personal attributes that enable someone to interact effectively and harmoniously with other people.

Bell Ringer

1. Have the following displayed on an easel, whiteboard, or individual sheets of paper for students to review and write down their responses:

What does our local, state, and federal government provide for us; its people?

2. Have some students share responses.
3. Engage students in a Grand Conversation regarding their self-defined roles as elected officials.
4. Facilitate student discussions on the basic responsibilities and contributions of our government, touching on the “collective good”. Students discuss the importance of government and the impact it has on communities in towns, cities, counties, states, and even the entirety of the country.

Objectives

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The student will be able to:

- Identify the central aspects of the Government & Public Administration Career Cluster including career paths, skills & interest, and education level
- Explore different careers within the Cluster
- Analyze what is known, wondered, and learned (KWL) about the career cluster to begin conceptualizing an individual career

Anticipatory Set

1. Divide students into pairs – each student gets a KWL Cluster Chart.

Verbal instructions:

- *Review the importance of Government & Public Administration in local and state contexts.*
- *With your partner, list at least 5 items you know about job details, necessary skills, etc. in the “Know” Section.*

2. Have two pairs of students join one-another to form a four-person group

Verbal instructions:

- *Compare and discuss each list.*
- *With your group, list at least 5 things you want to know about the Government & Public Administration Cluster in the “Wonder” Section.*

3. Have groups share their new list with the class.

Introductory Questions

Introductory Questions:

Ask the following questions to the whole class with for students to write down their answers and/or discuss with a partner. Have 2-3 students share their answers:

- Do you think your main street/downtown is healthy and successful? If not, what would you do to change that?
- How do you think someone in government gets to be in that position? Do you need a political science degree, law degree, or something similar?
- Who can (and should be) in a government position?

Learning Task & Exploration Activity

1. Introduce the Government & Public Administration Career Cluster Video (9:52).

Video Introduction:

Careers in Government & Public Administration allow you to become involved in your community and advocate for change.

2. View the Government & Public Administration Career Cluster Video (9:52). Have students complete the Student Viewing Guide as they learn about the Career Cluster.
3. Students will fill out the “Career Cluster Research” section of the viewing guide and explore the Government & Public Administration webpage on <http://mygpsforsuccess.com/government-public-administration/>

Closing

1. Have students complete the “Learned” Section of their KWL with at least 3 pieces of information they learned about the cluster. Students may share out in class as well as discuss with a partner once they have finished.
2. Engage students in a whole class or small group discussion using the Discussion Questions section of this instructional plan – students may use their KWL chart as reference.

Discussion Questions

1. How would you define this Career Cluster?
2. What surprised you about this Career Cluster?
3. What career pathways were represented in this video?
4. Why is “having patience” important for positions in this career cluster?
5. How can you tell if someone running for local office will do a good job?
6. In what ways, other than voting, can people participate in their local government?

Extended Learning

Suggested activities to increase student learning and exposure to this Career Cluster.

- Create a “Mini -Society” Project in which students run for mayor, vote, take on community roles, make their own flag and currency, plan their buildings, economy and community(ies), and, in general, run their society. This activity is good for grades 3 – 12; it can be scaffolded to meet cognitive development.
 - Classroom Mini-Society Resources
 - TeachersPayTeachers Resources: <https://www.teacherspayteachers.com/Browse/Search:mini%20society>
 - Example of a 3rd Grade Classroom: <http://mrsblacksstudentnews.weebly.com/mini-society.html>
- Field Trips: Local City Hall or government building, plan a trip to see state capital government building & Enterprise America – WCNY Syracuse, NY
- Invite government officials, military representatives, public servants, or similar individuals to the school to speak about their jobs
- Have each student select a career from this Career Cluster. Students will research the career and present information to the class in the form of an oral presentation, poster, PowerPoint, video or Prezi presentation. Information to research and share might include: salary, education required, typical day schedule, roles and responsibilities, positive aspects of the job and challenges associated with the job.
- Have each student make a list of the Career Readiness Skills that are his/her personal strengths, as well as a list of the skills and behaviors required for a career as an educator. Students compare the lists to determine what Career Readiness Skills need to be strengthened.
- Have students complete a job application and/or job interview with a local employer.
- Help students construct a resume for a specific career in this Career Cluster.
- Arrange for students to meet with the school counselor to discuss classes that would help prepare a student for careers in this Career Cluster and certifications that can be obtained during high school that would be of value.
- Have each student identify a postsecondary institution that is offering certifications or degrees that are required for working in this Career Cluster. He or she should obtain and complete admissions and scholarship applications for the school or program.

Notes to Educator

This packet includes suggested activities questions, and materials to enhance student understanding of this career cluster. Each component may be used individually or modified to fit the needs of your classroom.

More information on this Career Cluster can be found at:

<http://mygpsforsuccess.com/government-public-administration/>

In addition, GPS For Success has an array of resources, including:

- Interest Profiler: *online quiz to assist students in categorizing their interests by possible careers those interests apply to.*
- Scholarship opportunities
- Information on internships
- Sample resumes and cover letters
- Interview preparation materials
- Opportunities for students with disabilities

Government & Public Administration Cluster Student Viewing Guide

Name: _____

1. List five different careers mentioned during the video:

1)

2)

3)

4)

5)

2. **Instructions:** The following questions are specific to the Governance portion of the Government & Public Administration Career Cluster video.

What are the two sides of working in government as described by Addie Jenne Russell?

1)

2)

Name at least 2 political careers outside of being an elected official.

1)

2)

3. **Instructions:** The following questions are specific to the National Security portion of the Government & Public Administration Career Cluster video.

Name the 5 branches of the Armed Forces and what part of our national defense they are responsible for.

<u>Branch</u>	<u>Responsibility</u>

Government & Public Administration Cluster Student Viewing Guide

What are at least 3 benefits of joining the Armed Forces?

1)

2)

3)

4. **Instructions:** The following question is specific to the Planning portion of Government & Public Administration Career Cluster video.

Using information from the video, describe why a career in community or city planning can be a rewarding experience.

5. **Instructions:** The following question is specific to the Public Management & Administration portion of the Government & Public Administration Career Cluster video.

Briefly compare and contrast the responsibilities and careers of Elected Legislators and County Managers.

6. **Instructions:** The following question is specific to the Charitable Organizations portion of the Government & Public Administration Career Cluster video.

Why is building relationships so important for Charitable Organizations?

Government & Public Administration Cluster Student Viewing Guide

Career Cluster Research

Instructions: Visit <http://mygpsforsuccess.com/government-public-administration/> to answer the following questions.

Career Cluster Research

1. Pick one career in this field and describe the pathway for that career (the path taken to become employed as your chosen career).

2. What are the education requirements for each of the career fields defined in the video for this cluster?

Governance

National Security

Planning

Public Management & Administration

Charitable Organizations

3. Using the career information on the left-hand side of the website, what are the salary ranges for the three different career fields in this cluster?

Government & Public Administration Cluster Student Viewing Guide

4. What are three personal skills and three personal interests that you share with this career cluster?

Skills

-
-
-

Interests

-
-
-

5. Pick one extended interview. Who is the person being interviewed? What are 2 pieces of information that you found interesting in the interview?

Person Interviewed: _____

Interesting Facts:

1.

2.

Name: _____

Date: _____

Cluster: _____

KWL Chart

Know



Wonder



Learned



Name: _____

Date: _____



Cluster: _____

KWL Chart

Know 

Wonder 

Learned 

Vertical box with 12 horizontal lines for writing under 'Know'.

Vertical box with 12 horizontal lines for writing under 'Wonder'.

Vertical box with 12 horizontal lines for writing under 'Learned'.



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