

Resources for Adult Education and Literacy Curriculum and Instruction

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Table of Contents

1. Texas Career Pathways Resource Collection	2
2. National Career Pathways Resources	2
3. Resources for Working with Internationally Trained Professionals.....	3
4. College and Career Awareness and Transitions Curriculum	3
5. Employability/Work Readiness Curriculum.....	4
6. Learning Frameworks Curriculum.....	4
7. Financial Literacy Curriculum.....	4
8. Contextualized Curriculum (Targeted Occupation, Career Path, or Industry-Specific)....	5
9. Contextualized Math Curriculum	5
10. Work-Based Project /Workplace Literacy Curriculum.....	6
11. Integrated Reading and Writing Curriculum	6
12. Distance Learning Best Practices for Adult Learners.....	7

Texas Career Pathways Resource Collection

Resources listed below were developed by the state of Texas in support of career pathways instruction

- ***Counseling to Counseling to Careers Program Toolkit***
Provides a process to identify a range of “best bet” occupations (high-demand career pathways and associated postsecondary programs and training programs) that would be a good fit for a range of AEL students in a particular community.
- ***Counseling to Careers Training Manual***
Designed by Jobs for the Future as a tool for Professional Development staff working with Counseling to Careers.
- ***Contextualization: Creating Career-Infused Classrooms - A Toolkit for Adult Education Instructors for Contextualizing Instruction to High Demand Careers***
Provides programs with the tools needed to “infuse careers” throughout instruction and focuses on how educators can contextualize instruction around the high demand jobs in an identified local service area.
- ***Contextualization: Creating a Support System for Contextualized Instruction - A Toolkit to Support Career-Infused Classrooms***
Provides a guided process targeted to administrators and transition staff for supporting teachers working to contextualize instruction in the classroom.
- ***Transition Coordinator Sample Job***
Provides program managers with a thorough list of job duties and responsibilities for transition personnel
- ***Contextualization Training Manual***
Job-embedded training manual designed to help adult education programs serving lower-skilled adults integrate career-focused content into their basic skills courses and programs

National Career Pathways Resources

The resources listed below include toolkits and manuals for developing career pathways programs as well as guides to developing curriculum for specific industries and/or occupations.

- ***LINCS Career Pathways Resource Collection***
[http://lincs.ed.gov/collections?keys=&field_rcis_resource_type_value\[0\]=Product&field_rcis_topic_areas_value\[0\]=Career%20Pathways&&page=4](http://lincs.ed.gov/collections?keys=&field_rcis_resource_type_value[0]=Product&field_rcis_topic_areas_value[0]=Career%20Pathways&&page=4)
- ***ABE Career Connections: A Manual for Integrating Adult Basic Education into Career Pathways***
<http://lincs.ed.gov/publications/pdf/CareerPathwaysToolkit2011.pdf>
- ***GED Bridge to College Careers Program***
<http://www.collegetransition.org/promisingpractices.briefs.bridgetocollegecareers.html>

- **Career Pathways Toolkit**
<https://learnwork.workforce3one.org/view/2001134052969836533>
- **Promoting College and Career Readiness: Bridge Programs for Lower-Skilled Adults**
<http://www2.ed.gov/about/offices/list/ovae/pi/cclo/brief-1-bridge-programs.pdf>
- **Create Your Own I-BEST Program**
<http://www.sbctc.edu/college/e-ibestcreateyourownprogram.aspx>

Resources for Working with Internationally Trained Professionals

Curriculum that is specialized for internationally trained professionals is often contextualized to a particular field. Health is typically an in-demand field, but other areas are determined by local needs.

- English Health Train
<http://welcomebackinitiative.org/englishhealthtrain.org/>
- IMPRINT
<http://www.imprintproject.org/>

College and Career Awareness and Transitions Curriculum

Focuses on self-awareness, job exploration, and college awareness, including college application, registration, and culture. Many curricula include job application and interview processes.

- **Integrating Career Awareness into the ABE/ESOL Classroom** Unit 2 targets self-awareness, Unit 3 covers job exploration, including informational interviews, and Unit 4 includes college awareness and SMART goal-setting. The curriculum is available free of charge at <http://www.collegetransition.org/publications.icacurriculum.html>
- **The Texas Workforce Commission's Texas CARES** website offers interactive activities for self-awareness (<http://www.texascaresonline.com/assessment/samenu.asp>) and skills transferability (<http://www.texascaresonline.com/bestmatch/bmmenu.asp>) to assist individuals making educational and career choices.
- **Texas Worker Prep Online** has two courses (Texas Job Hunter's Guide and Your Next Job) to help individuals find a job and start over again if a job is lost.
<https://www.texasworkprep.com/texasworkprep.htm>
- **North Carolina Online College and Career Readiness**
<http://ncbsonline.net/Career%20Education.htm>
- **Sparking the Future Curriculum** (designed for 7-12 grade but many lessons are applicable to adult education students)
<http://www.k12.wa.us/secondaryeducation/careercollegereadiness/sparkingfuture.asp>

- ***Texas Industry-Specific English as a Second Language Curriculum*** Employability. Information about the curriculum is available at <http://www-tcall.tamu.edu/texaslearns/initiatives/tisesl.html>

Employability/Work Readiness Curriculum

Focuses on skills that students need in order to be good employees, which include critical thinking skills, communication skills, and work habits. Many curricula will include the job application and interview process, but the main focus on work readiness must be on the skills and habits that create good employees.

- ***Texas Worker Prep Online*** has a course titled Succeed at Work with lessons that discuss starting a new job, being an excellent employee, and enjoying your current job <https://www.texasworkprep.com/texasworkprep.htm>
- ***Preparing Workers for the 21st Century:*** EL Civics and Citizenship, Making Sense of Math at Work, Making the Most of a Job (Reading), and Written Communication in the Workplace <http://maepd.org/lib-preparingworkers.html>
- ***I CANS: Integrated Curriculum for Achieving Necessary Skills*** <http://www.literacynet.org/icans/toc.html>
- ***Texas Industry-Specific English as a Second Language Curriculum:*** Communication Scenarios. Information about the curriculum is available at <http://www-tcall.tamu.edu/texaslearns/initiatives/tisesl.html>

Learning Frameworks Curriculum

- ***Teacher to Teacher Critical Thinking in the College Classroom*** <http://www.txprofdev.org/apps/ct/#Start>
- ***I CANS: Integrated Curriculum for Achieving Necessary Skills*** <http://www.literacynet.org/icans/toc.html>

Financial Literacy Curriculum

- ***LINCS Resource Collection Financial Literacy Products*** http://lincs.ed.gov/collections?keys=&field_rcis_resource_type_value%5B%5D=Product&field_rcis_topic_areas_value%5B%5D=Financial+Literacy

Contextualized Curriculum (Targeted Occupation, Career Path, or Industry-Specific)
Contextualized curriculum must often be created by instructors who work in Integrated Education and Training programs. The following resources include frameworks for the development of such curriculum as well as a few examples of existing contextualized curriculum.

Frameworks & Processes

- **Contextualization: Creating a Support System for Contextualized Instruction: A Toolkit for Program Managers**
<http://www-tcall.tamu.edu/docs/ContextTutorials/ContextManager-Toolkit.pdf>
- **Contextualization: Creating Career-Infused Classrooms**
<http://www-tcall.tamu.edu/docs/ContextTutorials/ContextInstructor-Toolkit.pdf>
- **Breaking Through: Contextualization Toolkit**
http://www.jff.org/sites/default/files/BT_toolkit_June7.pdf
- **Counseling to Career Pathways**
<http://www-tcall.tamu.edu/docs/ContextTutorials/CTC-TOOLKIT.pdf>

Example Curricula

- **Texas Industry-Specific English as a Second Language Industry-Specific Curricula.** Information about the curricula is available at
<http://www-tcall.tamu.edu/texaslearns/initiatives/tisesl.html>
- **LINCS Resource Collection Career Pathways Products** (several listed are examples of contextualized curriculum)
http://lincs.ed.gov/collections?keys=&field_rcis_resource_type_value%5B%5D=Product&field_rcis_topic_areas_value%5B%5D=Career+Pathways

Contextualized Math Curriculum

- Massachusetts Community Colleges and Workforce Development Transformation Agenda **Contextualized Curriculum for Adult Learners in Math and Literacy** (free sign-up required)
<http://mccwdta.etlo.org/module-list>
- **Construction Math Toolkit**
<http://www.rtc.edu/CCE/Resources/Products/MathToolBox/Default.aspx>
- **Math Savvy: Selling It! Inventory Turnover Ratio**
<http://www.cordonline.net/math-savvy>

Work-Based Project /Workplace Literacy Curriculum

Focuses on a customized, targeted occupational contextualized curriculum. Workplace Literacy curriculum may be more general but will still be customized to the job site. Resources on how to create this on-the-job curriculum at a job site include:

- ***Toolkit for Work-Based Learning Programs***
<http://www.work-basedlearning.org/toolkit.cfm>
- ***Contextualized Curriculum for Workplace Education: An Introductory Guide***
http://www.umass.edu/roundtable/projects/Integrated%20curr_guide%20p1.pdf
- ***Charting a Course: Workplace Savvy for Workforce-Related Instruction***
<http://www-tcall.tamu.edu/texaslearns/docs/handbooktondre/handbook2.doc>

Integrated Reading and Writing Curriculum

Higher Education Coordinating Board Integrated Reading and Writing Curriculum Professional Development (recordings of professional development sessions available)

- ***Integrated Reading and Writing Kick-Off, February 7-8, 2013***
<http://www.thecb.state.tx.us/index.cfm?objectid=89C5D4FE-C035-8B60-0B9D6846A038B832&flushcache=1&showdraft=1>
- ***Integrated Reading and Writing El Paso, April 12, 2013***
<http://www.thecb.state.tx.us/index.cfm?objectid=D7BE89FE-0E27-2EA1-6BA46581EECF82DC>
- ***Integrated Reading and Writing McAllen, July 12, 2013***
<http://www.thecb.state.tx.us/index.cfm?objectid=1A5A9CE6-CF39-5702-3EF6B48E1F9A9EA9&flushcache=1&showdraft=1>
- ***Integrated Reading and Writing Austin, October 18, 2013***
<http://www.thecb.state.tx.us/index.cfm?objectid=458F2993-FC27-515F-2DC51DC77C5B83C4>
- ***Integrated Reading and Writing Houston, November 1, 2013***
<http://www.thecb.state.tx.us/index.cfm?objectid=47F20FC9-B319-E571-DF81485C300171A2>

Distance Learning Best Practices for Adult Learners

Beyond Bells and Whistles: Leveraging Interactive Technologies to Enhance Online Learning.

<http://ccrc.tc.columbia.edu/media/k2/attachments/interactive-technologies-enhance-online-learning.pdf>

- *Distance Learning for the Adult Learner: Improving Persistence and Effectiveness*,
<http://www.cdiponline.org/pdf/AdultLearner.doc>.
- *Online Learning for Adults: The factors that contribute to successful and effective Learning.*
<http://www.collegeupgradingon.ca/ace/litreview/litreview.pdf>
- *Best Practices in Online Teaching Strategies*
<http://www.uwec.edu/AcadAff/resources/edtech/upload/Best-Practices-in-Online-Teaching-Strategies-Membership.pdf>
- *Creating an Effective Online Environment*
<http://ccrc.tc.columbia.edu/media/k2attachments/creating-effective-online-environment.pdf>
- *Creating an Effective Online Instructor Presence*
<http://ccrc.tc.columbia.edu/media/k2/attachments/effective-online-instructor-presence.pdf>.