

## Flipped IN-CLASS Lesson Plan Template- Workshopping it!

### Topic or concept:

Construction of a Professional Resume for the Hospitality Industry

### Basic objectives for preparatory work:

1. Review Ch 1 notes regarding tone and action writing within business communications
2. Identify what content should be included on a professional resume
3. Determine the appropriate length for your resume and why

### Advanced objectives for classwork & after class work:

4. Specify appropriate formatting (margins, alignment, font)
5. Describe and explain the importance of each section on a resume.
6. Examine a resume and make critiques for improvement on content, wording, and formatting
7. Construct a professional resume for the hospitality industry.

	Time planned	Activity and rationale	Resources needed
Beginning of class period	5 mins	Brain dump of chapter 1 notes regarding tone and action writing in business communications	Paper
Middle of period	5 mins	Clarify questions students have regarding prior reading (articles)	Slides/Copy of the articles

Middle of period	10 mins	Lecture on formatting, margins, and alignment (SLO 6)	Slides
Middle of period	15 mins	Examine resumes in groups and students will peer review/make suggestions based on prior information and class lecture (SLO 5, 6)	Printed resume, class notes
Middle of period	10 mins	Discuss strengths and possible changes to be made to the resume (SLO 5, 6)	Printed resume, class notes
Middle of period	15 mins	Switch Partners: Examine resumes in groups and students will peer review/make suggestions based on prior information and class lecture (SLO 5, 6)	Printed resume, class notes
middle of period	10 mins	Discuss strengths and possible changes to be made to the resume (SLO 5, 6)	Printed resume, class notes
End of period	5 mins	Clarifying questions about suggestions or edits. Introduce assignment prompt for resume. (SLO 6)	Printed resume, class notes, articles

## Flipped BEFORE CLASS Work Plan Template

Basic learning objectives	Activity and rationale	Instructions to students
<ol style="list-style-type: none"> <li>1. Review Ch 1 notes regarding tone and action writing within business communications</li> <li>2. Identify what content should be included on a professional resume</li> <li>3. Determine the appropriate length for your resume and why</li> </ol>	<p>Review notes regarding tone and action writing within business communications (#1).</p> <p>Take notes on a current (or most recent personal resume) regarding resume content and suggestions from the articles posted (#2, #3).</p> <p>Submitted questions and quiz will check for student understanding of the content prior to class.</p>	<p>Review chapter 1 notes/slides regarding tone and action writing within business communications. Please review proper business writing tone and what is action writing.</p> <p>Read the two articles posted regarding resume content and formatting.</p> <p>Take brief quiz through Canvas over the two articles.</p> <p>Print your current resume and make notes based on what you learned from the two posted articles. Questions can be submitted through Canvas.</p>

## Flipped AFTER CLASS Work Plan Template

Advanced learning objective	Activity and rationale	Instructions to students
<ol style="list-style-type: none"> <li>1. Review Ch 1 notes regarding tone and action writing within business communications</li> </ol>	<p>Students will construct a resume incorporating lecture discussions/notes and integrate feedback from peers from the peer review session. This assignment will also</p>	<p>Apply the tools and strategies you learned to create your personal resume. Submit a completed resume (hard copy) on Monday, Oct,</p>

<p>2. Identify what content should be included on a professional resume</p> <p>3. Determine the appropriate length for your resume and why</p> <p>4. Specify appropriate formatting (margins, alignment, font)</p> <p>5. Describe and explain the importance of each section on a resume</p> <p>6. Examine a resume and make critiques for improvement on content, wording, and formatting</p> <p>7. Construct a professional resume for the hospitality industry</p>	<p>build on chapter 1 regarding professional business writing.</p>	<p>12<sup>th</sup> at the beginning of class. Rubric can be found posted on Canvas.</p>
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## GUIDED PRACTICE

Class: HSPM 65

Date assigned: Monday, Sept. 16<sup>th</sup>

Date due: Monday, Sept. 23<sup>rd</sup> before class

Time estimate to complete this assignment: 20 minutes

### Overview/Introduction

A resume is a professional tool that is used to represent your education, skills, and qualifications. Resumes represent you and aid in obtaining scholarships, internships, and job offers. If your resume is unprofessional, hard to read, or does not present the right skills someone is looking for, you can lose important opportunities because of the way you formatted your resume. Our next session will focus on professional resume construction specifically for the hospitality industry.

### Learning Objectives

#### Basic objectives

1. Review Ch 1 notes regarding tone and action writing within business communications
2. Identify what content should be included on a professional resume
3. Determine the appropriate length for your resume and why

#### Advanced objectives

1. Specify appropriate formatting (margins, alignment, and font)
2. Describe and explain the importance of each section on a resume
3. Examine a resume and make critiques for improvement on content, wording, and formatting
4. Construct a professional resume for the hospitality industry

### Preparatory Activities and Resources:

1. Read article one "Resumes are the Key to Success" posted on Canvas. Take note of new information regarding the construction of a professional resume. Also note any questions that you have. Questions will be submitted online to Canvas before class on the 23<sup>rd</sup>.
2. Read article two "Common Misconceptions about Resumes" posted on Canvas. Take note of new information regarding the construction of a professional resume. Also note any questions that you have. Questions will be submitted online to Canvas before class on the 23<sup>rd</sup>.

**Exercises: Please complete by Monday, Sept. 23<sup>rd</sup> before class**

- Submit questions regarding the readings via Canvas before class on Monday.
- Take a brief quiz regarding the readings (7 questions). Quiz can be found on Canvas

**Questions?**

E-mail me at [Laura.Shroder@SJSU.edu](mailto:Laura.Shroder@SJSU.edu)

## ADVANCED PRACTICE

Class: HSPM 65

Date assigned: Monday, Sept. 23rd

Date due: Monday, Sept. 30<sup>th</sup> before class

Time estimate to complete this assignment: 50 mins

### Learning Objectives

#### Advanced objectives

1. Examine a resume and make critiques for improvement on content, wording, and formatting
2. Construct a professional resume for the hospitality industry.

### Activities & deliverables

- You will be revising your resume and incorporating what you learned from the readings, lectures, notes, and peer review workshop to develop an effective, comprehensive, and strategic resume.
- A hard copy of your revised resume will be turned in at the beginning of class on Monday, Sept. 30<sup>th</sup>

### Resources:

1. Chapter 1 notes posted on Canvas.
2. Notes/Lecture slides from resume workshop. Slides are posted on Canvas.
3. Article one "Resumes are the Key to Success" posted on Canvas.
4. Article two "Common Misconceptions about Resumes" posted on Canvas.

### Questions?

E-mail me at [Laura.Shroder@SJSU.edu](mailto:Laura.Shroder@SJSU.edu)