

MCIS 360 ACTIVITY LIBRARY

JUNIOR AND HIGH SCHOOL CAREER PLANS
FOR TEACHERS AND COUNSELORS



TABLE OF CONTENTS

JUNIOR CAREER PLAN OVERVIEW	5
JUNIOR SAMPLE CAREER PLANS.....	6
JUNIOR ACTIVITY LIBRARY	7
<i>Being Dependable</i>	7
<i>Career Cluster Project</i>	7
<i>CCI Quick Pic</i>	8
<i>CCI Quick Pic Reflection</i>	8
<i>Connect Job and School Success</i>	8
<i>Exploring Electives</i>	9
<i>How Do I Make Decisions?</i>	9
<i>Important Life Events</i>	10
<i>Interest Profiler Mini</i>	11
<i>Interest Profiler Mini Reflection</i>	11
<i>Job Shadow Guide</i>	12
<i>Job Success Scale</i>	14
<i>Jr Careers</i>	14
<i>Learn a New Skill</i>	14
<i>Learning Styles Survey</i>	15
<i>Learning Styles Survey Reflection</i>	15
<i>Listening Skills on the Job</i>	15
<i>Make a Change</i>	16
<i>My Accomplishments</i>	16
<i>Options After High School</i>	17
<i>Qualities for Success</i>	18
<i>Reality Check</i>	18
<i>Reality Check Reflection</i>	19
<i>Should I Join</i>	19
<i>Things I Like to Do</i>	20
<i>Thinking About Myself</i>	20
<i>Using My Time for Success</i>	21
<i>What are Working Conditions?</i>	21
<i>What Rewards Do I Want From Work?</i>	22
<i>Why Do People Work?</i>	23
<i>Workplace Employability Skills</i>	23
<i>Workplace Employability Skills Reflection</i>	23

HIGH SCHOOL CAREER PLAN OVERVIEW	24
HIGH SCHOOL SAMPLE CAREER PLAN	25
HIGH SCHOOL ACTIVITY LIBRARY	26
<i>Academic Goals</i>	26
<i>Careers</i>	27
<i>Career Cluster Inventory</i>	27
<i>Career Cluster Inventory Reflection</i>	27
<i>Career Goals</i>	27
<i>Career Project</i>	28
<i>Compare Careers</i>	28
<i>Compare Schools</i>	29
<i>Education Plans</i>	29
<i>Education Research</i>	29
<i>Entrepreneurial Assessment</i>	30
<i>Entrepreneurial Assessment Reflection</i>	30
<i>Experiential Learning Plans</i>	31
<i>Explore Programs of Study</i>	31
<i>Explore Schools</i>	32
<i>FAFSA</i>	32
<i>Financial Aid Estimator</i>	32
<i>Financial Aid FAQ</i>	32
<i>Informational Interview</i>	34
<i>Interest Profiler</i>	35
<i>Interest Profiler Reflection</i>	35
<i>Job Search Action Plan</i>	36
<i>Job Shadow Guide</i>	37
<i>Learning Styles Survey</i>	38
<i>Learning Styles Survey Reflection</i>	39
<i>Looking Inward</i>	39
<i>My Resume Information</i>	40
<i>Military Careers</i>	40
<i>Military FAQ</i>	40
<i>Occupation Sort</i>	42
<i>Occupation Sort Reflection</i>	42
<i>Personal Goals</i>	43
<i>Programs of Study</i>	43
<i>Quick Course Plan</i>	43

Reality Check	43
Reality Check Reflection	43
Resume	44
Scholarships	44
School FAQ	44
Schools	47
Track Scholarships	47
Track Schools	47
Track Test Scores	47
Work Importance Locator	48
Work Importance Locator Reflection	48
Workplace Employability Skills	48
Workplace Employability Skills Reflection	49

JUNIOR CAREER PLAN OVERVIEW

CIS 360 Junior contains 32 items that can be used to create customized plans for your state or site. Each plan is a combination of components, self-surveys, and activities. All items are written at a 6th grade reading level. Activities are presented in a sequence to facilitate classroom implementation, and activities are designed to be intuitive for students to complete independently.

Career Plan Definitions

Activity	26 activities are included in CIS 360 Junior. Activities include reflections, goal setting, career research, professional development, and more.
Self-Survey	Five self-surveys are included in CIS 360 Junior: CCI Quick Pic, Interest Profiler Mini, Learning Styles Survey, Reality Check, and Workplace Employability Skills. Each has a corresponding reflection custom activity to follow the self-survey.
Component	Components link to features within CIS 360. Junior contains one component, Jr Careers, that includes careers written at a middle-school level.
Cumulative	Activities marked as cumulative indicate that it is designed to be included in multiple grade levels. This allows students to return each year to review their past responses and add to the activity. Activities can be added to as many plans as you want. When an activity is added across multiple plans, it becomes cumulative.
Not Cumulative	Activities marked as not cumulative indicate that while the activity might be repeated, it has separate Jr and HS versions to make it a new activity each time.
(Jr)	Activities that were created specifically for Career Plan Junior. A state or site can opt to include these in high school plans.
(HS)	Activities that were created for Career Plan High School. Select activities are available in junior to make them available as cumulative activities for high school.

JUNIOR SAMPLE CAREER PLANS

CIS 360 Junior has three sample Career Plans that feature activities for 6th, 7th, and 8th grade. This example shows how you can organize items into categories:

- Who am I?
- Where am I going?
- How do I get there?

Grade	Total Items	Components	Self-Surveys	Custom Activities
6	12	1	2	9
7	12	1	1	10
8	15	1	2	12

6 th Grade Getting Started	7 th Grade Looking Deeper	8 th Grade Next Steps
Who Am I?	Who Am I?	Who Am I?
CCI Quick Pic CCI Quick Pic Reflections Things I Like to Do Learning Styles Survey Learning Styles Survey Reflection*	Interest Profiler Mini Interest Profiler Mini Reflections Qualities for Success Important Life Events My Accomplishments	Should I Join? My Resume Information** Thinking About Myself Reality Check Reality Check Reflections*
Where Am I Going?	Where Am I Going?	Where Am I Going?
Career Cluster Project What are Working Conditions? How Do I Make Decisions? Jr. Careers	Why Do People Work? What Rewards Do I Want from Work? Learn a New Skill Make a Change Jr. Careers	Jr. Careers Job Shadow Guide* Experiential Learning Plans** Personal Goals** Academic Goals**
How Do I Get There?	How Do I Get There?	How Do I Get There?
Listening Skills on the Job Being Dependable Using My Time for Success	Connect School and Job Success Job Success Scale	Workplace Employability Skills Workplace Employability Skills Reflection Explore Electives Options After High School Education Plans**

* Indicates a Jr activity that can only be used in Junior Career Plan. These activities have a separate HS version to make them not cumulative.

** Indicates a HS activity available in a Junior Career Plan. This is to create a cumulative activity that can be revisited from Junior- High School. These activities descriptions can be found in the [High School Activity Library](#).

Being Dependable

Category: Jr Activity

Recommended Grade: 6

Activity Description: To be dependable is to be there when needed and to do what must be done. Being dependable is an important skill for success at school and at work. Two main reasons employees get fired are because they are not at work when they are needed, or they are not doing what is expected.

Review the stories below to practice being dependable in different situations.

- Think about the potential problems if each employee is not dependable.
- Think about what each employee would do if they are dependable.

Part-time Construction Worker

You and two friends are working part-time in a construction business. You help bricklayers while they finish the front of a new office building. They are working from a scaffold that has to be moved, and your job is to secure the bracing on the scaffold each time it is moved. It is time for lunch and the bricklayers have just finished moving the scaffold. They ask you to secure the bracing before you leave for lunch, but your friends are yelling at you to hurry up. You leave without getting the rear bracing done, planning to do the job as soon as you return from lunch.

- Potential problems
- A dependable person would

Babysitter

You are babysitting and it is time to cook dinner. You tell the three-year-old to watch television while dinner is cooking. You are heating some spaghetti sauce on the stove and the phone rings. It is your best friend calling to tell you about something that happened after school.

- Potential problems
- A dependable person would

Salesperson

You have been working at a new store in the mall for two months. Responsibilities have increased over this time, and now you have started closing the store two nights each week. Tonight is one of the nights you are to close up. You have just gotten a phone call from a family member who needs a ride home, so you ask one of your coworkers to close the store for you. This worker has not closed before, but you are certain they can handle the job.

- Potential problems
- A dependable person would

Career Cluster Project

Category: Jr Activity

Recommended Grade: 6

Requirements: CCI Quick Pic

Activity Description: How many jobs and careers are there? There are so many it can be difficult to find those you may really enjoy. Careers are arranged in groups called clusters. Clusters make it easier to learn about careers you might not have explored. This activity will help you will learn more about career clusters you are interested in.

1. Go to My Dashboard
2. Look at your **CCI Quick Pic** results.
3. Select one of your top three career clusters to explore.
4. Return to this activity and complete the fields. Select **+ Add Another** to list another cluster. Select **x** to delete.
 - Career cluster
 - Some things to know
 - Related careers
 - Helpful high school courses
5. Create a collage, poster, or write a report based on your research.
6. Add drawings, pictures, or graphics to make your project interesting.

Reflection:

Which clusters are you interested in? Which clusters are you not interested in?

CCI Quick Pic

Category: Self-Survey

Recommended Grade: 6

Activity Description: Complete CCI Quick Pic self-survey. CCI Quick Pic uses pictures to help you think about activities that you like. Quick and easy, after you rate your interests they are matched to career clusters. This can help you find a career you will enjoy!

CCI Quick Pic Reflection

Category: Jr Activity

Recommended Grade: 6

Requirements: CCI Quick Pic

Activity Description: Now that you have completed **CCI Quick Pic**, explore the career clusters that interest you. Keep your favorite clusters in mind as you think about future school courses and careers.

1. Go to My Dashboard
2. Look at your **CCI Quick Pic** results.
3. Explore your top three career clusters based on your results.
4. Explore as many additional career clusters as you like.
5. Favorite the career clusters that interest you.
6. Return to this activity and select your top career clusters based on your exploration.

Reflection:

Do your CCI Quick Pic results include career clusters that interest you most? If not, what career clusters are you interested in?

Connect Job and School Success

Category: Jr Activity

Recommended Grade: 7

Activity Description: Employees are successful at their jobs for many of the same reasons students are successful at school. This activity will help you connect what makes employees successful at their jobs with what makes students successful at school.

- **Reliability:** Show up for work on time and tell your boss about any absences ahead of time.
- **Appearance:** Follow the company dress code and make sure your clothes are neat and clean.

- **Responsibility:** Follow the rules for break time, leaving your work station, and using the Internet.
- **Honesty:** Be honest about your work assignments, activities, past employment, and education records.
- **Production:** Produce the quality and quantity of work expected by coworkers and employers. Talk to your boss about ways to improve your work.
- **Safety:** Follow all safety rules. Accidents are expensive for employers and pose a danger for coworkers.
- **Positive attitude:** Teamwork is important for the success of companies. Be a team player at work and spend your time solving problems. Avoid gossiping about other workers and your boss.

Select reasons above that make an employee successful at their job (**job success**). Relate each reason to a situation at school (**school success**). Select + **Add Another** to add another success. Select x to delete a success.

Exploring Electives

Category: Jr Activity

Recommended Grade: 8

Activity Description: Electives are courses you choose to take in high school. They are not required, but they provide you with great opportunities to explore subjects that interest you. You can take courses related to your strengths or learn skills you will need in your future career. Taking electives shows employers and colleges you are willing to stretch your learning beyond the requirements.

Consider the items below when making elective choices.

Know yourself: Answer the following questions.

- What are your interests and preferences?
- What skills do you like to use?
- What are your favorite subjects?
- What do you want to be when you grow up?
- What are your passions?
- What are your plans after high school?

Choose electives that are a good fit

1. Go to **My Dashboard** to view your favorite careers.
2. Select a career and go to **Education & Training** to view the **Helpful High School Courses**.
3. Return to this activity and enter the electives for careers that interest you.
 - a. What are the suggested electives for the career(s) you are interested in?
 - b. How would these electives help you achieve your goals?

Reflection:

What electives are you interested in now?

How Do I Make Decisions?

Category: Jr Activity

Recommended Grade: 6

Activity Description: Decision making is an important skill to learn so you can become independent. As you grow up, you will make more and more decisions that affect you. This activity will help you learn how to make decisions using a six-step model.

Step 1: Identify the decisions to be made.

- Think of a decision you need to make in the next month or use this question: Where would you like to go on vacation- Hawaii, Disneyland, or New York?
- What are you trying to decide?

Step 2: Think about what is important to you.

- Knowing yourself can help you decide what's best for you.
- What is important to you?

Step 3: List your options.

- What are your options?

Step 4: Gather information about your options

- Where can you get the information you need or who can give you some advice?
- What information do you need to make your decision?

Step 5: Evaluate each option

- Option
- Advantages
- Consequences
- Select + **Add Another** to add another option. Select **x** to delete an option.

Step 6: Make your decision.

- What is your decision?

Important Life Events

Category: Jr Activity

Recommended Grade: 7

Activity Description: Our past experiences helped us grow into who we are today. Thinking about important events in your life can help you make better decisions in the future. This activity will help you think about your past and your future.

Step 1: Life Event Timeline

- Think about events that have been important in your life.
- Think about when the events occurred and who shared them with you.
- Think about what you learned from the events or how they changed you.

Life Event Timeline Fields:

- When? (Your age or the year)
- What happened?
- Who was involved?
- What did I learn about myself?
- Select + **Add Another** to add another Life Event. Select **x** to delete an event.

Sample Life Event Timeline:

When?	What happened?	Who was involved?	What did I learn about myself?
Age 3	Learned to ride a bicycle.	Dad and older sister.	I can learn to do new things and I am determined.
Age 5	Started school.	Parents and teacher.	I can learn to do things without my family and make new friends.
Age 8	Broke my arm.	Nurse, doctor, family.	Hospitals are okay places to stay and I can

			deal with an injury.
Age 10	Took care of my neighbor's pets.	Neighbors and pets.	I can follow directions and my neighbors can depend on me.

Step 2: Future Life Event Timeline

- Once you have looked at past experiences, think about events in your future life
- What important events do you see happening to you in the next five, ten and fifteen years?

Future Life Event Timeline Fields:

- When? (Your age or the year)
- What will happen?
- Who will be involved?
- Why will this happen?
- Select + **Add Another** to add another Future Life Event. Select **x** to delete an event.

Sample Future Life Event Timeline:

When?	What will happen?	Who will be involved?	Why will this happen?
Age 15	Make the high school basketball team.	Coach, other players.	I will practice with my sister and friends and go to summer camps.
Age 18	Accept scholarship to play on college team.	Coach, other players, family.	I get good grades and work hard to improve as a player.
Age 22	Graduate from college with a degree in journalism.	Professors.	I set goals to graduate and stick to my study and practice schedule.
Age 23	Play professional basketball.	Coach, other players, agent.	I keep working to improve my skills.

Reflection:

Reflect on your past life events and what you want your future to be like. List one thing you want to do in your future

Interest Profiler Mini

Category: Jr Self-Survey

Recommended Grade: 7

Activity Description: Complete Interest Profiler Mini self-survey. The Interest Profiler Mini helps you find how your interests relate to careers you may want to explore. Connecting interests to careers is one way to find a career you will enjoy!

Interest Profiler Mini Reflection

Category: Jr Activity

Recommended Grade: 7

Requirements: Interest Profiler

Activity Description: Now that you have completed the **Interest Profiler Mini**, view your results to explore your interests. Knowing your interests can help you identify careers that you might enjoy.

1. Go to My Dashboard
2. Look at your **CCI Quick Pic** results.
3. Explore your top three career clusters based on your results.
4. Explore as many additional career clusters as you like.
5. Favorite the career clusters that interest you.

6. Return to this activity and select your top career clusters based on your exploration.
- Artistic
 - Conventional
 - Enterprising
 - Investigative
 - Realistic
 - Social

Reflection:

- Think about your **Interest Profiler Mini** results and the six interest areas. Do your Interest Profiler Mini results best describe you? If not, what interest areas describe you better and why?
- What career clusters interest you now?

Job Shadow Guide

Category: Jr Activity

Recommended Grades: 8 and 11, not cumulative

Requirements: Use Jr version to make not cumulative

Activity Description: What is a job shadow? Just as a shadow follows a person, you follow a worker on the job. A job shadow allows you to find out more about careers that interest you and see the different places people work. In this activity you will schedule and complete a job shadow.

Step 1: Select and contact a business and arrange a job shadow.

Prepare for the phone call or send an email using the script below. If you are sending an email, be sure to address your contact and sign off as if you were writing a letter.

Fields to enter:

- Job shadow contact
- Business, address
- Phone number
- Email

Script:

"Hello, my name is *{insert name}*. I am a(n) *{insert grade}* grader at *{insert school name}* school.

I am interested in learning about *{insert career, job, or business}*. I received your name from *{insert who you received their name from}*, and I was wondering if you might allow me to job shadow you or someone else in your business for *{length of job shadow (hours, day, etc.)}*?"

If the person responds and agrees to the job shadow, set the day and time.

"I would like to do the job shadow on *{job shadow date at time}*."

Thank the contact person. Explain that you will be calling or emailing one or two days prior to the day to confirm the job shadow.

Step 2: Prepare for the job shadow.

Read about the career you are shadowing. What more do you want to know about the job? Here are some suggested questions for the worker you are shadowing:

- What do you like about your job? What do you not like about your job?
- What do you do in a typical work day?
- How do you use the things you learned in school in your job?
- How much education and training do you need for this job?
- What is your work schedule? When does your work day start and when does it end?
- What is the starting salary for this job?
- When you were in middle or high school, did you think you would be doing this job?

Think of what questions you are going to ask the worker you are going to shadow. Select **+ Add Another** to add another question. Select **x** to delete a question.

Decide what you want to look for during the job shadow. Some suggestions are:

- Do they work inside or outside?
- Do they work alone or with other people?
- Do you want to see what people wear on the job?
- Do they move around or sit all day?
- Do you want to see what equipment they use?

Enter the things you will look for. Select **+ Add Another** to add another item. Select **x** to delete an item.

Call or email your contact person a few days before to confirm the day and time of your job shadow.

Step 3: Complete the job shadow. Be sure to have the questions you want to ask and the things you want to look for at the workplace. Take notes to look back on later.

Step 4: Write a thank you note. Thanking your host for their time is very important.

- Use the script below to write a draft note or email.
- Review the draft and look for spelling and punctuation errors.
- After reviewing the draft, either type your email or write your note on a clean sheet of paper, address an envelope, and use the appropriate postage to mail it.

Script:

Dear *{insert contact title (Mr., Mrs., Ms.) and last name}*,

Thank you for allowing me to visit you at your work. I appreciate all the time you spent with me. I learned a lot from being your shadow. My favorite part of the visit was *{insert favorite part}*. I learned *{insert what you learned}*.

Thank you again for answering my questions and letting me see what you do in a work day.

Sincerely,
{insert your name}

Reflection:

	<p>Review the notes you took during your job shadow and reflect on your experience.</p> <ul style="list-style-type: none"> • What work did you see your host or other workers doing? • What did you learn from the questions you asked your host? • What did you look for during the job shadow? What did you learn? • Is this a job you think you would like to do after you get out of school? Why or why not?
<p>Job Success Scale</p>	<p>Category: Jr Activity Recommended Grade: 7 Activity Description: The same skills you use as a successful student will help you be a successful employee. If you use these skills now, you are likely to use them at a new job. This job success scale will help you measure your ability to do what is needed to be successful at work.</p> <p>Choose how well the statement describes you as an employee (a lot like me, somewhat like me, a little like me, not like me).</p> <ul style="list-style-type: none"> • Get to work on time • Follow instructions • Ask questions about my work so I do it right • Do my share of work • Follow the rules for phone, email, and internet use • Admit when I make mistakes • Do what I am asked to do • Keep a positive attitude with others and work <p><u>Reflection:</u></p> <ul style="list-style-type: none"> • In an interview, employers may ask why they should hire you. To answer this question, talk about the skills that helped you succeed in school. These skills will transfer to your success in a job. • List your strongest skill • List the skills you want to improve
<p>Jr Careers</p>	<p>Category: Jr Component Recommended Grades: 6-8, cumulative Activity Description: Explore the Career Clusters List. Favorite career clusters that interest you. Career clusters are groups of careers that use similar knowledge and skills. Users are required to select favorites to complete the activity.</p>
<p>Learn a New Skill</p>	<p>Category: Jr Activity Recommended Grade: 7 Activity Description: A skill is something you learn how to do. You have many skills now and will learn many more throughout your life. Learning skills is easier when you have a plan because you are more likely to follow through. This activity will help you identify a skill you want to learn and create a plan to learn it.</p> <p>Step 1: What skill do I want to learn? This will be your goal. Be specific. Choose a goal specific enough for you to know when you have accomplished it. For example, "learn to play basketball" is not specific. A more specific example is "learn to make a jump shot".</p> <p>Step 2: Who can help me? Ask someone for information or suggestions on how or where you can learn this new skill. Or, ask someone to teach you this new skill. For example, who can help you learn to make a jump shot? Your neighbor played basketball in college and she coaches a summer league team.</p>

Step 3: How will I learn this skill? Make a list of actions. For example, what would you do to learn the jump shot?

1. Ask the neighbor to coach you.
2. Set a time to meet.
3. Do the coaching session.
4. Practice the jump shot.
5. Have your neighbor evaluate your shot.

Step 4: What might get in the way of learning this new skill and how might you get around this? When plans are made, something may change that impacts your plans. But you can get around these setbacks by thinking ahead. For example, the neighbor had surgery and cannot help you with your jump shot. You can get around this by finding someone else to coach you.

Step 5: When will I learn this skill? Setting a time to meet your goal will help you stick to your plan and not put it off.

Learning Styles Survey

Category: Self-Survey

Recommended Grade: 6 and 9, not cumulative

Activity Description: Complete the Learning Styles Survey. This short survey can help you identify the ways you learn best. Knowing more about your learning style will make you a more effective learner. You will also get study tips for your learning style.

Learning Styles Survey Reflection

Category: Jr Activity

Recommended Grade: 6 and 9, not cumulative

Requirements: Learning Styles Survey, Use Jr version to make not cumulative

Activity Description: Now that you have completed the Learning Styles Survey, view your results to explore the ways you learn best. If you know and understand the way you learn, you will be a better learner.

1. Go to My Dashboard
2. Select **Learning Styles Survey**.
3. Explore your preferred learning style(s) and study tips based on your results.
4. Return to this activity and select your preferred learning style(s).

Reflection:

- Think about your preferred learning style(s). What did you find interesting about your preferred learning style(s)?
- What study tips would you like to try?

Listening Skills on the Job

Category: Jr Activity

Recommended Grade: 6

Activity Description: Listening skills are important because they help you communicate well with others. Some jobs require more listening skills than others. This activity will help you learn about some jobs and the listening skills required.

1. Think about a career that requires good listening skills. For example, Airplane Pilots, Lawyers, or Waiters and Waitresses.
2. Go to the Careers List to select the career title.
3. Select **Things to Know** to read about **Job Tasks** and **Skills and Abilities**.

4. Return to this activity and complete the fields based on your exploration.
 - Career/Job Title
 - What are some situations where a person in this job would have to use listening skills?
 - What might happen if a person in this job has poor listening skills?

Reflection:

What are some other jobs that require good listening skills?

Make a Change

Category: Jr Activity

Recommended Grade: 7

Activity Description: Change can be hard. Have you ever wanted to do something different so that life would go more smoothly? Making a change is easier when you have a plan because you are more likely to follow through. This activity will help you identify something you want to change and the steps to make it happen.

Think of something you want to change about yourself. This will be your goal.

- Do you want to get up the first time the alarm goes off?
 - Do you want to not get caught up in drama between friends?
 - Do you want to turn all of your assignments in on time this week?
1. What do I want to change? Your goal should be specific enough that you know when you have reached it.
 2. Who can help me? Who can you ask to help you reach your goal?
 3. How will I make the change? Make a list of actions.
 4. What might get in the way of making this change and how might you get around this?
 5. When will I make the change? Set a month and year.
 6. How will I know that I made this change?

My Accomplishments

Category: Jr Activity

Recommended Grade: 7

Activity Description: People may have asked you, "What do you want to accomplish in life?" To accomplish is to successfully finish a project or activity. By studying your accomplishments, you can learn about your skills. A skill is something you can learn how to do. Start by making a list of your accomplishments and pay attention to activities you enjoyed.

List some of your accomplishments. Examples:

- Built a birdhouse in the backyard.
- Sang in the chorus in the spring musical.
- Made the basketball team.
- Wrote a book report.
- Created a model of a volcano.

Choose at least one of the accomplishments you listed and list the skills you used in or learned from that activity. Select + **Add Another** to add another Skill or

Accomplishment/Skill set. Select **x** to delete a skill or set. Examples:

- Accomplishment: Built a birdhouse in the backyard.
- Skills: Read plans for building birdhouse, made measurements for cutting boards, followed instructions.

Reflection:

- Knowing about your skills is important in planning your career. The things you like to do and can do well are skills you might want to use in a future job. List the skills you like to use.
- List one thing you want to learn to do.

Options After High School

Category: Jr Activity

Recommended Grade: 8

Activity Description: There's a lot you can do now to prepare for your educational plans after high school:

- Develop good study habits
- Become involved in extracurricular, school, and community activities
- Take courses that prepare you for college or earn college credit in high school
- Learn about types of colleges and degrees

Read the information below to learn about your many options for college preparation, programs, and other educational possibilities.

Can I earn college credit in high school?

Dual Credit or Dual Enrollment

- Courses that count for both college and high school credit
- May be taught by high school teachers

Advanced Placement (AP)

- Opportunity to take college-level courses in a high school setting
- Taught by high school teachers
- Qualifying scores on exams may be accepted as college course replacements by colleges and universities

International Baccalaureate (IB)

- For high school juniors and seniors
- Demanded courses that are either one or two years long that prepare students to take an exam
- Qualifying scores on exams may be accepted as college course replacements by colleges and universities

What types of schools or colleges are there?

2-Year and Community and Technical Schools

- Require up to two years of study
- Offer certificates, diplomas, and Associate's degrees
- Offer fairly low tuition rates
- Usually admit anyone who has a high school diploma or GED
- Offer courses that will prepare you for a job or general education courses that transfer to a four-year college or university

4-Year Schools

- Require four or more years of study
- Offer Bachelor's, Master's, Doctorate, and professional degrees
- Admissions policies differ, some schools require high grades and/or high test scores. Others will accept any student with a high school diploma or GED

What other education or training options are available?

Join the Military

- You may be able to learn skills that transfer to jobs after your service
- The military will pay for you to take classes while in the service
- You will receive money to attend college after your service is complete

Participate in an Apprenticeship Position

- The employer provides training and pays the worker during the training
- The training is taught by other employees or in classes at a college
- The worker agrees to learn to do the job
- When training is finished the employee gets a raise

Reflection:

What are your educational plans after high school?

Qualities for Success

Category: Jr Activity

Recommended Grade: 7

Activity Description: What are some of your best qualities? Knowing your best qualities can help you grow and succeed. This activity will help you do so.

Step 1: These personal characteristics describe people who are successful in school, the community, and work. Check the characteristics that most reflect the kind of person you think you are.

- | | | |
|-----------------------------|---|---|
| • Persistent | • Honest | • Mature |
| • Takes on responsibilities | • Problem solver | • Flexible |
| • Leader | • Continues trying when the work gets difficult | • Stays calm when in stressful situations |
| • Friendly | • Likes challenges | • Avoids being aggressive |
| • Easy to get along with | • Energetic | • Thorough when doing work |
| • Helpful | • Works hard to get things done | • Creative |
| • Self-confident | • Works well with others | • Thinks things through |
| • Accepts criticism | • Sensitive to the feelings of others | • Follows instructions |
| • Controls anger | | |
| • Dependable | | |

Step 2: We all have characteristics that make us successful. List words or phrases that you think describe the person you are. Select + **Add Another** to add another characteristic. Select **x** to delete a characteristic.

Step 3: We would all like to improve ourselves in some way. List qualities you would like to work on to become more successful. Select + **Add Another** to add another quality. Select **x** to delete a quality.

Reflection:

List the qualities that help you be the most successful in your school and home.

Reality Check

Category: Self-Survey

Recommended Grades: 8 and 12, not cumulative

Activity Description: How much money will you need to support your lifestyle? What careers match your financial needs? Take a Reality Check to find out

Reality Check Reflection

Category: Jr Activity

Recommended Grades: 8 and 12, not cumulative

Requirements: Reality Check, Use Jr version to make not cumulative

Activity Description: Now that you have completed **Reality Check**, view your results to explore career clusters with related careers that match your financial needs. Knowing how much money you will need to support your lifestyle can help you find careers that will pay you the salary you need.

1. Go to My Dashboard
2. Select **Reality Check**.
3. View your results and select **Your Custom Career Clusters List**.
4. Select a career cluster to explore.
5. Explore as many career clusters as you like.
6. Favorite the career clusters that interest you.
7. Return to this activity and reflect on your exploration.

Reflection:

- Think about your **Reality Check** results and the career clusters you explored. What did you learn about yourself from the Reality Check you just completed?
- What career clusters interest you now?

Should I Join

Category: Jr Activity

Recommended Grade: 8

Activity Description: Join some activities or clubs offered by schools and communities nearby! These experiences will teach you what you like and dislike, and they look great on applications for college, jobs or scholarships.

Benefits of extracurricular activities

- Explore your interests and learn about related careers
- Find new people who share your interests
- Meet people who are different from you
- Learn how to work with others and manage your time

Find the right activity

Learn about the activities that are offered in your school and community. Ask your peers about their experiences and consider the following questions:

- What are my interests?
- Do I have enough time to keep up on my school work?
- How will I get to and from the activity?
- Will I have enough personal time to sleep, relax, be with my friends and family?

Pick up a list of activities available at your school from your teacher or front office. Talk with activity advisors and coaches. Ask questions to get the information you need to decide which activity to join.

Think of two or three activities or clubs you might join and answer the following questions. Select **+** **Add Another** to add another activity. Select **x** to delete an activity.

- What activities are you thinking of joining?
- Who is the advisor, coach, or sponsor of this activity?
- Do you have to be a certain age or in a certain grade to join?
- Are there fees to join or for food, travel, uniforms, and other expenses? How

- much are they? Will you be required to help raise money?
- Do you need a physical to join?
- Do you have to get certain grades to join or stay in this activity?
- How much time is this activity going to take? How often will the group meet or practice? How much travel is involved?
- Are you going to join? Why or why not?

Things I Like to Do

Category: Jr Activity

Recommended Grade: 6

Activity Description: There are some classes you like more than others. Chances are, homework for a favorite class gets done first. It's the same for work. Employees who enjoy their jobs get more quality work done and are happier at work and at home. This activity will help you identify activities you enjoy that can be used later to find a job with work you enjoy.

Section One:

1. Think about things you like to do.
2. List activities you enjoy doing using only action verbs. Example: Read novels and short stories.
3. Check the box or boxes that describe how you do the activity. For example, reading novels requires working with words and may be done alone.
4. Select + **Add Another** to list additional activities, select **x** to delete.

Section Two:

1. List activities you do not like to do using only action verbs.
2. Select + **Add Another** to list additional activities, select **x** to delete.

Reflection:

- List the top things you really like to do.
- List one thing you want to learn to do.

Thinking About Myself

Category: Jr Activity

Recommended Grade: 8

Activity Description: This activity will help you identify the things you are good at, the things you enjoy, and the things that make you special. These characteristics are called strengths, interests, and talents. You can use these characteristics to succeed in school and at work. Answer the following questions about yourself.

Related Information

- In addition to my family, adults who are important to me include
- My responsibilities at home include

School Work

- The subjects I enjoy the most are
- The subjects I do best at are
- I learn best by (select one): looking at pictures, reading about things, handling things, talking about things, making things

Hobbies and Leisure interests

- When I'm not at school, I like to
- I like to do this because

Work Experience (Paid or Unpaid)

- I have worked as
- I like to work when
- I don't like to work when

My Special Qualities

- Three things I like about myself. Select + **Add Another** to add another quality. Select **x** to delete a quality.
- Other people like my ability to
- My greatest achievement so far is
- One thing I'd like to improve about myself is
- If I could do anything in life, I'd be a

Reflection

- Review your answers and summarize what you've learned about your characteristics, interests, and preferences. You might include what you most enjoy or what you're really good at.

Using My Time for Success**Category:** Jr Activity**Recommended Grade:** 6**Activity Description:** Do you wish there were more hours in a day? Staying organized allows people to find time to do their important tasks every day.

1. Think about a person who is well organized and good at finishing tasks.
2. Ask them to journal their activities for one day. You will journal your activities for the same day.
3. Record the time spent on activities during the day. Include school- or work-related activities, fun activities, and personal activities (bathing, eating, sleeping). Be sure to include time for travel and chores.
4. Compare your daily activities with those of the other person.

Questions:

- How much time did each of you spend on things such as work, school activities, chores, and studying?
- How much time did each of you spend on things such as watching television, listening to music, or talking to and messaging friends?
- What daily activities were similar?
- What daily activities were different?

Reflection:

- Think about the activity you just completed. What did you learn about how you spend your time?
- How could you change your activities to use your time more successfully?

What are Working Conditions?**Category:** Jr Activity**Recommended Grade:** 6**Activity Description:** Imagine you are at your perfect job. Are you inside or outside? Are you working alone or with others? Is the workspace quiet or loud? These are examples of working conditions. Before you decide on a career, it is important to consider whether the working conditions are right for you. Choose the condition you prefer from the list of

working conditions.

Categories:

- **Teamwork:** Work alone or work with others
- **Tasks:** Do the same tasks each day or have a variety of tasks to do
- **Location:** Working inside or working outside
- **Sitting or standing:** Sit most of the time or stand most of the time
- **Work times:** Work during the day or work evenings
- **Work week:** Work Monday to Friday or work weekends
- **Work site:** Stay at one work site or work at different sites
- **Work hours:** Work 40 hours each week or work more than 40 hours each week
- **Work tools:** Work with equipment or work with words and numbers
- **Cleanliness:** Stay clean or get dirty
- **Travel:** Go home at the end of the day or be away from home for several days
- **Community:** Work with the same people or meet new people almost every day
- **Responsibilities:** In charge of your work only or in charge of other workers
- **Work clothes:** Wear uniforms or wear your own clothes
- **Wages:** Get a regular pay check or paid by amount of work done

Reflection:

Knowing what working conditions are important to you will help you choose your career. What working conditions are most important to you?

**What Rewards Do I
Want From Work?**

Category: Jr Activity

Recommended Grade: 7

Activity Description: Like most workers, you probably want to get paid. But what if you have two job offers that pay the same amount? Knowing what other rewards are important to you can help you decide which job you really want.

Review the list of rewards and choose how important each reward is to you (very important, moderately important, not important).

- Earn large amounts of money
- Work alone
- Do work that is exciting
- Work and live in an area that allows me to do things I enjoy
- Set my own time schedule
- Be in charge of other employees
- Plan my own workday
- Solve problems and make decisions
- Try out my own ideas
- Do something different every day
- Be busy all the time
- Get up and move around
- Work with others as part of a team
- Receive recognition for what I do
- Be creative
- Develop friendships with the other workers
- Do things for other people
- Work for the same company for many years

Reflection:

	<p>Reflect on what you've learned about what you want from work. List at least three rewards that are very important to you.</p>
<p>Why Do People Work?</p>	<p>Category: Jr Activity Recommended Grade: 7 Activity Description: People work for many different reasons. Some work to do what they love while others work to feel a sense of success. Many people work to provide for their families and loved ones. When you are studying a career or looking for a job, it is important to keep in mind what you want to get from your work.</p> <p>Interview one person to learn why they work. Ask the following questions and record their answers.</p> <ul style="list-style-type: none"> • What is your name? • What is your job? • Why do you work? • If you won a lottery and did not have to work for money, would you continue to work? Why? • If you had a choice, would you keep this job or would you do something different? Why? • What job would you want? • What do you like about working? • What don't you like about working? <p><u>Reflection:</u> Reflect on the information you gathered and think about your own future as a worker. Why do you want to work?</p>
<p>Workplace Employability Skills</p>	<p>Category: Self-Survey Recommended Grade: 8 and 10, not cumulative Activity Description: The Workplace Employability Skills Self-Survey can help you evaluate your employability skills. Employability skills are things like professionalism, collaboration, and ethical practices. These are skills that employers look for when hiring.</p>
<p>Workplace Employability Skills Reflection</p>	<p>Category: Jr Activity Recommended Grade: 8 and 10, not cumulative Requirements: Workplace Employability Skills Activity Description: Now that you have completed Workplace Employability Skills, view your results to explore your employability skills. Knowing your employability skill levels allows you to build on your strengths and work on things that need improvement. Strong employability skills are important for a successful job search.</p> <ol style="list-style-type: none"> 1. Go to My Dashboard 2. Select Workplace Employability Skills. 3. View your results and read about What Your Employability Skills Mean. 4. Return to this activity and select your top employability skills based on your exploration. <ul style="list-style-type: none"> • Collaboration Skills • Complex Communication Skills • Diversity Competence Skills • Ethical Practices Skills • Financial Practices Skills

- Initiative and Self-Direction Skills
- Professionalism Skills
- Thinking and Innovation Skills
- Workplace Environment Skills

Reflection:

- Think about your **Workplace Employability Skills** results and the nine skill areas. Do your results include the employability skills that best describe you? If not, what employability skills describe you better and why?
- What employability skills can you improve on?

CIS 360 High School contains 47 items that can be used to create customized plans for your state or site. Each plan is a combination of components, self-surveys, and activities. All items are written at an 9th grade reading level. Activities are presented in a sequence to facilitate classroom implementation, and activities are designed to be intuitive for students to complete independently.

Career Plan Definitions

Activity	33 activities are included in CIS 360 High School. Activities include reflections, goal setting, career research, planning, professional development, and more.
Self-Survey	Eight self-surveys are included in the CIS 360 High School Career Plan : Career Cluster Inventory, Learning Styles Survey, Interest Profiler, Work Importance Locator, Workplace Employability Skills, Occupation Sort, Reality Check, and Entrepreneurial Assessment. Each has a corresponding reflection custom activity to follow the self-survey.
Component	Components link to features within CIS 360. CIS High School has six: Careers, Schools, Scholarships, Programs of Study, Resume, and Military Careers.
Cumulative	Activities marked as cumulative indicate that it is designed to be included in multiple grade levels. This allows students to return each year to review their past responses and add to the activity. Activities can be added to as many plans as you want. When an activity is added across multiple plans, it becomes cumulative.
Not Cumulative	Activities marked as not cumulative indicate that while the activity might be repeated, it has separate Jr and HS versions to make it a new activity each time.
HS	Activities that were created for Career Plan High School. Select HS activities are available in Junior to make them available as cumulative activities for high school.

HIGH SCHOOL SAMPLE CAREER PLAN

CIS 360 High School has four sample Career Plans that feature items for 9th, 10th, 11th, and 12th grade. This example shows how you can organize items into categories: **Who am I? Where am I going? How do I get there?**

Grade	Total Items	Components	Self-Surveys	Custom Activities
9	17	2	3	12
10	17	3	2	12
11	24	6	1	17
12	22	5	2	15

9 th Grade		10 th Grade	
Who Am I?		Who Am I?	
Career Cluster Inventory & Reflection Learning Styles Survey & Reflection* Interest Profiler & Reflections My Resume Information**		Work Importance Locator & Reflection Looking Inward Workplace Employability Skills & Reflection My Resume Information**	
Where Am I Going?		Where Am I Going?	
Careers Explore Programs of Study Programs of Study		Careers Compare Careers* Program of Study	Schools Education Research
How Do I Get There?		How Do I Get There?	
Experiential Learning Plans**	Education Plans**	Experiential Learning Plans**	Education Plans**
Personal Goals**	Career Goals	Personal Goals**	Career Goals
Academic Goals**	Quick Course Plan	Academic Goals**	
Track Test Scores		Track Test Scores	
11 th Grade		12 th Grade	
Who Am I?		Who Am I?	
Occupation Sort & Reflection My Resume Information **		Reality Check & Reflection* Entrepreneurial Assessment & Reflection* My Resume information**	
Where Am I Going?		Where Am I Going?	
Careers Career Project Job Shadow Guide* Military FAQ	Military Careers Program of Study School FAQs Schools	Careers Informational Interview Guide Programs of Study	Schools Compare Schools
How Do I Get There?		How Do I Get There?	
Track Schools	Resume	Track Schools	Job Search Action Plan
Financial Aid FAQ	Personal Goals**	FAFSA	Personal Goals**
Financial Aid Estimator	Academic Goals**	Scholarships	Academic Goals**
Scholarships	Track Test Scores	Track Scholarships	Track Test Scores
Track Scholarships	Education Plans**	Experiential Learning Plans**	Education Plans**
Experiential Learning Plans**	Career Goals	Resume	Career Goals

* Indicates a HS activity that can only be used in High School Career Plan, due to having a separate HS and Jr version, or linking to HS only components.

** Indicates a HS activity available in a Junior Career Plan. This is to create a cumulative activity that can be revisited from Junior- High School.

HIGH SCHOOL ACTIVITY LIBRARY

Academic Goals | Category: HS Activity

	<p>Recommended Grades: 8– 12, cumulative</p> <p>Activity Description: What do you want to learn more about in high school? Your academic goals will change as you learn more about yourself, your interests, and your strengths.</p> <p><u>Fields for Entry:</u></p> <ul style="list-style-type: none"> • Personal goal • My supports • Target date (month, day, year) • Results <p>Select + Add Another to add another goal. Select x to delete a goal.</p>
Careers	<p>Category: Component</p> <p>Recommended Grades: 9-12, cumulative</p> <p>Activity Description: Explore the Careers List. Favorite careers that interest you. A career may also be called an occupation, profession, or job. Users are required to select favorites to complete the activity.</p>
Career Cluster Inventory	<p>Category: Self-Survey</p> <p>Recommended Grades: 9</p> <p>Activity Description: Complete Career Cluster Inventory. The Career Cluster Inventory helps you think about activities that you like and matches them to career clusters. Learning more about your interests and how they fit with clusters is one way to find a career you will enjoy!</p>
Career Cluster Inventory Reflection	<p>Category: HS Activity</p> <p>Recommended Grades: 9</p> <p>Requirements: Career Cluster Inventory</p> <p>Activity Description: Now that you have completed Career Cluster Inventory, explore the career clusters and related careers that interest you. Keep your favorite careers in mind as you think about possible future school courses and careers.</p> <ol style="list-style-type: none"> 7. Go to My Dashboard 8. Look at your Career Cluster Inventory results. 9. Explore your top three career clusters based on your results. 10. View the Related Careers for the clusters and favorite any that interest you. 11. Explore as many additional career clusters and related careers as you like. 12. Return to the activity, select your top career clusters based on your exploration, and identify related careers that interest you. <ul style="list-style-type: none"> • Career Cluster (1): Career that interests me, why this career interests me • Career Cluster (2): Career that interests me, why this career interests me • Career Cluster (3): Career that interests me, why this career interests me <p>Select + Add Another to add another career in a cluster. Select x to delete a career.</p> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> • Think about your Career Cluster Inventory results and related career exploration. What did you learn about yourself from completing the Career Cluster Inventory? • What careers interest you now?
Career Goals	<p>Category: HS Activity</p> <p>Recommended Grades: 9– 12, cumulative</p>

Activity Description: What careers are you interested in? How can you start preparing now? This activity will help you think about careers and courses you can take in high school to help prepare you for college and beyond.

1. Go to **My Dashboard** and view your favorite careers.
2. Select a career and go to **Education & Training** to view the helpful high school courses.
3. Return to this activity and enter the name of the career and courses that interest you.
4. Once you've explored one career, add a few more!

Select + **Add Another** to add another career and courses. Select **x** to delete a career.

Career Project

Category: HS Activity

Recommended Grade: 11

Activity Description: To start career planning, it's important to learn about different jobs. This information will help you make good career decisions in your future. For this activity, ask yourself, "What if I became a ...?".

1. Go to **My Dashboard** to view your favorite careers
2. Select a career to explore
3. Return to this activity and complete the fields
 - If I became a(n)
 - What skills and abilities would I need for this career?
 - What courses would I need to take in high school?
 - Where would I work?
 - How would I prepare after high school?
 - How much does it pay?
 - What is the career cluster?
 - What are related careers?
 - What are some interesting things to know?
 - Is this career for me? Why or why not?
4. Create a collage, poster, slide, or write a report based on your research
5. Add drawings, pictures, or graphics to make your project interesting

Compare Careers

Category: HS Activity

Recommended Grade: 9

Requirements: Only use in HS version, links to HS Careers

Activity Description: You have now completed several self-surveys and learned about some careers. In this activity, you will compare some of those careers that interest you on several factors. This information can help you evaluate your options and set goals for your future.

1. Go to the **Careers List**
2. Select the checkbox for two careers
3. Compare the careers
4. Return to the **Careers List** and repeat this process, comparing different careers
5. Favorite the careers that interest you
6. Return to the activity and reflect on your career exploration.

Reflection:

- Think about the careers you compared. What careers interest you now?

Compare Schools

Category: HS Activity

Recommended Grade: 12

Activity Description: Some schools may interest you because friends and relatives have attended them or maybe they are in your home town. Finding the right school requires some research. This activity will help you compare schools so that you can find a school that is a good fit for you.

1. Go to **My Dashboard** to view your **favorite schools**
2. Select a school to explore
3. Return to the activity and complete the fields for the school
 - School
 - Program of study in my interest area?
 - Tuition cost?
 - Housing cost?
 - Scholarship or financial aid available?
 - What do you like/dislike about this school?
4. Once you've researched one school, add a few more!

Select **+** **Add Another** to add another school. Select **x** to delete.

Reflection:

- What school characteristics are most important to you?
- What school or training programs interest you now?

Education Plans

Category: HS Activity

Recommended Grades: 8– 12, cumulative

Activity Description: It is important to start thinking about what you might want to do after high school. There are many education options, such as attending a career technical program, a four-year college, or an apprenticeship. Explore what the preparation is for the career(s) you are interested in and choose the options that align with your career interests.

Save education options you are considering post-high school:

- Direct to workforce (on the job training)
- Military
- Tech School/ Area Career Center
- Vocational Training (Apprenticeship)
- 2-Year College
- 2-Year College: Transfer to a 4-Year College
- 4-Year College or University
- Other (please describe)

Education Research

Category: HS Activity

Recommended Grade: 10

Activity Description: You've learned by now that most career paths require some education after high school. Some require completion of certificate programs or apprenticeships, others require two- or four-year degrees. In this activity, you will explore programs of study (majors) for careers you are interested in and learn about schools that offer these programs.

1. Go to **My Dashboard** to view your favorite careers.
2. Select a career and go to **Education & Training** to view the **Related Programs of Study**.
3. Select a program of study and go to **Schools** under **Related Info** to explore schools that

- offer the program of study.
- 4. Return to the activity and complete the fields based on your exploration.
 - Career, related program of study, related school
- 5. Once you've researched one career, add a few more.

Select + **Add Another** to add another career and related program of study and/or another related school. Select **x** to delete.

Reflection:

- What careers interest you now?
- What programs of study interest you now?
- What schools interest you now?

Entrepreneurial Assessment

Category: Self-Survey

Recommended Grade: 12

Activity Description: Entrepreneurs use their talents in many ways. Successful entrepreneurs share common traits. The Entrepreneurial Assessment can help you decide if self-employment is a good match for you.

Entrepreneurial Assessment Reflection

Category: HS Activity

Recommended Grade: 12

Requirements: Entrepreneurial Assessment, only use in HS version, links to HS Careers

Activity Description: Now that you have completed the **Entrepreneurial Assessment**, view your results to explore if self-employment is a good match for you. Even if you don't think you want to work for yourself, you may enter a career that has a high level of self-employment.

1. Go to My Dashboard
2. Select **Entrepreneurial Assessment**
3. View your results and read about **What Your Self-Employment Traits Mean**
4. Return to the activity and select your self-employment score

My Self-Employment Score:

- 80-100 You have an outstanding ability to be an entrepreneur.
- 60-79 You have a satisfactory ability to be an entrepreneur.
- 40-59 Self-employment may not be right for you.
- 0-39 You should probably avoid self-employment.

Reflection:

- Think about your **Entrepreneurial Assessment** results and self-employment traits. What did you learn about yourself from completing the Entrepreneurial Assessment?

Dig Deeper (optional):

1. Go to the **Careers List** and filter on **High Self-Employment**
2. Explore careers with high self-employment
3. Favorite the careers that interest you
4. Return to the activity and reflect on your exploration

Reflection:

Think about careers with high self-employment. Did any of your favorite careers have high self-employment? If so, what careers?

Experiential Learning Plans

Category: HS Activity

Recommended Grades: 8-12, cumulative

Activity Description: If you have not started yet, it is time to gain some experiential learning to enhance your career development. This activity will help you record your previous experiences and plan others you would like to have during your high school career. Activities typically included in a resume, such as internships, can be entered in **Resume**. Keeping records of your experiential learning will come in handy as you begin to apply for scholarships and college.

For each type of learning experience, choose when you had each experience and add a summary of your experience when applicable. (*What did I do? What did I think about it? What did I learn? How did it change my views?*) Select **+ Add Another** to add another item. Select **x** to delete an item.

Expert Presenters

Expert Presenters visit classrooms and share information about their careers, educational background, and personal choices that helped them achieve their career success.

Tours and Field Trips

Tours and Field Trips help students explore the knowledge and skills of different careers within an industry cluster.

Job Shadowing

Job Shadowing is a short-term experience intended to help students explore a range of career objectives. Students make brief work-site visits to spend time with individual workers learning what knowledge, skills, and education their jobs entail.

Mentoring/eMentoring

Mentoring is a professional relationship where an experienced person, the mentor, assists another, the mentee. The mentor helps the mentee develop skills and knowledge to enhance their professional and personal growth.

Explore Programs of Study

Category: HS Activity

Recommended Grade: 9

Activity Description: You have narrowed down your careers of interest with the self-surveys and the other activities you have completed. Now it is time to think about your options for study and training programs after high school. This activity will help you explore programs of study (majors).

1. Go to My Dashboard to view your favorite careers.
2. Select a career and go to **Education & Training** to view the **Related Programs of Study** and **Helpful High School Courses**.
3. Explore as many related programs of study as you like.
4. Favorite the programs of study that interest you.
5. Return to this activity and complete the fields based on your exploration.
 - Enter a **Career, Related Program of Study**, and **Helpful High School Courses**.
 - Add another **Related Program of Study** and **Helpful High School Courses** under that same career by selecting **+ Add Another**. Select **x** to delete an entry.
6. Once you've explored one career and related programs of study, add a few more!
 - Select **+ Add Another** to add a different **Career** with **Related Program of Study** and **Helpful High School Courses**. Select **x** to delete a career.

	<p><u>Reflection:</u></p> <ul style="list-style-type: none"> • What careers interest you now? • What programs of study interest you now?
<p>Explore Schools</p>	<p>Category: HS Activity Recommended Grade: 11 Activity Description: You have explored and favorited schools you are interested in. Now it's time to dig deeper and explore your interests and concerns of those schools. This activity will help you narrow the list of schools that interest you to the ones that interest you most.</p> <ol style="list-style-type: none"> 1. Go to My Dashboard to view your favorite school 2. Select a school to explore 3. Return to this activity and complete the fields based on your exploration <ul style="list-style-type: none"> ▪ Enter a school, add interests and concerns 4. Once you've explored one school, add a few more <p>Select + Add Another to add another school. Select x to delete a school.</p> <p><u>Reflection:</u></p> <ul style="list-style-type: none"> • What schools interest you now? Are there any schools you're no longer considering? • From your perspective, what are the most important characteristics of a school or training facility? • What other factors might you want to consider when selecting a school or training facility (less important but still worth considering)?
<p>FAFSA</p>	<p>Category: HS Activity Recommended Grade: 12 Activity Description: Are you thinking about education after high school? Use the Free Application for Federal Student Aid (FAFSA) form to apply for financial aid for college. Have you thought about going to a FAFSA workshop? Ask your advisor or school counselor about workshops in your area.</p> <ol style="list-style-type: none"> 1. Select your status from the drop-down menu <ul style="list-style-type: none"> • FAFSA complete • FAFSA planned • Not planning on completing the FAFSA 2. Use the notes field to describe the FAFSA Workshop you attended, including dates and people that helped you.
<p>Financial Aid Estimator</p>	<p>Category: HS Activity Recommended Grade: 11 Activity Description: Are you thinking about education after high school? Get a head start by filling out the Federal Student Aid Estimator at any time before you complete the FAFSA.</p> <ol style="list-style-type: none"> 1. Select your status from the drop-down menu <ul style="list-style-type: none"> • Estimator complete • Not planning on completing the estimator <p>Note any information about your estimated results</p>
<p>Financial Aid FAQ</p>	<p>Category: HS Activity Recommended Grade: 11 Activity Description: After you graduate from high school, you may need to find ways to pay for</p>

your education, housing, and food. Don't worry; there is a lot of help for students!

What is the Free Application for Federal Student Aid?

The [Free Application for Federal Student Aid \(FAFSA\)](#) allows you to be considered for grants, scholarships, work-study jobs, and loans.

What types of financial aid are available?

Colleges usually decide how much financial aid students receive based on how much money they need. There are several types of financial aid:

Grants:

- Money from state/federal governments or your school
- Does not have to be paid back – it's a free gift!
- Based on how much money you actually need

Student Loans:

- Money borrowed from the federal government or a bank
- Must be paid back over time after you graduate
- Can borrow as much as you want

Work Study:

- Money for a part-time job at your college
- A great chance to gain work experience for your career

What types of scholarships are available?

Many organizations reward students for their academic or athletic achievement. Some organizations also reward students who have other skills and talents. What are your skills and talents?

Merit Scholarships:

- Money to go to college for something you are good at
- Many are offered by organizations right in your community or state
- Colleges offer academic scholarships to students who get very high test grades and test scores

Athletic Scholarships:

- Many pay for both tuition/fees and room/board
- Some only pay for tuition/fees
- Offered for many sports – not just the ones on TV

What other options are there to pay for college?

Savings

Are you saving for college? Saving money now means borrowing less in the future! It's never too late for you or your family to start saving for your education.

Community Service

Do you like to help people? Do you want to teach someday? Then one of these programs might be right for you.

- AmeriCorps
 - Serve for a set amount of time in a community in the US

- Receive money to pay back student loans
- Teach for America
 - Teach in a community in the US for a set amount of time
- Peace Corps
 - Serve a community in another country for a set amount of time
 - Receive money to pay back student loans

Military Service

Do you want to join the military, but know how important a college education is for your future? There are a lot of options for you!

- ROTC Scholarships:
 - Train for the military while attending college
 - Serve as an officer for a set amount of time after your graduate
 - The military pays for all of your education costs
- Service Academies:
 - Military colleges where you earn a college degree while serving
 - There is a college for every branch (Army, Air Force, Navy, Coast Guard, and Merchant Marines) and even a military medical college
 - The military pays for your education and you earn a paycheck as well
 - There is an additional service commitment that begins after you graduate
- Tuition Assistance:
 - Take college classes online or at a nearby college while in the military
 - The military pays for your tuition and you earn a paycheck as well
- Montgomery GI Bill:
 - After you leave the service, you can use the GI Bill to pay for college
 - Pays for a percentage of your education costs, depending on how long you served

Work

If you aren't in a hurry, this may be a good way to pay. You can attend college part-time while working part-time or full-time. Remember to make school a priority though – cash in your pocket now may feel great, but a degree will do more for your future.

Informational Interview

Category: HS Activity

Recommended Grade: 12

Activity Description: You have completed several career assessments, explored a variety of careers, and learned about their preparation requirements. Now, it's time to conduct some in-depth research on a few select careers that interest you most through informational interviews. You will contact people who work in those careers to gain more detailed or personalized information on a career you may enter down the road.

Step 1: Select and contact individuals and schedule your interview

Fields for entry:

- Informational Interview Contact
- Career
- Phone Number

- Email

Select + **Add Another** to add another contact. Select **x** to delete a contact.

Step 2: Prepare for the interview. Read about the career of the person you have chosen to interview. What more do you want to know about the job? Here are some suggested questions for the worker you are interviewing:

- What is your job like?
 - What does a typical day look like?
 - What kinds of decisions do you make?
- What do you like most about your job?
 - What do you find challenging?
 - Is your job different from how you first thought it would be?
- What things (work, activities, classes, or hobbies) did you do before you entered this career?
 - What other jobs can you get with the same background?
 - What attracted you to this type of work?
 - What is your suggested preparation route?
- What changes are occurring in your job?
 - Has technology changed your work in any way?
- How could I start working in your field?
 - What are the major qualifications for success in this career?
 - If you were starting again, what, if anything, would you do differently?
- Why do people leave this career?
- What social obligations go along with your job?
 - Are there organizations you must join?
 - Are there other activities you are expected to do outside of work hours?
- What other advice do you have for a person considering this career?

Step 3: Complete the Interview. Be sure to have the questions you want to ask and take notes to look back on later.

Fields for entry:

- Career
 - Interview Question
 - Interview Answer
- Findings from Research

Select + **Add Another** to add another career or question/answer. Select **x** to delete.

Reflection:

What careers interest you now? Why or why not?

Interest Profiler	<p>Category: Self-Survey Recommended Grade: 9 Activity Description: Complete the Interest Profiler self-survey. The Interest Profiler helps you identify your interests and how they relate to careers you may want to explore. Connecting interests to careers is one way to find a career you will enjoy!</p>
Interest Profiler	Category: HS Activity

Reflection

Recommended Grade: 9

Requirements: Interest Profiler Self-Survey

Activity Description: Now that you have completed **Interest Profiler**, view your results to explore your interests and related careers. Knowing your interests can help you identify careers that you might enjoy.

1. Go to My Dashboard
2. Select **Interest Profiler**
3. Select your high interest areas and explore **Careers on Your List**
4. Explore as many interest areas and careers as you like
5. Favorite the careers that interest you
6. Return to this activity and select your top two interests based on your exploration and identify related careers that interest you.
 - 1st Interest Area (select from drop down): Career that interests me, why this career interests me
 - 2nd Interest Area (select from drop down): Career that interests me, why this career interests me

Select + **Add Another** to add another career in an interest area. Select **x** to delete a career.

Reflection:

- Think about your **Interest Profiler** results and related career exploration. What did you learn about yourself from completing the Interest Profiler?
- What careers interest you now?

Job Search Action Plan

Category: HS Activity

Recommended Grade: 12

Activity Description: An action plan can help you reach your goals! Successful plans usually involve multiple steps, in this case steps in your job search. Push yourself to choose steps that involve interacting with others, such as informational interviews, as these methods will make your job search more successful.

1. Identify an objective: something you want to accomplish.
2. List reasons why you want to achieve that objective. These reasons are important to motivate you to work toward your desired result.
3. Think of at least three steps you need to complete to accomplish your objective. These are your goals. Try to be specific when setting goals so it is clear what you need to do.
4. For each step, or goal, enter how many days you need to accomplish it. Make sure you can achieve the goal in less than a week.
5. Once you start completing steps, you may need to review your action plan and add or change some steps.

Select + **Add Another** to add another step/timeframe parameter or another objective. Select **x** to delete.

Sample Action Plan:

Objective: Find a job as a landscaper

Reasons:

- Like plants
- Want to work outdoors
- Enjoy working on a team

- Want to see a finished product

Steps and timeframe:

1. Research career information about landscapers (1 day)
2. Speak with friends and family about local landscapers (3 days)
3. Look for local landscapers and form a list of potential employers (1 day)
4. Call local landscapers to see if you can set up an informational interview or job shadow (2 days)

Reflection:

- What is your action plan for this year?
- What are your long-range plans?
- Who will encourage and support you to achieve your goals?

Job Shadow Guide

Category: HS Activity

Recommended Grades: 8 and 11, not cumulative

Requirements: Use HS version to make not cumulative

Activity Description: What is a job shadow? Just as a shadow follows a person, you follow a worker on the job. A job shadow allows you to find out more about careers that interest you and see the different places people work. In this activity you will schedule and complete a job shadow.

Step 1: Select and contact a business and arrange a job shadow.

Prepare for the phone call or send an email using the script below. If you are sending an email, be sure to address your contact and sign off as if you were writing a letter.

Fields to enter:

- Job shadow contact
- Business, address
- Phone number
- Email

Script:

"Hello, my name is *{insert name}*. I am a(n) *{insert grade}* grader at *{insert school name}* school.

I am interested in learning about *{insert career, job, or business}*. I received your name from *{insert who you received their name from}*, and I was wondering if you might allow me to job shadow you or someone else in your business for *{length of job shadow (hours, day, etc.)}*?"

If the person responds and agrees to the job shadow, set the day and time.

"I would like to do the job shadow on *{job shadow date at time}*."

Thank the contact person. Explain that you will be calling or emailing one or two days prior to the day to confirm the job shadow.

Step 2: Prepare for the job shadow.

Read about the career you are shadowing. What more do you want to know about the job? Here are some suggested questions for the worker you are shadowing:

- What do you like about your job? What do you not like about your job?

- What do you do in a typical work day?
- How do you use the things you learned in school in your job?
- How much education and training do you need for this job?
- What is your work schedule? When does your work day start and when does it end?
- What is the starting salary for this job?
- When you were in middle or high school, did you think you would be doing this job?

Think of what questions you are going to ask the worker you are going to shadow. Select + **Add Another** to add another question. Select **x** to delete a question.

Decide what you want to look for during the job shadow. Some suggestions are:

- Do they work inside or outside?
- Do they work alone or with other people?
- Do you want to see what people wear on the job?
- Do they move around or sit all day?
- Do you want to see what equipment they use?

Enter the things you will look for. Select + **Add Another** to add another item. Select **x** to delete an item.

Call or email your contact person a few days before to confirm the day and time of your job shadow.

Step 3: Complete the job shadow. Be sure to have the questions you want to ask and the things you want to look for at the workplace. Take notes to look back on later.

Step 4: Write a thank you note. Thanking your host for their time is very important.

- Use the script below to write a draft note or email.
- Review the draft and look for spelling and punctuation errors.
- After reviewing the draft, either type your email or write your note on a clean sheet of paper, address an envelope, and use the appropriate postage to mail it.

Script:

Dear *{insert contact title (Mr., Mrs., Ms.) and last name}*,

Thank you for allowing me to visit you at your work. I appreciate all the time you spent with me. I learned a lot from being your shadow. My favorite part of the visit was *{insert favorite part}*. I learned *{insert what you learned}*.

Thank you again for answering my questions and letting me see what you do in a work day.

Sincerely,
{insert your name}

Reflection:

Review the notes you took during your job shadow and reflect on your experience.

- What work did you see your host or other workers doing?
- What did you learn from the questions you asked your host?
- What did you look for during the job shadow? What did you learn?
- Is this a job you think you would like to do after you get out of school? Why or why not?

Survey	<p>Recommended Grades: 6 and 9, not cumulative</p> <p>Activity Description: Complete the Learning Styles Survey. This short survey can help you identify the ways you learn best. Knowing more about your learning style will make you a more effective learner. You will also get study tips for your learning style.</p>
Learning Styles Survey Reflection	<p>Category: HS Activity</p> <p>Recommended Grades: 6 and 9, use HS version to make not cumulative</p> <p>Requirements: Learning Styles Survey</p> <p>Activity Description: Now that you have completed the Learning Styles Survey, view your results to explore the ways you learn best. If you know and understand the way you learn, you will be a better learner.</p> <ol style="list-style-type: none"> 5. Go to My Dashboard 6. Select Learning Styles Survey. 7. Explore your preferred learning style(s) and study tips based on your results. 8. Return to this activity and select your preferred learning style(s). <p><u>Reflection:</u></p> <ul style="list-style-type: none"> • Think about your preferred learning style(s). What did you find interesting about your preferred learning style(s)? • What study tips would you like to try?
Looking Inward	<p>Category: HS Activity</p> <p>Recommended Grades: 9</p> <p>Activity Description: At this point in your life, you are able to apply some valuable perspective to your past experiences. Your past can provide insights about your interests, values, abilities, skills, and personality. This activity will review periods of your life to date to help you identify patterns in your experience and skills you have developed.</p> <ul style="list-style-type: none"> • Answer the questions for each time period of your life (Elementary School, Middle School/Junior High, High School): <ul style="list-style-type: none"> ○ Whom did you most admire? Or who was your hero? ○ What were your favorite stories or books? ○ Who or what were the major influences on you during this time-period? ○ What were your major accomplishments during this time? ○ What challenges did you face during this time-period? ○ What key learning did you gain during this time-period? ○ What careers did you dream of doing during this time-period? • What themes or patterns do you see? • You have likely shown some self-management and interpersonal skills which have great value to many employers. What skills have you developed and used? Check the box next to the skills below that you have shown to date: <ul style="list-style-type: none"> ○ Collaboration/Team Work ○ Competitiveness ○ Dependability ○ Efficiency ○ Ethical Practices/ Integrity/Honesty ○ Flexibility ○ Independent

- Initiative and Self-Direction
- Performing
- Problem Solving
- Professionalism
- Thinking and Innovation

- What skills would you like to build moving forward?

Reflection:

After completing this activity, you should have discovered some strengths you possess. What did you learn about yourself?

My Resume Information

Category: HS Activity

Recommended Grades: 8– 12, cumulative

Activity Description: It is important to keep track of your experiences, skills, achievements, and activities. This activity will help you document all of this information and more. Having a record to refer to will be helpful in the future when you create your resume and apply to jobs.

1. Go to **Resume** to enter or update your information.
2. Return to this activity and select which sections you entered information for.
 - **Contact Information:** Your first and last name. You may choose to list your address, phone number, or email address.
 - **Qualifications:** A summary of your most important achievements, skills, and experience. This optional statement displays at the top of your resume.
 - **Experience:** Your experiences, such as volunteering, service learning, internships, work-based learning, community-based learning, cooperative education, and apprenticeships.
 - **Education:** Your high school information.
 - **Certifications:** Your certifications, such as CPR, babysitting, food safety and handling, or programming languages.
 - **Skills:** Your skills, such as languages you speak, or equipment or technology you know how to use.
 - **Other:** Your achievements and activities, such as athletics, club participation, or student leadership.

Reflection:

What did you learn about yourself?

Military Careers

Category: Component

Recommended Grade: 11

Requirements: Military Careers Component

Activity Description: Explore the **Military Careers Index**. Favorite military careers that interest you. The Military offers a range of career fields and opportunities. Users are required to select favorites to complete the activity.

Military FAQ

Category: HS Activity

Recommended Grade: 11

Requirements: Military Careers Component

Activity Description: The Military FAQ helps explore common questions related to options within the military. The military protects our country, our interests, and our allies. There are a variety of job opportunities and benefits available to service members either during or after

their service. However, there is a lot to consider before you become a service member.

What are the different branches of service?

There are six branches of the US military and each one has a different mission.

Army:

- The largest land-based force of the US military
- Protects the US and its resources at home and abroad
- All soldiers are trained for combat

Navy:

- The largest maritime force in the world
- Protects the oceans and keeps them safe for trade and travel
- All sailors are trained in the basics of seamanship

Air Force:

- Defends the US in the air
- Provides support on the ground for other branches of the military
- All airmen are trained in flight and technology

Marine Corps:

- The rapid deployment force of the US military organized under the Navy
- Protects the US and its interests at home and around the world
- All Marines undergo intense combat training

Coast Guard:

- The smallest branch of the armed services
- Protects America's ports and waterways
- All Guardians are trained in the basics of seamanship

Space Force:

- Defends the US and its allies in space and cyberspace
- Newest branch of the military organized under the Air Force

The Reserve and National Guard

- Each branch has Reserve units that are on call to help during natural disasters, emergencies, and times of war
- The Army and Air Force have National Guard units that provide security and emergency relief to each state and territory in the US
- Reserve and National Guard personnel spend one weekend a month and two weeks a year training to keep their skills sharp while they attend school or work

What do I need to know about recruitment?

In order to join the military, you must first talk to a recruiter. A recruiter may come to your school to talk to anyone who is interested in joining the military and help answer any questions. There may also be a recruiting office in your town that you can visit.

How do I qualify?

To join the military, you must meet certain requirements.

ASVAB:

- Armed Services Vocational Aptitude Battery
- The ASVAB is a timed, multiple-choice test similar to the SAT or ACT
- Your score will determine which branches of service and jobs you can enlist in

Education:

- Recruits with a high school diploma are preferred
- GED or equivalent certificate holders are sometimes allowed to enlist
- Commissioned officers must have a college degree

Age:

- With the consent of a parent or guardian, you can enlist at 17
- You do not need the consent of a parent or guardian if you are 18+
- Each branch has a maximum age

What are the differences between enlistment and commission?

Enlistment:

- Enlisted personnel are the military workforce
- They are led by commissioned officers and senior enlisted personnel
- Enlistment contracts are for at least 8 years

Commission:

- Commissioned officers are military managers and leaders
- Most commissioned officers have a 4-year college degree
- Commission contracts are for at least 8 years

How do I find out more about military careers?

If you haven't already, you can explore what opportunities the military has to offer in the Military Careers List. The military offers competitive wages and benefits compared to civilian careers, as well as an allowance for food, clothing, and housing called the Regular Military Compensation (RMC).

You can calculate Regular Military Compensation at the [Department of Defense: Regular Military Compensation \(RMC\) Calculator](#)

<p>Occupation Sort</p>	<p>Category: Self-Survey Recommended Grade: 11 Activity Description: Occupation Sort lets you rate your likes and dislikes. It creates a list of careers based on factors that are important to you. Occupation Sort factors are things like wages, work with hands and travel. Finding a career that is a good match for your preferences is one way to find a career that you will enjoy!</p>
<p>Occupation Sort Reflection</p>	<p>Category: HS Activity Recommended Grade: 11 Requirements: Occupation Sort Self-Survey Activity Description: Now that you have completed the Occupation Sort, view your results to explore careers. Finding a career that is a good match for your preferences is one way to find a career that you might enjoy.</p> <ol style="list-style-type: none"> 1. Go to My Dashboard

	<ol style="list-style-type: none"> 2. Select Occupation Sort 3. Select Careers On Your List to explore careers and how they match your preferences. Favorite any careers that interest you. 4. Select Careers Off Your List to explore careers and why they do not match your preferences. Update your favorites accordingly. <p><u>Reflection:</u></p> <ul style="list-style-type: none"> • Think about your Occupation Sort results and the Careers On Your List as well as the Careers Off Your List. What Careers On Your List interest you? • Did you favorite any new careers based on your results? If so, what careers and why? • Were any of your favorited careers included in Careers Off Your List? If so, what careers?
Personal Goals	<p>Category: HS Activity Recommended Grade: 8 – 12, cumulative Activity Description: Personal goals relate only to you. They focus on you as an individual and not on your school, friends, or career. “I want to break a personal record in swimming the butterfly,” is an example of a personal goal.</p> <p><u>Fields for Entry:</u></p> <ul style="list-style-type: none"> • Personal goal • My supports • Target date (month, day, year) • Results <p>Select + Add Another to add another goal. Select x to delete a goal.</p>
Programs of Study	<p>Category: Component Recommended Grades: 9-12, cumulative Activity Description: Explore the Programs of Study List. Favorite programs of study that interest you. A program of study is a group of courses that leads to a diploma, certificate, or college degree. Programs of study at colleges and universities are generally called majors. Users are required to select favorites to complete the activity.</p>
Quick Course Plan	<p>Category: HS Activity Recommended Grade: 9 Activity Description: Keep track of your courses all in one place.</p> <p><u>Fields for Entry:</u></p> <ul style="list-style-type: none"> • Grade • Courses <p>Select + Add Another to add another grade and/or courses. Select x to delete.</p>
Reality Check	<p>Category: Self-Survey Recommended Grades: 8 and 12, not cumulative Activity Description: How much money will you need to support your lifestyle? What careers match your financial needs? Take a Reality Check to find out</p>
Reality Check Reflection	<p>Category: HS Activity Recommended Grades: 8 and 12, not cumulative</p>

Requirements: Reality Check, use HS version to make not cumulative
Activity Description: Now that you have completed **Reality Check**, view your results to explore career clusters with related careers that match your financial needs. Knowing how much money you will need to support your lifestyle can help you find careers that will pay you the salary you need.

8. Go to My Dashboard
9. Select **Reality Check**.
10. View your results and select **Your Custom Career Clusters List**.
11. Select a career cluster to explore.
12. Explore as many career clusters as you like.
13. Favorite the career clusters that interest you.
14. Return to this activity and reflect on your exploration.

Reflection:

- Think about your **Reality Check** results and the career clusters you explored. What did you learn about yourself from the Reality Check you just completed?
- Based on your Reality Check expenses will you be able to work in the career you are most interested in? If not, what will you consider changing?
- What career clusters interest you now?

<p>Resume</p>	<p>Category: Component Recommended Grades: 11-12, cumulative Activity Description: First impressions are important, and your resume is an important job search tool! It is a summary of your relevant work, education, and experiences. It is a way to market yourself to a potential employer. Enter your resume info and then build your resume. Add or review your Resume Info. Then, Build and Export your resume to complete this activity.</p>
<p>Scholarships</p>	<p>Category: Component Recommended Grade: 11-12, cumulative Activity Description: Explore the Scholarship List. Favorite scholarships that interest you. A scholarship is money awarded to you for your accomplishments that helps you pay for college. Users are required to select favorites to complete the activity.</p>
<p>School FAQ</p>	<p>Category: HS Activity Recommended Grade: 11 Activity Description: There’s a lot you can do now to prepare for your educational plans after high school:</p> <ul style="list-style-type: none"> • Know the admission requirements for colleges in your state • Develop good study habits • Become involved in extracurricular, school, and community activities • Take courses that prepare you for college or earn college credit in high school • Learn about types of colleges and degrees <p>Can I earn college credit in high school? Yes! There are several options:</p> <p><u>Dual Credit or Dual Enrollment:</u></p> <ul style="list-style-type: none"> • Courses that count for both college and high school credit • May be taught by high school teachers <p><u>Advanced Placement (AP):</u></p>

- College-level courses in a high school setting
- Taught by high school teachers
- Qualifying scores on exams may be accepted as college course replacements by colleges and universities

International Baccalaureate (IB):

- For high school juniors and seniors
- Demanding courses that are either one or two years long that prepare students to take an exam
- Qualifying scores on exams may be accepted as college course replacements by colleges and universities

What are college majors and minors (programs of study)?

Major: An area of study that you focus on in college. Education, law, business, electrical engineering, and biology are all examples of majors.

Minor: An additional area of study you focus on that requires less coursework than your major. For example, if your major is business administration, your minor might be marketing.

What types of schools or colleges are there?

Career and Technical Schools:

- Require one week to two years of study
- Offer certificates, diplomas, and Associate’s degrees
- Programs focus on teaching skills that lead to a job
- Except for some transfer-Associate’s degrees, credits do not transfer to four-year colleges and universities
- Often privately owned, but offer fairly low tuition rates

2-Year and Community Colleges:

- Require up to two years of study
- Offer certificates, diplomas, and associate degrees
- Often funded by taxpayers and offer fairly low tuition rates
- Usually admit anyone who has a high school diploma or GED
- Offer courses that will prepare you for a job or general education courses that transfer to a four-year college or university

4-Year Colleges and Universities:

- Require four or more years of study
- Offer Bachelor’s, Master’s, Doctorate, and professional degrees
- Universities offer graduate and professional degrees in law, medicine, and other fields of study
- Admissions differ, some require high grades and/or high test scores. Others will accept any student with a high school diploma or GED
- Taxpayer, or public, colleges and universities are usually more expensive than community colleges, but less than private universities
- Privately-owned colleges and universities are usually the most expensive schools. Religious universities may cost slightly less since they usually receive more donations

What are the degrees awarded by schools or colleges?

Certificate or Diploma:

- Typically requires one to eighteen months of study
- Programs of study focus on skills that lead directly to a job
- Examples of careers that require a certificate or diploma: hairstylists, massage therapists, Licensed Practical Nurses (LPN), and heavy truck drivers

Associate Degree:

- Requires two years of study
- Programs of study focus on general education that either transfers to a four-year college or university, or on skills that lead directly to a job
- Examples of careers that require an Associate's degree: veterinary technicians, drafters, engineering technicians, and computer support specialists

Bachelor's Degree:

- Requires four to five years of study
- Examples of careers that require a Bachelor's degree: conservation scientists, fashion designers, elementary school teachers, loan officers, and mechanical engineers

Master's Degree:

- Requires two+ years of study beyond the Bachelor's degree
- Examples of careers that require a Master's degree: speech pathologists and audiologists, education administrators, social workers, and mental health counselors

Doctoral Degree:

- Requires three+ years of study beyond the Master's degree
- Awarded for mastery of a field of knowledge and the ability to perform scholarly research
- Examples of careers that require a Doctoral degree: college and university teachers, astronomers, and zoologists

Professional Degree:

- Requires two+ years of study beyond a Bachelor's
- Specialized degree required to work in that field such as law or medicine
- Examples of careers that require a professional degree: lawyers, dentists, chiropractors, family and general practitioners, and pharmacists

What other education or training options are available?

Join the Military:

- You may be able to learn skills that transfer to jobs after your service
- The military will pay for you to take classes while in the service
- You will receive money to attend college after your service is complete

Participate in an Apprenticeship Position:

- An apprenticeship is an agreement between an employer and worker
- The employer provides training and pays the worker during the training
- The training is taught by other employees or in classes at a college
- The worker agrees to learn to do the job

	<ul style="list-style-type: none"> Usually the employee gets a raise after the training <p><u>Reflection:</u></p> <ul style="list-style-type: none"> What are your educational plans after high school? What extracurricular activities do you plan to participate in? Remember, these might help you as you attempt to secure scholarships.
Schools	<p>Category: Component</p> <p>Recommended Grades: 10-12, cumulative</p> <p>Activity Description: Explore the Schools List. Favorite schools that interest you. The Schools List includes universities and colleges, as well as career and technical schools. Users are required to select favorites to complete the activity.</p>
Track Scholarships	<p>Category: HS Activity</p> <p>Recommended Grades: 11-12, cumulative</p> <p>Activity Description: What are your education plans after high school? Explore scholarships and list any you plan on applying to and your current application status. Update your application status here as you learn more. Go to My Dashboard to view your favorite scholarships.</p> <p>Option: Select not planning on applying to scholarships</p> <p>Fields to enter:</p> <ul style="list-style-type: none"> Scholarship Name Date applied Date accepted Status Notes <p>Select + Add Another to add another scholarship. Select x to delete a scholarship.</p>
Track Schools	<p>Category: HS Activity</p> <p>Recommended Grades: 11-12, cumulative</p> <p>Activity Description: What are your education plans after high school? Explore schools and list any you plan on applying to and your current application status. Update your application status here as you learn more. Go to My Dashboard to view your favorite schools</p> <p>Option: Select not planning on attending school</p> <p>Fields to enter:</p> <ul style="list-style-type: none"> School Name Date applied Date accepted Status (going to apply, submitted, accepted, waitlisted, deferred, not accepted, attending, undecided, not attending) Notes <p>Select + Add Another to add another school. Select x to delete a school.</p>
Track Test Scores	<p>Category: HS Activity</p> <p>Recommended Grades: 9-12, cumulative</p>

	<p>Activity Description: Keep track of your test scores all in one place.</p> <p><u>Fields for Entry:</u></p> <ul style="list-style-type: none"> • Test Name • Score • Date (Month, Day, Year) <p>Select + Add Another to add another test score. Select x to delete a test score.</p>
<p>Work Importance Locator</p>	<p>Category: Self-Survey Recommended Grades: 10 Activity Description: Complete Work Importance Locator self-survey. Work Importance Locator helps you find careers that match your work values. Work values are things like achievement, work environment, and work relationships. Working in a place that matches your values will make your career more satisfying.</p>
<p>Work Importance Locator Reflection</p>	<p>Category: HS Activity Recommended Grades: 10 Requirements: Work Importance Locator Self-Survey Activity Description: Now that you have completed the Work Importance Locator, view your results to explore your work values. Knowing the work values important to you can help you identify careers that you might enjoy.</p> <ol style="list-style-type: none"> 1. Go to My Dashboard 2. Select Work Importance Locator 3. Select a work value to explore Careers on Your List 4. Explore as many work values and careers as you like 5. Favorite the careers that interest you 6. Return to the activity and select your top work values based on your exploration. <p>My Top Work Values (check as many as apply):</p> <ul style="list-style-type: none"> • Achievement • Independence • Recognition • Relationships • Support • Working Conditions <p><u>Reflection:</u></p> <ul style="list-style-type: none"> • Think about your Work Importance Locator results and the six work values. Do your results include the work values that best describe you? If not, what work values describe you better and why? • What careers interest you now?
<p>Workplace Employability Skills</p>	<p>Category: Self-Survey Recommended Grades: 10 Activity Description: The Workplace Employability Skills Self-Survey can help you evaluate your employability skills. Employability skills are things like professionalism, collaboration, and ethical practices. These are skills that employers look for when hiring.</p>

**Workplace
Employability Skills
Reflection**

Category: HS Activity

Recommended Grades: 10

Requirements: Workplace Employability Skills

Activity Description: Now that you have completed **Workplace Employability Skills**, view your results to explore your employability skills. Knowing your employability skill levels allows you to build on your strengths and work on things that need improvement. Strong employability skills are important for a successful job search.

5. Go to My Dashboard
6. Select **Workplace Employability Skills**.
7. View your results and read about **What Your Employability Skills Mean**.
8. Return to this activity and select your top employability skills based on your exploration.
 - Collaboration Skills
 - Complex Communication Skills
 - Diversity Competence Skills
 - Ethical Practices Skills
 - Financial Practices Skills
 - Initiative and Self-Direction Skills
 - Professionalism Skills
 - Thinking and Innovation Skills
 - Workplace Environment Skills

Reflection:

- Think about your **Workplace Employability Skills** results and the nine skill areas. Do your results include the employability skills that best describe you? If not, what employability skills describe you better and why?
- What employability skills can you improve on?



Montana Department of
LABOR & INDUSTRY

Research & Analysis Bureau

P. O. Box 1728

Helena, MT 59624-1728

Ph: (406) 444-4100

www.lmi.mt.gov

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