Description
This unit introduces professional appearance and conduct. Students start by exploring professional attire, basic hygiene, and healthy habits. They describe how personal style and body art play a role in appearance. Students then explore professional conduct by identifying aspects of a positive attitude, describing commitment, and practicing respectful communication. Finally, students explain why a growth mindset is essential for success.

Objectives
Lesson 1 – Appearance
- Explain the importance of maintaining a professional appearance in school or work settings.
- Identify appropriate attire necessary for success in a variety of professions.
- Demonstrate basic standards in hygiene and grooming habits.
- Describe healthy habits such as nutrition, sleep, and stress management.
- Recognize body art is a personal choice based on style, background, and culture.
- Explain the importance of complying with company dress codes and rules.

Lesson 2 – Conduct
- Explain the importance of conducting oneself in a manner appropriate for the profession and workplace.
- Demonstrate a positive attitude.
- Identify expectations of commitment.
- Express thoughts and ideas using courteous, respectful verbal and nonverbal communication.
- Demonstrate a growth mindset necessary for success.

Unit Material
The following materials are provided for the teacher and student in this unit:

<table>
<thead>
<tr>
<th>Materials</th>
<th>Provided for the Teacher</th>
<th>Provided for the Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Worksheets</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Student Worksheet Sample Answers</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>eLearning Lessons (Videos)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Teacher PowerPoint Presentations</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>eLearning Lesson Transcripts</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Optional Student Reflection Journal</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Teacher Preparation
Teacher PowerPoint Presentations:
• You may edit the PowerPoint presentations to meet the needs of your students.
• The slide decks include notes to guide your lectures and discussion. This area is editable for your convenience.
• The slides follow the same topics as the eLearning lessons (videos). You may use the PowerPoint alone or in conjunction with eLearning lessons in any way you desire.

Student Journals:
• Students will be introduced to journal prompts at the beginning of each lesson.
• These prompts encourage self-reflection. Tell students they are welcome to share or keep their entries private.

Reinforce Activities:
This reinforce activity is suggested for this unit:
• Preparing for Your Dream Job

Classroom Instruction
To complete this unit, students should do the following:
• View the eLearning lesson content.
• Answer lesson questions.
• Complete the associated student worksheet and reflection journals for each lesson.

Assessment
• Unit quiz (each unit has a quiz)
• Module test (a comprehensive test covering all units)
• Other assessment options include verifying that the student worksheets and reflection journals are completed.