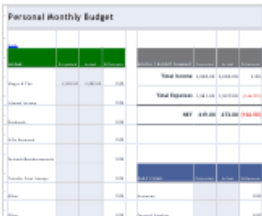


	GoogleDocs Post Secondary Lesson Plan: Resume
Overview	Student will create a resume using GoogleDocs
Objective	Each student will create a fully working resume appropriate for a desired summer internship position.
Learning Environment	Students will work on this project on their own time and outside of class.
Description of Students	Undergraduate students in Management 301 who desire summer internships.
Standards	This project will satisfy Indiana's Academic Standard for Guidance: Standard 1 – Academic Development Standard 2 – Career Development
Materials	Access to research materials, including textbook and internet. Internet access for GoogleDocs
Procedure	<ol style="list-style-type: none"> 1. Instructor lectures about resumes 2. Students each compile his or her resume using the template on GoogleDocs 3. The instructor will be able to see the reviews and will grade the students' work by accessing it in GoogleDocs.
Evaluation	Students grade will be based on the instructor's desired level of thoroughness, as based on a rubric.



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2009 yearly calendar template with notes. Designed to print in landscape format.

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