

Career Exploration Course Guide

Eight lessons across four modules, about 400 minutes of class time. Run it as a semester, a quarter, or pull single lessons. Every step below has been checked against the live platform.

MODULE

1	Set Up & Get Found Profile, resume, and the follows that switch the feed on	75 min
2	Explore & Engage Career paths, industries, and a weekly discovery habit	130 min
3	Inside Real Workplaces What the work actually looks like, day to day	105 min
4	Your Matches & Your Next Step Read your matches, then connect to a real opening	90 min

The one step that makes everything else work

A new student's feed is empty except for one demo video. It stays that way until the student **follows** something. That is why following companies and colleges, and liking the posts they find interesting, is a graded step in Module 1 and not a suggestion at the end. Students who follow and like in week one get a feed worth opening in week two. Students who skip it see a blank screen and decide the platform is boring.

What you need

- One device per student — phone, Chromebook, or laptop
- Students aged 13 and up
- A personal email address for each student, not a school one
- No software to install. Nothing to buy.

What students leave with

- A finished profile and a resume that builds itself
- Companies and colleges they follow and hear from
- A real opportunity they connected to
- Language for what they want to do next

Before You Start

Two things worth knowing before the first class period — one that makes teaching easier, and one that answers the question your administration will ask.

Teach from the sample profile, not from a student's

The platform has a finished sample student account — **@EmmaGarcia**. It has everything a complete profile should have: career interests, skills, past experience, education, and reposted videos she found interesting.

Put Emma on the projector and walk the class through her. Students get to see what "finished" looks like before they build their own, and no real student's profile goes up on a screen in front of the room. Come back to Emma any time a student asks "what goes here?"

Search for Emma: Discover → search **Emma Garcia**. Her profile has two tabs — **Portfolio** (what she watches and reposts) and **Resume** (what she has done).

Who can see a student's resume

A company or college can only see a student's resume after **they request to follow that student and the student approves the request**. A student is never browsable by an employer who has not been let in. The student decides, every time.

This is usually the first question a principal, counselor, or parent asks. The answer above is the whole answer.

If your district needs paperwork

We can share our Data Processing Agreement, security documentation, and trust center access on request. Use the contact form at **CareerPathway.com** or email **support@careerpathway.com** and tell us what your district needs.

Set Up & Get Found

Students build a profile, watch it become a resume, and make the follows that turn a blank feed into a useful one.

1

Create your profile

15 MIN

Every student has an account and a profile that does not look empty.

IN THE PLATFORM

- Go to CareerPathway.com and choose Sign Up.
- Use a personal email address, not a school one — school accounts stop working after graduation.
- Choose the student profile type (ages 13+).
- Add a photo, what you go by, your school, and your graduation year.

TEACHER

- Project Emma Garcia's profile first so students see the target.
- Walk the room. The first five minutes are where students stall.
- Remind students to use a personal email.

STUDENTS

- Create the account
- Fill in the About section
- Add a photo

Done when: Every student can log in and their profile shows a name, photo, school, and graduation year.

Before this module

- Ask IT to allow email from CareerPathway.com before class day.
- Have students bring a personal email address they can check in class.
- Open Emma Garcia's profile on the projector before students log in.

Watch for

- Students using a school email. Stop them early — it stops working at graduation.
- Blank feeds at the end of class. That means the follow step got skipped.
- One-word skills. Ask 'what did you actually do?' and write that instead.

2

Build your resume

60 MIN

Students fill in the sections that become a resume automatically, then make the follows that switch their feed on.

IN THE PLATFORM

- Open Profile and work down the Resume tab.
- Add career interests, general skills, know-how, and hobbies.
- Add past experience — jobs, job shadows, volunteering — and past education.
- Then: follow at least 5 companies or colleges, and like at least 10 posts you find interesting.

TEACHER

- Compare each section to Emma's as students go.
- Push back on one-word answers — 'customer service' is a skill, 'work' is not.
- Treat the follow-and-like step as required, not extra credit.

STUDENTS

- Complete every resume section
- Follow 5+ organizations
- Like 10+ posts

Done when: A student can scroll their own resume and their feed has posts in it that are not the demo video.

If you are short on time

Each lesson runs on its own. Cut the minutes rather than the module — a 20-minute version of a lesson still works. The one thing not to cut is the follow-and-like step in Module 1.

Explore & Engage

Students learn to move around Discover, find industries and people they had not considered, and build a habit of looking.

3

Explore career paths and opportunities

90 MIN

Students explore widely and let what they watch shape what they are shown next.

IN THE PLATFORM

- The class watches the student demo video — it is the first post in every new feed.
- Open Discover. Search an industry, such as Construction or Finance.
- Discover returns Industry Leaders, Local Leaders, industry tiles, and the latest posts.
- Repost at least 3 videos you found interesting so they sit on your profile.

TEACHER

- Watch the demo video together before anyone explores alone.
- Name industries most students have never heard of, not the obvious five.
- Say plainly that there is no right answer here.

STUDENTS

- Explore at least 3 industries
- Follow what looks interesting
- Repost 3 videos

Done when: Each student has reposted three things and can say why they picked them.

Before this module

- Pick three industries most of your students have never heard of.
- Decide which weekday the discovery challenge runs, and keep it.

Watch for

- Everyone exploring the same four industries. Name unfamiliar ones out loud.
- Students scrolling without following or liking — nothing changes in their feed.
- Treating the demo video as optional. It is the only post a new account has.

4

Weekly career discovery challenge

40 MIN

A short repeating block that keeps exploration going all term instead of dying after week two.

IN THE PLATFORM

- Spend 15–20 minutes in Discover.
- Find at least 1 new career or workplace you had not seen before.
- Visit at least 2 new company profiles and follow the ones worth following.
- Like the posts that were actually interesting — this is what shapes next week's feed.

TEACHER

- Run this on the same day each week so it becomes routine.
- Ask three students to share one discovery out loud. Keep it to two minutes each.
- Point out how a feed changes once someone follows more.

STUDENTS

- Find 1 new career
- Visit 2 new company profiles
- Share 1 discovery with the class

Done when: Students can name something this week they could not have named last week.

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Inside Real Workplaces

Students stop reading job titles and start looking at what the work is actually like, and how two places doing the same work can feel completely different.

5

Real business insights and day-to-day roles

60 MIN

Students look past the job title to the environment, the people, and the daily work.

IN THE PLATFORM

- Open your resume and click into a career tag or industry that interests you.
- Open a company profile. Use the three tabs: Posts, About, and Opportunities.
- Posts show the workplace. About explains the company. Opportunities shows what they are hiring for.
- Follow the organizations worth hearing from again.

TEACHER

- Model one company profile on the projector, all three tabs, before students go alone.
- Ask what surprised them about the work, not whether they liked it.

STUDENTS

- Explore 3+ company profiles
- Look at all three tabs
- Follow what interests you

Done when: A student can describe what a day looks like at a company they had never heard of.

Before this module

- Choose two companies in the same industry with obviously different workplaces.
- Walk one company profile yourself first — all three tabs.

Watch for

- Students judging on pay alone. Push for pace, people, place, and daily work.
- Skipping the Opportunities tab, which is where the openings actually live.

6

Compare workplace environments

45 MIN

Students compare two organizations doing similar work and put words to the difference.

IN THE PLATFORM

- Pick 2 companies in the same industry.
- Compare their Posts — who is on camera, what the space looks like, what they choose to show.
- Compare their About sections and their Opportunities.

TEACHER

- Choose the pairs yourself the first time so the contrast is obvious.
- Draw out the vocabulary: pace, team size, indoors or out, customer-facing or not.

STUDENTS

- Compare 2 companies
- Write 3 differences
- Say which fits you better and why

Done when: A student can explain a preference using something other than pay.

If you are short on time

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Your Matches & Your Next Step

Students read what the platform has learned about them, then do the thing the whole course was building toward — connect to something real.

7

Review and analyze your matches

45 MIN

Students read their own profile back and judge whether it reflects them.

IN THE PLATFORM

- Open Profile and read your resume top to bottom.
- Look at your career interests — they came from what you explored and reposted.
- Fix anything that no longer fits. Add anything missing.

TEACHER

- Ask each student whether their profile matches who they actually are now.
- Explain that interests shifting over a term is the point, not a mistake.

STUDENTS

- Review your full profile
- Update 2+ sections
- Say whether it fits

Done when: A student can say what story their profile tells and whether it is the right one.

Before this module

- Check that every student finished Module 1. This module needs a real resume.
- Open Apply yourself and drill into one company so you can show the path.

Watch for

- Students stopping at the company list in Apply. The openings are one click deeper.
- Treating a no as a verdict. Say out loud that applying is normal.

8

Connect to a real opportunity

45 MIN

Students find a real posted opening and connect to it. This is the payoff of the course.

IN THE PLATFORM

- Open Apply. You will see the organizations that have opportunities posted.
- Filter by category, opportunity type, state, or city.
- Click into a company to see its openings — they are grouped by level and marked Now Hiring.
- Pick one that fits and connect to it. Your resume is already built.

TEACHER

- Show the drill-down on the projector — the openings live inside each company, not on the first screen.
- Set the expectation plainly: applying is normal, and a no is not a verdict.

STUDENTS

- Explore Apply
- Open 3+ companies
- Connect to 1 real opportunity

Done when: Every student has connected to at least one real posted opportunity.

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