

Classroom Activities

2012 / 2013

DELAWARE

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Activity 1: School Subjects and Careers

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

- Identify careers related to school subjects that interest them
- Gain in-depth knowledge of one or more occupations, including education and training requirements
- Become familiar with the career information and interviews available in Career Cruising

Setting the Stage

Classroom discussion can focus on the link between school subjects and careers. For example, ask students which subjects they are or are not planning to take next year and what influence they think this will have on their career prospects.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Activity 1: School Subjects and Careers

Page 1 of 2

Log into your SSP and click on the Careers button in the menu bar at the top of the page. On the Explore Careers page, click on Search By School Subject. Choose your favorite subject.

Optional: You can also click on the level of education that you are planning to pursue: high school, 2-year college or technical training, or 4-year college/university. The level you select will influence the list of careers. For example, if you select high school education, you will eliminate careers like lawyer, biologist, fashion designer, and engineering technologist, which typically require a 2 or 4-year college education.

Scroll through the list and click on a career that interests you.

Career: _____

1. Read the Job Description section. Answer the following questions:

What duties do people in this career typically perform?

What skills do they require?

2. Click on the Education button.

What education and training do you need to pursue this career?

What other qualifications are good to have?

Which college programs are related to this career?

Activity 1: School Subjects and Careers

Click on one of the two interviews.

Person's name: _____

3. Read the person's interview and answer the following questions:

How did this person get into this career? *(see Questions & Answers #2)*

What does this person say about opportunities to get into this career? *(see the last few questions in Questions & Answers)*

What advice does this person have for people who want to get into this career?

Summary – Your Views

4. Now that you have learned a little about this career and the education and training you need to get started, answer the following questions:

Do you think this is a tough career to get into? What is the most difficult part?

Would you be willing to complete the education and training necessary to work in this career?

Activity 2: Using School Subjects in the Workplace

FOR THE TEACHER:

Introduction

The purpose of this activity is to show students how the subjects and academic skills they learn in school are important in the workplace. It can be used not only in a careers class, but also in any class or subject to which you would like to add a career education component.

This activity can be used in one of two ways. First, you can have all your students focus on the subject area you are teaching and the occupations related to it. Alternatively, you can broaden the activity and have your students select their favorite subject area and related occupations.

Listed below are the 11 school subjects used to organize occupations within Career Cruising:

Arts & Music
Business
Computers
English

Family & Consumer Sciences
Languages
Math
Physical Education

Science
Skilled Trades
Social Sciences

Setting the Stage

Classroom discussion can focus on the relationship between school subjects and careers. For example, ask students if they think the subjects they are studying will help them in their future careers. What is the relationship between education and career choices?

Starting the Program

Teachers & Advisors

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Students

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Worksheet 2: Using School Subjects in the Workplace

Page 1 of 2

Log into your SSP and click on the Careers button in the menu bar at the top of the page. On the Explore Careers page, click on the Search By School Subject button.

Select a school subject.

Subject: _____

Optional: You can also click on the level of education that you are planning to pursue: high school, 2-year college or technical training, or 4-year college/university. The level you select will influence the list of careers. For example, if you select high school education, you will eliminate careers like lawyer, biologist, fashion designer, and engineering technologist, which typically require a 2 or 4-year college education.

Scroll through the list and click on a career that interests you.

Career: _____

1. Read the Job Description, Working Conditions, Education, and Sample Career Path sections.

Try to find two or three examples of how people in this career use the school subject you selected.

Sample:

Subject	Career	Examples
English	Lawyer	Writing contracts, speaking with clients
Science	Dental Hygienist	Knowing about tooth/gum disease, using x-rays
Math	Tilesetter	Measuring spaces where tiles will be placed, calculating the cost of materials

Subject	Career	Examples

Worksheet 2: Using School Subjects in the Workplace

Click on one of the two interviews.

Person's name: _____

2. Click on A Day In The Life to read about the person's workday.

Find two examples of the person using the school subject you have chosen.

Note: If you are having trouble finding examples in this person's A Day In The Life, try looking at the other interview and that person's A Day In The Life. Use the gray Back To Career Profile button near the top of your screen to return to the career profile page and select the other interview.

Summary – Your Views

3. Now that you have learned a little about this career and how people in it use skills or knowledge associated with a school subject, answer the following questions:

Would you enjoy the tasks that people in this career do? Why or why not?

Which other school subjects do you think are important in this career? Why?

Activity 3: Using Career Matchmaker

FOR THE TEACHER:

Introduction

The purpose of this activity is to show students how to use Career Matchmaker, an interactive career interest inventory. In particular, students will learn how Career Matchmaker provides individualized feedback on their career choices.

Setting the Stage

Classroom discussion can focus on how career assessments should be seen as tools for finding suitable careers, rather than as “tests” that supply the final word on students’ futures. Students should be encouraged to answer the second round of Career Matchmaker questions for the best results. Students should also be encouraged to answer the questions based on what they enjoy doing rather than what they are good at.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school’s username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 3: Using Career Matchmaker

Page 1 of 3

Log into your SSP. Click on the Assessments button in the menu bar at the top of the page, and then click on the Career Matchmaker link.

Read the instructions on the Introduction page, then click Start!

Answer the questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, click on the More Info button beside the question.)

After you answer the first 39 questions, you will come to the Career Suggestions page which lists the careers that are suitable for you based on your responses to the questions.

We **strongly** suggest that you answer the second round of questions as well. Click on the blue Answer More Questions link in the Improve Results section on the right side of the Career Suggestions page. Answer as many additional questions as you can, and then click the gray View Career Suggestions So Far button to see your updated list of career suggestions.

Saving your results: When prompted, name your Matchmaker results and save your career suggestions to your SSP. You can also save your results at any time by clicking on the gray Save To My SSP button on the right side of the page.

Click on one of the suggested careers. (Those near the top are your best matches!)

Career: _____

1. Read the Suitable For You? information that appears for the career you have chosen. Answer the following questions:

What are the Central Aspects of this career?

What are the Central and Secondary Aspects to which you answered Like or Like Very Much?

Worksheet 3: Using Career Matchmaker

Page 2 of 3

Did you answer Dislike or Dislike Very Much to any of the aspects?

Click on the Back To Matchmaker Suggestions link near the top of the page.

Click on another career.

Career: _____

2. Read the Suitable For You? information that appears for this career.

Write down the Central and Secondary Aspects to which you answered Like or Like Very Much.

3. Click on Job Description and Working Conditions.

In the Job Description and Working Conditions sections, try to find a job task or working condition that relates to two of the aspects you wrote down above.

Example

Career:	Website Designer
Aspect:	Having your own creative ideas about designs and styles
Examples:	Designing computer websites Deciding on colors, patterns, layout, and graphics

Worksheet 3: Using Career Matchmaker

For Your Career:

Aspect: _____

Examples: _____

Aspect: _____

Examples: _____

Click on one of the two interviews.

Person's name: _____

4. Click on A Day In The Life and Breakdown Of Activities.

See if you can find other examples of aspects you have chosen in this person's workday activities.

Aspect: _____

Examples: _____

Aspect: _____

Examples: _____

Activity 4: Your Career Ideas and Career Matchmaker

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students understand their interests and how they relate to career choices. It also encourages them to look beyond their preconceptions about careers and investigate alternatives they may not have considered before. Finally, students will become more familiar with Career Cruising's interest assessment tool, Career Matchmaker, and learn how it can provide individualized feedback on their career ideas.

Setting the Stage

Classroom discussion can focus on two issues: the relationship between people's interests and their career choices; and how much (or little) we really know about various careers. Ask students which occupations they are thinking about pursuing. Then ask them how much they know about those occupations. How do they know they will really like those careers? There are hundreds of occupations to pursue, yet many students only think of a handful when imagining their future career paths.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 4: Your Career Ideas and Career Matchmaker

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STAGE 1: Your Career Choice

Log into your SSP and click on the Careers button in the menu bar at the top of the page.

In the box beside Search For Careers, enter the name of a career you would like to pursue or have seriously considered for yourself (*e.g. lawyer, carpenter, fashion designer*). Then click Go!

Once you have found a career, write the name below.

Career: _____

1. Before learning more about your career choice, write down three things you think you would like about this career. (*e.g. on-the-job activities, work environment, or other interesting aspects*)

Note: At this stage of the activity, you do not have to do any research; just write down your thoughts on this career. In the third stage, you will learn more about this career and how it matches up with your interests.

STAGE 2: Identifying Your Interests

Click on the Assessments button in the menu bar at the top of the page, and then click on the Career Matchmaker link.

Read the instructions on the Introduction page, then click Start!

After you answer the first 39 questions, you will come to the Career Suggestions page which lists the careers that are suitable for you based on your responses to the questions.

We **strongly** suggest that you answer the second round of questions as well. Click on the blue Answer More Questions link in the Improve Results section on the right side of the Career Suggestions page. Answer as many additional questions as you can, and then click the gray View Career Suggestions So Far button.

Worksheet 4: Your Career Ideas and Career Matchmaker

Saving your results: When prompted, name your Matchmaker results and save your career suggestions to your SSP. You can also save your results at any time by clicking on the gray Save To My SSP button on the right side of the page. If you want to save your results but don't have an SSP, you will have to create one when you try to save. If you are not able to create an SSP, ask your teacher or counselor for help.

STAGE 3: Matching Up Your Interests with Careers

1. Does your career choice appear in the list of career suggestions?

Yes _____ No _____

If your answer is **Yes**, click on it.

If your answer is **No**, click on the blue See How Other Careers Match Up With My Answers link in the Other Options section on the right side of the page. Enter the name of your career choice in the box beside Search For Careers, and click Go! Click on the career name.

2. Once you have clicked on the career, a chart titled Suitable For You? will appear. From this chart, write down any Central and Secondary Aspects to which you answered Like or Like Very Much.

3. Write down any Central and Secondary Aspects to which you answered Dislike, Dislike Very Much, or Does Not Matter.

Worksheet 4: Your Career Ideas and Career Matchmaker

Summary – Your Views

Now that you have learned about your interests and how they match up with a career that you have considered, answer the following questions:

4. In Question 1, you wrote down three things that you thought you would like about this career. Are any of these similar to the Central or Secondary Aspects of the career? Are you surprised by any of the aspects of this career? Why?

5. How did your original career choice match up with your interests? Do you still think it is a good career choice for you? Why or why not?

6. Do you think interests are important for career choices? Why or why not?

Worksheet 4: Your Career Ideas and Career Matchmaker

Page 4 of 4

Optional – Checking out one of your Career Suggestions

Click on the Back To Matchmaker Suggestions link near the top of the page. Click on one of your top five career suggestions. *(Choose one that you think might interest you, but not the one you already looked at.)*

Career: _____

7. Write down the Central and Secondary Aspects to which you answered Like or Like Very Much.

8. Write down any Central and Secondary Aspects to which you answered Dislike, Dislike Very Much, or Does Not Matter.

Summary – Your Views

9. Are you interested in this career? Have you ever considered it before? What could you do to learn more about it?

Activity 5: Using Career Selector

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

- Learn how they can use factors like working conditions, education, core tasks, and income to sort occupations and find suitable career choices
- Gain in-depth knowledge of one or more occupations, including day-to-day working conditions
- Become familiar with the features and information available in Career Cruising

Setting the Stage

Classroom discussion can focus on the importance of factors such as income, education, and working conditions in determining career choices. Ask students which factors they feel are most important when making decisions about their career.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 5: Using Career Selector

Page 1 of 3

Log into your SSP and click on the Careers button in the menu bar at the top of the page. On the Explore Careers page, click on the Career Selector button.

Select your favorite school subjects (*preferably 2 to 3*).

Click on the Career Clusters button (or the gray Next button). Select 2 to 3 areas in which you would be interested in working.

Click on the Type Of Education button (or the gray Next button). Select the type(s) of education you plan to pursue.

Click on the Core Tasks button (or the gray Next button). Be sure to read all 20 core tasks. Choose 3 to 5 tasks you would like to do regularly at work.

Click on the Earnings button (or the gray Next button). Select the minimum level of income you would like to make. (Remember that selecting high levels of income may eliminate many careers that you might otherwise find interesting.)

Click on the Working Conditions button (or the gray Next button). Select working conditions you could **NOT** tolerate.

Now click on the View Results button to see careers that match your selections. (If you receive 0 matches, try clicking on the View Close Matches tab.)

Scroll through the list and click on a career that interests you.

Career: _____

1. Read the Job Description. Answer the following questions:

What do people in this career do?

What skills do they have?

Worksheet 5: Using Career Selector

2. Click on Working Conditions. Answer the following questions:

Where do people in this career work?

What kind of hours do they work? (Do they work days, nights, or shifts? Do they often have to work overtime? How many hours do they work per day/week?)

Click on one of the two interviews.

Person's name: _____

3. Click on A Day In The Life.

Write down three important work activities this person performs during the day.

4. Click on Breakdown Of Activities.

List the three activities this person spends the most time on.

Worksheet 5: Using Career Selector

5. Click on Likes and then Dislikes.

What does this person like about the job?

What does this person dislike about the job?

Summary – Your Views

6. Now that you have learned a little about this career, answer the following questions:

What are three things that you think are good about this job (*e.g. interesting work activities, people interaction*)?

What are three things that you think are bad about this job (*e.g. long hours, some boring tasks, stress*)?

Could you see yourself doing this job in the future? Why or why not?

Activity 6: Comparing Careers

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students understand which criteria are important to them as they make career decisions and why. In a side-by-side comparison of two career options, students evaluate their interest in each career based on the following criteria: work tasks, working conditions, potential earnings, and education and training requirements. At each stage, students are asked to choose between the two occupations based on the information available to them and reflect on why they have made that choice. Not only do students gain in-depth knowledge of the attributes that are unique to their career choices, but they also learn to think critically about the factors that influence career decision making.

At the end of the activity, students are asked to interpret the changes in their career choices and prioritize which of the criteria are most important to them at this stage of the career decision-making process. They are also encouraged to reflect on other possible factors that may influence their career choice and to project how their priorities may change as a result. Ultimately, students learn that career choices are not usually made on the basis of a single criterion, but instead, are influenced by multiple factors that constantly need to be re-evaluated as students gain more knowledge about career options and the decision-making process.

Setting the Stage

Classroom discussion can focus on the decision-making process and the factors that influence the types of decisions that students make. Introduce the subject by asking students to identify factors that influence their everyday decisions, such as what to wear. Ask students about some more important decisions that they have made or are in the process of making, such as which courses to select for the following year, and how and why the factors that influence those decisions could change. Students should realize that the criteria used to make decisions changes based on context and the information available to them. Knowing how and why certain factors influence decisions is an important element of the career-planning process.

Note: We recommend that students keep two browser windows (or tabs) open when gathering the information for the side-by-side comparison. Opening each career profile in a separate window or tab will help students move through this activity more efficiently and effectively.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Activity 6: Comparing Careers

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 6: Comparing Careers

Page 1 of 4

Log into your SSP and click on the Careers button in the menu bar at the top of the page. Use the Search For Careers function to search for careers that interest you but that you may not know much about, and select two. Write the names of the careers in the spaces provided at the top of every worksheet in this activity.

Career One

Career Two

If you had to pick one of these careers based solely on what you think you know about them right now, which would you choose and why?

1. Click on Job Description in each career profile. Answer the following questions:

What do people in these careers do? *(Describe at least three typical work tasks for each career.)*

If you had to pick one of these careers based solely on the tasks that you would perform, which would you choose and why?

Worksheet 6: Comparing Careers

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Career One

Career Two

2. Click on Working Conditions in each career profile. Answer the following questions:

What are the working conditions like for people in these careers? (*e.g. typical hours, location, frequent travel, etc.*)

_____	_____
_____	_____
_____	_____

If you had to pick one of these careers based solely on the working conditions that you described, which would you choose and why?

3. Click on Earnings in each career profile. Answer the following questions:

How much do people in each career typically earn on a yearly basis? (*If annual salary figures aren't available, how much do they earn per hour or per contract?*)

_____	_____
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What other kinds of compensation or benefits can people in each career receive? (*e.g. health and dental benefits, contributions to retirement savings plans, performance bonuses, etc.*)

_____	_____
_____	_____
_____	_____

Worksheet 6: Comparing Careers

Page 3 of 4

Career One

Career Two

If you had to pick one of these careers based solely on how much you could earn, which would you choose and why?

4. Click on Education in each career profile. Answer the following questions:

What are the education and training requirements or recommendations for people in each career? (*e.g. high school diploma, associate or bachelor's degree, apprenticeship, on-the-job training, additional licensing or certification, etc.*)

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Approximately how many years of training or education are required for people in each occupation?

<hr/>	<hr/>
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If you had to pick one of these careers based solely on the amount of education and training you need, which would you choose and why?

Worksheet 6: Comparing Careers

Summary – Your Views

5. Now that you have evaluated your interest in these two careers based on work tasks, working conditions, potential earnings, and education and training requirements, answer the following questions:

Did you change your mind about the career you chose at the beginning of the activity as different types of information became available to you? What new information caused you to change your mind and why?

Which of the criteria that you used to compare your career choices is most important to you and which is the least important? Rank them in order from **1** (the most important) to **4** (the least important) and explain why you have ranked them that way:

Criteria	Rank	Why
Work Tasks:	_____	_____
Working Conditions:	_____	_____
Earnings:	_____	_____
Education & Training :	_____	_____

What other factors may influence your career decision? (*e.g. parents, friends, favorite school subject, job outlook, etc.*) Do you consider any of them to be more important than the ones you ranked above? Why?

Activity 7: Career Pathways Research Project

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

Learn how careers can be grouped together into clusters based on common characteristics

See how these career clusters can be used to discover and explore new career possibilities

Learn about some of the commonly used ways of grouping occupations

Setting the Stage

Classroom discussion can involve asking students to think of three careers that are related to one another. Select students to present their three careers and describe why they think they are related. Introduce the idea of career clusters and explain their importance. Choose a career cluster and have students suggest careers that might fit into the cluster. To view the career clusters in Career Cruising, go to the Explore Careers page and click on 16 Career Clusters.

IMPORTANT: The Career Clusters Research Project is set up for use with the 16 National Career Clusters system. If this clustering system is not enabled at your site, or if you prefer to use a different clustering system that is available at your school (*e.g. Career Cruising's clustering system*), we suggest you modify the instructions on Worksheet 7 to avoid any confusion.

Starting the Program

Teachers & Advisors

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Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 7: Career Pathways Research Project

Page 1 of 4

Log into your SSP and click on the Careers button in the menu bar at the top of the page. On the Explore Careers page, click on the 16 Career Clusters button.

Choose a cluster that interests you and then click on the Related Careers button.

Optional: From the dropdown menu, select the level of education that you are planning on pursuing – high school, 2-year college or technical training, or 4-year college/university.

Scroll through the list and click on a career that interests you.

Career: _____

1. Read the Job Description and Working Conditions. Answer the following questions:

What do people in this career do?

What are the working conditions like for people in this career? (e.g. Where do they work? What are their typical work hours? What challenges do they face?)

2. Click on Earnings and Sample Career Path. Investigate the following:

What salaries do people in this career earn?

How do their job responsibilities change as they gain more experience and seniority (i.e. as they move along the Sample Career Path)?

Worksheet 7: Career Pathways Research Project

Page 2 of 3

Click on Related Careers. Click on a career that interests you.

Career: _____

3. Read the Job Description and Working Conditions. Answer the following questions:

What do people in this career do?

What are the working conditions like for people in this career? (*e.g. Where do they work? What are their typical work hours? What challenges do they face?*)

4. Click on Earnings and Sample Career Path. Investigate the following:

What salaries do people in this career earn?

How do their job responsibilities change as they gain more experience and seniority (*i.e. as they move along the Sample Career Path*)?

Worksheet 7: Career Pathways Research Project

Summary – Your Views

5. Now that you have learned a little about these two related careers, answer the following questions:

What is similar about the two careers?

Which career do you think you would like more and why?

Activity 8: Career Fair Project

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

- Demonstrate an in-depth knowledge of selected fields of work and occupations
- Learn how to work effectively in teams or groups
- Discover how Career Cruising and other computer technologies can be used in research projects and presentations

How the Activity Works

The occupations in Career Cruising are divided into career clusters. To view the careers in these clusters, go to the Explore Careers page and click on the 16 Career Clusters button.

IMPORTANT: The Career Fair Project is set up for use with the 16 National Career Clusters system. If you prefer to use a different clustering system that is available at your school, we suggest you modify the instructions on Worksheet 8 to avoid any confusion.

The class should be divided into groups of two to four students. Each group should be assigned a cluster that they will be responsible for researching and presenting to the class. The presentations should cover:

- General information on the cluster as a whole
- A more in-depth examination of one or two individual occupations

Presentations can include handouts, visuals, work-related tools, etc. Students should also be encouraged to be creative in their presentations. Much of the research can be completed using Career Cruising. However, students should be encouraged to do research in the library or on the Internet as well.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login

Worksheet 8: Career Fair Project

ASSIGNMENT

Your group is responsible for making a presentation on one of the career pathways in Career Cruising. Part of your presentation should be about the pathway as a whole, including topics such as:

- The types of careers that are included in the pathway
- What these different careers have in common
- Where people in these occupations work
- How much income people in this pathway can earn
- What the labor market is like for people in these pathways (*e.g. are there any “hot” areas with lots of jobs available?*)
- Where to get more information (*e.g. helpful websites, books, newspapers*)

The other part of the presentation should be focused on one or two specific careers within the pathway. You may want to pick careers that you think are interesting or that other people may not be familiar with. Your presentation should cover:

- The kind of work or tasks people in the career perform
- The tools, instruments, or equipment they use
- Where they work
- How much income they earn and factors that affect their income
- The education and/or training needed to get into the career
- Where to get more information on the career (*e.g. helpful websites*)
- What real people in the career have to say about it (*what they like or dislike about the career, what advice they have for people who want to get into the career, etc.*)

You may use handouts, visuals, and other “props” to make the presentation more interesting.

RESEARCH

You can use Career Cruising to find out which careers are in which pathways and to do research on individual careers. Further research can be done in the library or on the Internet.

USING CAREER CRUISING

Log into your SSP and click on the Careers button in the menu bar at the top of the page. On the Explore Careers page click on the 16 Career Clusters button.

Click on your cluster.

You will see a description of that cluster. To learn about career pathways within that cluster, click on the Pathways button. For information about majors related to that cluster, click on College Majors. The programs of study section includes a sample high school course program that relates to that cluster.

Worksheet 8: Career Fair Project

Page 2 of 2

Click on the Related Careers button to see a list of careers in that cluster. If you want to learn more about a specific career, click on it.

Each specific career profile includes in-depth information on working conditions, education, income, and career paths, as well as links to other sources of information. There are also two interviews with real people in each occupation. Click on the names in the bottom left of the screen to view the interviews.

USING LINKS

You can use the links in Career Cruising as a starting point for your Internet research. Go to the Other Resources section of the career profile you are researching and click on the listed links.

If you would like to do additional research on the Internet, you can use your favorite search engine to search for information on the career and career cluster you are researching. Professional and trade associations, unions, colleges, and government websites usually have the most accurate information.

Activity 9: Career Interview Project

FOR THE TEACHER:

Introduction

The purpose of this activity is to introduce students to informational career interviews. In Stage 1 of the exercise, they explore one of the multimedia career interviews in Career Cruising in order to familiarize themselves with the types of questions to ask and the general approach to take. In Stage 2, they take what they have learned and apply it in a “live” career interview with a parent or friend of the family.

Students completing this activity will learn about specific occupations and become more familiar with the realities and language of the workplace.

If you are short on time, you may wish to skip Stage 1. Instead of having students answer the questions in Stage 1, simply have them browse through a multimedia interview to familiarize themselves with the idea of informational career interviews.

Setting the Stage

Classroom discussion can focus on how to decide which career suits you. Ask students what they would do if they were interested in a career and wanted to learn more about it. What is the best way to learn more about a career? Have they ever asked their parents or friends of their family about their jobs?

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school’s username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 9: Career Interview Project

STAGE 1: CAREER CRUISING INTERVIEW

From the Main page, click on Explore Careers and then click on Search By School Subject. Select your favorite school subject.

Scroll through the list of careers and click on a career that interests you.

Career: _____

1. Read the Job Description. List three things that people in this career do.

2. Click on Earnings. How much money do people in this career typically earn? What factors affect their income? (e.g. seniority, hours, expertise)

3. Click on Education. What kind of education, training, or other preparation do you need to get into this career?

Click on one of the two interviews.

Person's name: _____

Worksheet 9: Career Interview Project

Page 2 of 5

4. What does this person do and how did this person get into this career? (see Questions & Answers #1 and #2)

5. What personal characteristics are required to be successful in this career? (see Questions & Answers #3)

6. What changes to the career does the person foresee in the future? (see Questions & Answers #6)

7. What does the person like most about this career? (see Likes)

8. What does the person dislike most about this career? (see Dislikes)

Worksheet 9: Career Interview Project

9. What advice does this person have for someone who wants to get into this career? (*see Advice*)

STAGE 2: LIVE INTERVIEW

Now that you have viewed one of the interviews in Career Cruising and learned about the kinds of questions you can ask in a career interview, the next step is to try an interview with an adult you know (*e.g. a parent or a friend of your family*).

When doing the interview, remember that it is important to be well-organized and professional. The person you interview is taking time out of his or her busy day to help you. Listen carefully to what the person says; you may be surprised by what you learn! You can use the Interview Question sheet provided to help you with the interview.

Worksheet 9: Career Interview Project

INTERVIEW QUESTION SHEET

Career: _____

Person's name (optional): _____

1. What are your main tasks or responsibilities at work?

2. What kind of education, training, or other preparation do you need to get into your career? (e.g. college degree, technical training, high school diploma, apprenticeship, on-the-job training)

3. How did you get into this career? (When you were young, did you want to do anything else? Did you have other types of jobs before this one?)

4. What personal characteristics are required for someone to be successful in your career? (e.g. being organized or creative, writing or speaking clearly, being strong, or good with your hands)

Worksheet 9: Career Interview Project

Page 5 of 5

5. Have any recent changes affected your job? What changes to your career can you foresee in the future? *(e.g. changes in technology, economic changes)*

6. What do you like most about your job and the career you have chosen? *(In what way(s) is it better than other types of jobs/careers?)*

7. What do you dislike most about your job and the career you have chosen? *(What are the toughest parts, compared to other jobs/careers?)*

8. What advice do you have for someone who wants to get into this career?

Activity 10: Discovering Your Work Skills

FOR THE TEACHER:

Introduction

One of the greatest problems educators face is helping students bridge the gap between school and work. Many students cannot see the connection between what they are learning now and their future career. As a result, they may lack confidence in themselves and their ability to contribute in the workplace.

The purpose of this activity is to help students make links between their daily activities and work skills. In particular, they will:

- See the importance of their curricular and extracurricular activities
- Gain a better understanding of their skills
- Learn about career options related to their skills

How the Activity Works

Students use the A Day In My Life chart to set out a sample day in their life, being sure to include all curricular, extracurricular, social, and at-home activities. Then they use the Activities And Work Skills chart to link their activities to work-related skills. (Both charts can be found in the pages immediately following this activity.)

The next step is to use Career Cruising to search for and learn about careers in which those skills are important.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 10: Discovering Your Work Skills

STEP 1: A DAY IN MY LIFE

Fill in the A Day In My Life chart. In the Activities column, write down the things you do in a typical day. Be sure to include all classes, sports, social events, clubs, hobbies, chores, after school jobs, etc. (*You may use the Activities and Work Skills chart as a reference.*)

STEP 2:

Using the Activities and Work Skills chart, match your activities with the related work skills.

STEP 3:

Now go back to your A Day In My Life chart and write down the work skills that match your activities (*put the work skills beside each activity, in the right-hand column*).

STEP 4:

1. Write down the work skill that appears most often in your day:

Work Skill #1: _____

2. Write down the work skill you would most enjoy using in a job:

Work Skill #2: _____

3. Write down the work skill you think would be most important in getting a good job:

Work Skill #3: _____

STEP 5: USING CAREER CRUISING / WORK SKILL #1

Log into your SSP and click on the Careers button in the menu bar at the top of the page. On the Explore Careers page, click on the Career Selector button.

Click on Core Tasks and select the work skill/core task that appears most often in your day (*Work Skill #1 above*).

Click on View Results. Career Cruising will show you a list of careers where people use the skill you selected.

Worksheet 10: Discovering Your Work Skills

STEP 6: RESEARCHING THE CAREER

Scroll through the list and click on a career that interests you.

Career: _____

4. Click on Job Description. Write down examples of how people in this career use the work skill you selected.

Click on one of the two interviews.

Person's name: _____

5. Click on A Day In The Life. Write down examples of how the person uses the skill you selected in his/her workday.

Use the gray Back To Career Profile button near the top of the page to return to the At A Glance summary page).

Click on one of the two interviews.

Person's name: _____

6. Click on A Day In The Life. Write down examples of how this person uses the skill you selected in his/her workday.

Worksheet 10: Discovering Your Work Skills

Step 7: Using Career Cruising / Work Skill #2

Use your browser's Back button to return to the Career Selector screen. Click on Core Tasks.

Deselect the work skill/core task you chose before (*i.e. click on it once to delete the checkmark*).

Now select the work skill that you would most enjoy using in a job (*Work Skill #2 above*).

Click on View Results.

Scroll through the list and click on a career that interests you.

Career: _____

7. Read the Job Description and each of the interviewees' A Day In The Life. Write down examples of how people in this career use the work skill you selected.

STEP 8: USING CAREER CRUISING/ WORK SKILL #3

Repeat Step 7, except this time select the work skill that you think would be most important in getting a good job (*Work Skill #3 above*).

Career: _____

8. Read the Job Description and each of the interviewees' A Day In The Life. Write down examples of how people in this career use the work skill you selected.

Worksheet 10: Discovering Your Work Skills

Time	Activity	Work Skills
7:00am – 8:00am		
8:00am – 9:00am		
9:00am – 10:00am		
10:00am – 11:00am		
11:00am – 12:00pm		
12:00pm – 1:00pm		
1:00pm – 2:00pm		
2:00pm – 3:00pm		
3:00pm – 4:00pm		
4:00pm – 5:00pm		
5:00pm – 6:00pm		
6:00pm – 7:00pm		
7:00pm – 8:00pm		
8:00pm – 9:00pm		

Worksheet 10: Discovering Your Work Skills

SCHOOL SUBJECT	WORK SKILLS
Biology	Doing Research Inspecting, Measuring, or Monitoring Keeping Accurate Records Working with Plants or Animals
Business (e.g. Accounting, Entrepreneurial Studies, Marketing)	Communicating Information or Persuading People Keeping Accurate Records Selling or Promoting
American and World Studies (e.g. US History and Politics, American and World Issues, Law, World History)	Communicating Information or Persuading People Doing Research Writing
Chemistry	Inspecting, Measuring, or Monitoring Keeping Accurate Records Analyzing Data, Programming or Doing Calculations
Computers	Analyzing Data, Programming or Doing Calculations Identifying/Diagnosing Problems
Dance	Artistic Expression Physical Training or Performing
Technology (e.g. Design and Technology, Construction Technology, Communication Technology)	Operating Machines or Vehicles Building or Creating Things Inspecting, Measuring, or Monitoring
Drama	Artistic Expression Communicating Information or Persuading People Writing
English	Artistic Expression Communicating Information or Persuading People Writing
Family Studies (e.g. Parenting, Fashion, Individuals and Families in a Diverse Society)	Caring for or Treating People Organizing People or Planning Work Activities Making Sure Things are Clean and/or Organized
Geography (e.g. Geography – Physical, World Issues)	Doing Research Writing Communicating Information or Persuading People
Health and Physical Education	Physical Training or Performing Organizing People or Planning Work Activities
History (e.g. US History, Society: Challenge and Change, Modern Western Civilization, etc.)	Doing Research Writing Communicating Information or Persuading People

Worksheet 10: Discovering Your Work Skills

SCHOOL SUBJECT	WORK SKILLS
Languages (e.g. French, Japanese, Latin)	Communicating Information or Persuading People Writing
Math	Analyzing Data, Programming or Doing Calculations Inspecting, Measuring, or Monitoring Identifying/Diagnosing Problems
Music or Visual Art (e.g. Band, Strings, Musical Theatre, etc.)	Artistic Expression Building or Creating Things Designing or Drawing
Physics	Inspecting, Measuring, or Monitoring Keeping Accurate Records Analyzing Data, Programming or Doing Calculations Designing or Drawing
Science	Inspecting, Measuring, or Monitoring Keeping Accurate Records Analyzing Data, Programming or Doing Calculations

OTHER SCHOOL ACTIVITIES	WORK SKILLS
Assemblies (e.g. organizing, participating in)	Artistic Expression Communicating Information or Persuading Others Organizing People or Planning Work Activities
Clubs (e.g. chess club, outers club, environment club)	Communicating Information or Persuading Others Organizing People or Planning Work Activities Selling or Promoting
Dances (e.g. organizing, attending)	Organizing People or Planning Work Activities Physical Training or Performing Selling or Promoting
Fundraising (e.g. raising money for a charity or school trip; you may hold an event, have a car wash, sell chocolates)	Organizing People or Planning Work Activities Selling or Promoting Communicating Information or Persuading People Keeping Accurate Records
Independent Study Project/Unit (e.g. research essay on a topic of your choice)	Doing Research Keeping Accurate Records Writing
Journal (e.g. keeping a daily journal for English class)	Writing

Worksheet 10: Discovering Your Work Skills

OTHER SCHOOL ACTIVITIES	WORK SKILLS
Library (e.g. finding books in the library)	Doing Research
Lunch/Recess	Communicating Information or Persuading People
Peer Editing (e.g. reading and correcting other students' work)	Communicating Information or Persuading People Writing
Peer Tutoring/Helping (e.g. helping students with school work or problems)	Teaching or Training Identifying/Diagnosing Problems
Presentations or Seminars	Communicating Information or Persuading People Teaching or Training
Projects (e.g. researching and presenting information in a visually appealing way)	Doing Research Writing Designing or Drawing Building or Creating Things
Sales (e.g. bake sales)	Selling or Promoting Communicating Information or Persuading People Organizing People or Planning Work Activities
School Newspaper (e.g. being a reporter, taking photos, doing layout)	Writing Doing Research
School Shows (e.g. plays, music night)	Artistic Expression Communicating Information or Persuading People Selling or Promoting Building or Creating Things
Science Project	Doing Research Inspecting, Measuring, or Monitoring Analyzing Data, Programming or Doing Calculations Writing
Sports (e.g. playing on, coaching, or helping out with a team)	Physical Training or Performing Organizing People or Planning Work Activities
Student Council (e.g. being a student council member such as school president or treasurer)	Communicating Information or Persuading People Organizing People or Planning Work Activities
Yearbook (e.g. writing for, taking photos, doing layout)	Writing Artistic Expression Designing or Drawing

Worksheet 10: Discovering Your Work Skills

LEISURE ACTIVITIES AND HOBBIES	WORK SKILLS
Athletic activities (e.g. hiking, swimming, skating)	Physical Training or Performing
Being interested in professional sports (e.g. following a sports team; watching sports on TV, keeping track of players' stats, discussing sports)	Doing Research Communicating Information or Persuading People
Building things (e.g. models)	Building or Creating Things Designing or Drawing
Camping	Physical Training or Performing Organizing People or Planning Work Activities
Card or Board Games	Analyzing Data, Programming or Doing Calculations Communicating Information or Persuading People Identifying/Diagnosing Problems
Collecting things (e.g. baseball cards, stickers)	Doing Research Keeping Accurate Records Making Sure Things are Clean and/or Organized
Computer (e.g. using a graphics program, installing new software, fixing problems)	Analyzing Data, Programming or Doing Calculations Identifying/Diagnosing Problems Operating Machines or Vehicles
Diary (e.g. writing down your thoughts in a diary)	Writing Artistic Expression
Drawing (e.g. pictures, cartoons, etc.)	Artistic Expression Designing or Drawing
Driving (e.g. driving the family car)	Operating Machines or Vehicles
Friends (e.g. hanging out, helping with problems)	Communicating Information or Persuading People Organizing People or Planning Work Activities Identifying/Diagnosing Problems
Internet (e.g. surfing the net, downloading music, making a web page)	Doing Research Designing or Drawing Analyzing Data, Programming or Doing Calculations
Making crafts (e.g. bracelets)	Artistic Expression Designing or Drawing Building or Creating Things
Music (e.g. listening to, singing, playing an instrument)	Artistic Expression Communicating Information or Persuading People Doing Research

Worksheet 10: Discovering Your Work Skills

LEISURE ACTIVITIES AND HOBBIES	WORK SKILLS
Playing on a sports team (e.g. baseball, soccer)	Physical Training or Performing Communicating Information or Persuading People
Reading (e.g. magazines, novels, comic books)	Doing Research
Riding a Bike	Physical Training or Performing Operating Machines or Vehicles
Shopping	Doing Research
Skateboarding	Physical Training or Performing Fixing/Repairing Things
Talking on the Phone	Communicating Information or Persuading People
Video or Computer Games	Identifying/Diagnosing Problems Physical Training or Performing
Writing letters or emails	Writing Communicating Information or Persuading People

HOUSEHOLD ACTIVITIES	WORK SKILLS
Babysitting (e.g. younger sister/brother, neighbors' kids)	Caring for or Treating People
Cleaning (e.g. your room, bathroom, garage)	Making Sure Things Are Clean and/or Organized Identifying/Diagnosing Problems Operating Machines or Vehicles
Cooking or Baking	Inspecting, Measuring, or Monitoring Building or Creating Things
Mowing the Lawn	Operating Machines or Vehicles Physical Training or Performing Working with Plants or Animals
Helping in the Garden (e.g. planting flowers, pruning bushes, weeding)	Physical Training or Performing Working with Plants or Animals Artistic expression
Shoveling Driveway	Physical Training or Performing
Taking care of a pet (e.g. walking the dog, feeding cat)	Working with Plants or Animals
Taking Phone Messages	Keeping Accurate Records Writing
Vacuuming	Operating Machines or Vehicles
Washing the Dishes	Making Sure Things Are Clean and/or Organized

Worksheet 10: Discovering Your Work Skills

OTHER	WORK SKILLS
Part-time job - Cashier	Assisting Customers or the Public Analyzing Data, Programming or Doing Calculations
Part-time job - Food Services (e.g. working at a fast food chain, waiting tables, bussing)	Assisting Customers or the Public Making Sure Things Are Clean and/or Organized
Part-time job - Recreation (e.g. lifeguard, sports instructor, camp counselor)	Teaching or Training Caring for or Treating People
Part-time job - Retail (e.g. working in a clothing store)	Assisting Customers or the Public Keeping Accurate Reports Making Sure Things Are Clean and/or Organized Selling or Promoting
Volunteering (e.g. volunteering at a hospital, charity)	Assisting Customers or the Public Caring for or Treating People Communicating Information or Persuading People Teaching or Training

Activity 11: Using My Skills

FOR THE TEACHER:

Introduction

The purpose of this activity is to:

- Introduce students to the My Skills component of Career Matchmaker
- Help students identify their work skills
- Make students aware of the benefits of using more than one type of career assessment

Setting the Stage

Classroom discussion can focus on the importance of skills in the workplace. Ask students to take a few minutes to think about skills they have that could be useful in the working world. (*Examples of work skills should be provided to help get students started.*) Then have students share some of their skills with the class. Next, ask students how they are able to identify their skills. The difficulties with self-assessing skills should be discussed.

An alternative topic for discussion is the benefits of using more than one type of career assessment (*interests, skills, values, personality, etc.*). Ask the class to identify potential problems with relying on just one type of career assessment.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 11: Using My Skills

Page 1 of 4

Log into your SSP. Click on the Assessments button in the menu bar at the top of the page, and then click on the Career Matchmaker link.

Read the instructions on the Introduction page, then click Start!

After you answer the first 39 questions, you will come to the Career Suggestions page which lists the careers that may be suitable for you based on your interests. Take a few minutes to look through the careers on your list.

Select a career from the list that you are interested in.

Career: _____

1. Click on the career that you are interested in and read through the information that is available (Job Description, Working Conditions, Interviews, etc.).

Write down five things about this career that you find appealing.

Click on Back To Matchmaker Suggestions to go back to your career suggestions list. Now click on the Complete My Skills link in the My Skills section on the right side of the page to begin the skills assessment component. Read the introduction and then click Go! to begin answering the skills questions. Answer all 45 questions.

After answering the skills questions, you will return to the Career Suggestions page where you will notice that all of the careers on your list have been assigned a skills score.

2. What is the skills score that appears beside the career you wrote down above?

- _____ A – Very Good Match
- _____ B – Good Match
- _____ C – Fair Match
- _____ D – Questionable Match
- _____ E – Poor Match

Worksheet 11: Using My Skills

3. Click on the career and then scroll down the Suitable For You? screen until you get to the My Skills information.

Look through your responses to the skills that are important for this career and record the total number of responses of each type.

_____ I Am Highly Skilled

_____ I Am Skilled

_____ I Have Some Skill

_____ I Don't Have This Skill

_____ I Can't Answer This

4. Write down any three skills to which you answered "I don't have this skill" or "I have some skill." (If you didn't respond this way to three of the skills, just choose any three of the skills listed.)

For each of the skills you wrote down, try to think of school subjects and activities outside of school that could help you increase your skill level.

Example:

Skill: Presenting ideas and information in writing

Ways to improve my skill level:

Work hard on all of my written assignments in school
 Try to read the newspaper every day
 Write a short story on why I love sports
 Ask my English teacher to recommend some books on writing

Worksheet 11: Using My Skills

For Your Skills:

Skill 1: _____

Ways to improve my skill level:

Skill 2: _____

Ways to improve my skill level:

Skill 3: _____

Ways to improve my skill level:

Worksheet 11: Using My Skills

Summary – Your Views

5. After completing the skills assessment, are you still interested in this career? Why or why not?

6. What do you think the difference is between interests and skills?

7. Do you think it is helpful to consider your skills when choosing a career? Why or why not?

Activity 12: College Research Exercise

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

- Learn about colleges and the programs they offer
- Become familiar with Career Cruising's education and training resources
- Learn how to use the Internet to find important career-related information

Setting the Stage

Classroom discussion can focus on the importance of getting accurate information about colleges and the programs they offer. Ask those students who know what type of post-secondary education they plan to pursue if they are aware of the entrance requirements for the colleges and programs they are interested in. An alternative topic for discussion is the usefulness of the Internet for finding education and career-related information. Ask the class what difficulties they have encountered while searching for information on the Internet.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 12: College Research Exercise

Page 1 of 4

Log into your SSP and click on the Schools button in the menu bar at the top of the page. Click on the Search For Schools button.

In the space provided, enter the name of a 2 or 4-year college or technical/vocational school you have heard about or are interested in (*e.g. Harvard, Western Business College, Missouri Technical Institute*). Click Go!

Career Cruising will provide you with a list of schools that include the name you entered. (If you don't get any matches, try changing the wording slightly. For example, if you tried "University of Delaware" before, you could try just "Delaware." You can also click on one of the states on the map to view a list of all the schools in that state.)

Click on a specific school that interests you.

School Name: _____

1. Click on the blue buttons to find the following information. If any of the information is not available for this school, write N/A.

School Type: _____

Location (*city, state*): _____

Website: _____

Admissions Contact Information: _____

What are the entrance requirements for this school?

What is required as part of your application package to this school? (*e.g. essay, transcripts, interview*)

Application Deadline: _____

Campus Enrollment: _____

Worksheet 12: College Research Exercise

Page 2 of 4

What facilities and services does this school have to offer?

Estimated Total Expenses: _____

What types of financial aid are available at this school? _____

Name of a major/program at the school that you might be interested in taking:

Summary – Your Views

2. Do you still think that this school is a good option for you? Are the admission standards different than you expected? What about the tuition costs?

Optional – Internet Research Project

Click on the school's website address.

3. Try to find information about the major/program you selected above in the school's website. (Hint: look for "admissions," "academic programs," "student resources," or "course catalog.")

Answer the following questions:

What admission requirements or prerequisites are there for this major/program? (*i.e. courses or skills needed before you can start*)

Worksheet 12: College Research Exercise

Page 3 of 4

What are the names of some of the classes/courses you take as part of this major/program?

How many months/semesters/years does it take to complete the major/program?

Does the program include on-the-job work experience? (*e.g. work study or co-op placements*)

What is the name of the qualification you get after completing the program? (*e.g. bachelor degree, associate degree, certificate*)

Summary – Your Views

4. Are you still interested in taking the major/program you selected? Is this major/program different in any way from what you thought it would be? (*e.g. longer education/training time, difficult admissions requirements, etc.*)

Worksheet 12: College Research Exercise

Page 4 of 4

5. Was any important information not available on the school's website? How can you find the information?

Activity 13: Finding the Right College

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

- Learn about the factors to consider when choosing a college (4-year, 2-year, or technical/vocational)
- Use School Selector, an interactive checklist, to find colleges that match their personal and academic preferences

Setting the Stage

Classroom discussion can focus on tuition cost, grades, location, majors, and other factors that influence college application and admission. Ask students if they have thought about colleges and whether they have considered all of these factors.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 13: Finding the Right College

Log into your SSP and click on the Schools button in the menu bar at the top of the page.

Click on School Selector.

Choose either the School Selector for Undergraduate Schools or the School Selector for Career & Technical Schools.

Select the factors that are important to you in choosing a college by clicking on the blue buttons on the left side of the screen (location, majors offered, etc.). For each button you click, select your preferred options.

When you have finished clicking through the blue buttons, click on View Results. If no schools match all of your criteria, click on View Close Matches and select one of the options.

Click on a school that interests you.

Career: _____

1. Click on the blue buttons to find the following information. If any of the information is not available for this school, write N/A.

School Type: _____

Location (*city, state*): _____

Campus Enrollment: _____

What is required for admission to this school?

Estimated Total Expenses: _____

What types of financial aid are available at this school? _____

Name of a major/program at the school that you might be interested in taking:

Worksheet 13: Finding the Right College

Page 2 of 3

Use the Back To Your Results button near the top of the page to return to your list of schools.

Click on another school that interests you.

School name: _____

2. Click on the blue buttons to find the following information. If any of the information is not available for this school, write N/A.

School Type: _____

Location (*city, state*): _____

Campus Enrollment: _____

What is required for admission to this school?

Estimated Total Expenses: _____

What types of financial aid are available at this school? _____

Name of a major/program at the school that you might be interested in taking:

Summary – Your Views

3. Would you like to go to these schools? Why or why not? Do they offer a major or program you would like to take?

Worksheet 13: Finding the Right College

Page 3 of 3

4. Will it be difficult for you to meet the academic requirements or pay the tuition fees? What can you do to overcome these challenges?

Activity 14: Learning Styles

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

- Identify and analyze their preferred learning styles
- Understand the relationship between learning styles and academic success
- Understand the relationship between learning styles and career choices

Setting the Stage

Classroom discussion can begin with students describing their ideal studying or learning environments. Ask them to draw on their own study habits and preferences. The variety of answers will help students realize that people have different learning styles and preferred ways of absorbing and retaining information.

As a class, brainstorm why it is important to understand one's learning style. Learning styles impact not only school performance, but also our success in the workplace and in the world. While learning styles don't reflect our actual abilities, they do influence the way in which we learn to perform work and social tasks, manage our time and resources, and how we interact with co-workers and family members who have different learning styles.

Some students may discover that they have more than one preferred learning style. In this case, students can choose from the traits, tips, and strategies associated with each of their preferred learning styles in order to complete the activity. Be sure to emphasize to all students that there is no right or wrong learning style.

After completing the worksheet, ask students—as a class or in small groups—to discuss their individual learning styles and compare them with other students' preferred learning styles. Students should be able to describe the three key learning style preferences (visual, auditory, and tactile), and identify learning strategies and conditions that complement each style. This will help students to consolidate their learning. Remind students that they all have the capacity to learn in different ways.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Activity 14: Learning Styles

Students

Go to **www.careercruising.com/SSP**. Enter your personal SSP username and password in the spaces provided, and click Login.

Worksheet 14: Learning Styles

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Complete the Learning Styles Inventory assessment.

On the Main page, click on the Assessments button, then on the Learning Styles Inventory link. Enter your first and last name in the spaces provided and click Start Now!

Read the instructions on the Introduction page and start the assessment. Remember, there are no right or wrong answers; simply select the answer that you feel best applies to you.

Saving your results: When prompted, save your Learning Styles Inventory results to your SSP. You can also save your results at any time by clicking on the gray Save To My SSP button at the bottom of the page.

What kind of learner are you? _____

1. Read the Learning Styles profile. Answer the following questions:

Which parts of the profile *best* describe the way that you learn and retain new information?

Are there parts of the profile that *do not* accurately describe the way that you learn and retain new information? Which ones?

2. Think about how your learning style relates to your performance at school. The Learning Styles profile offers lots of suggestions to help you learn in your preferred style.

Which suggested strategies do you already use? How successful do you think they are in helping you learn and remember information?

Worksheet 14: Learning Styles

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Which suggested strategies can you begin using now to help you learn and remember information?

3. Now try to think of some more learning styles tips that you could use in the following situations:

You have a test in two weeks that is worth 30% of your final grade. What strategies could you use to help you study for the exam?

You're having a hard time absorbing information in class. What suggestions could you make at the next student-teacher conference that would help you and your teacher develop a learning plan to suit your learning style?

You have to write a 5-page book report, and you're feeling a little overwhelmed. What tips can help you prepare to tackle the project and write the paper?

4. Think about how understanding your learning style relates to career possibilities. How can knowing how you learn help you make important career decisions and succeed in the workforce?

Click on the Careers button in the menu bar at the top of the screen, and search for a career that interests you, but that you may not know much about.

Career: _____

Worksheet 14: Learning Styles

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5. Read the Job Description section.

Write down two or three tasks that people in this occupation perform.

Describe how you could learn to perform each task in a way that complements *your* learning style. (e.g. *adjusting technical equipment: auditory learners could listen to someone explain how to adjust the equipment; visual learners could read the manual; tactile learners could test out the equipment*)

6. Read the Working Conditions section.

Write down two working conditions that are common for people in this occupation.

Describe how you could adapt the working conditions you listed above so that they support *your* learning style. (e.g. *working in an office: auditory learners could reduce noise distractions by closing their office door; visual learners could reduce visual distractions by clearing away clutter in their office or cubicle; tactile learners could take frequent breaks or walks.*)

Worksheet 14: Learning Styles

Summary – Your Views

Now that you've learned a little more about your learning style, answer the following questions:

What do you think are some of the challenges associated with your learning style?

What do you think are the advantages of your learning style?

Activity 15: Why Study This? A Cross-Curricular Game

FOR THE TEACHER:

Introduction

The purpose of this activity is to help students:

- Continue to develop career exploration skills
- Reflect on the skills and content knowledge they're acquiring in a school subject area
- Make the connection between what they are learning in school and the world of work

Setting the Stage

Ask students to recap what they have been learning in class. Highlight not only content knowledge (key concepts related to your subject), but also transferable skills such as problem solving, decision making, teamwork, planning, researching, effective communication, and any others that they have acquired in your class. Explain to students that the subjects they're studying in school are providing them with the skills and knowledge they need to succeed in their future careers.

For the competition, students investigate two occupations: one for which the required skills and knowledge are subject specific (making the link between the occupation and the school subject clear), and one that requires slightly more lateral thinking about transferable skills. You can select your own sample occupations from Career Cruising or use these sample occupations:

- | | |
|---|---|
| • English (Language Arts) – print journalist and travel agent | • Geography – forestry technician and parking enforcement officer |
| • Math – personal financial planner and carpenter | • Languages – interpreter and concierge |
| • Science – veterinarian and baker | • Arts – art/music therapist and marketing specialist |

As teams research, provide students with clues by drawing their attention to major skill areas or subject matter that they should consider in their responses. Prompt them with hints such as “*Have you thought about how someone in this occupation might need presentation skills/repair skills/time management skills*” or any other skill or knowledge they've gained in your class. This will help them expand their enquiry beyond the most obvious connections.

Although this activity is designed to be completed in one class, you can alter its presentation to suit your schedule. If you feel that your class will need more time to research the occupations or complete the competition, you can set the stage for the activity the day before the competition. To extend this activity, you can devote a portion of class time throughout the semester or year to “bonus rounds” during which teams research additional occupations. Each successive occupation should be slightly more challenging and reflect new skills and content knowledge learned in class.

Activity 15: Why Study This? A Cross-Curricular Game

Finally, while the competition teaches students to make connections between school subjects and select occupations, the optional extension portion of the activity encourages students to think about how what they're learning in class relates to an occupation that interests them.

Starting the Program

Teachers & Advisors

Go to www.careercruising.com/SSPSchool. Enter your school's username and password, and your personal advisor password in the spaces provided, and click Login. In the menu bar on the left side of the page, click on the Enter Career Cruising button.

Students

Go to www.careercruising.com/SSP. Enter your personal SSP username and password in the spaces provided, and click Login.

Rules: Why Study This? A Cross-Curricular Game

What You Need:

- Activity Worksheets
- Internet access and login information for Career Cruising (or printed copies of the occupation profiles—all relevant sections—selected for this activity)
- Pen and paper/chalk and chalkboard for keeping score

Before You Start:

Players should be divided into teams of four or five. Team members will share the responsibility for researching the occupations and coming up with examples of how someone in each occupation uses what students are learning in this class on the job. Each team member will keep a list of their team's answers, and we strongly suggest that students maintain a list of other teams' answers.

Each team elects a representative to join the presenters' panel to share their team's answers with the rest of the class. Team reps will present their team's answers, but will be unable to record other teams' answers (to prevent adding new examples to their existing list); therefore, other team members are responsible for providing the team rep with the complete list of examples and answers accumulated during the competition.

The Competition and Points:

Once teams have finalized their list of answers, a representative from each team joins the presenters' panel at the front of the class with the list. Each rep presents his or her team's answers to the class. (A time limit may be set by the teacher.) To discourage bluffing, reps should be prepared to submit their list of answers to the teacher for verification.

The teacher will keep track of the number of acceptable answers from each rep. There is no limit to the number of examples players can provide for each skill or concept they've identified (for example, players can offer several different examples of how a teacher uses problem-solving skills on the job). Each correct answer is worth one point.

Challenges:

After a team rep has presented his or her team's answers, another team can challenge the validity of one or more of the answers. Acceptable grounds for a challenge: The answer does not reflect the skills or content knowledge associated with the school subject, or the answer is not an example of how people in the occupation use the school subject on the job. *The teacher settles all challenges.*

When challenged, team reps can call on the rest of his or her team to help defend an answer.

Be judicious with your challenges! If the teacher decides that the team's answer is acceptable, the team that challenged the answer loses a point. The team that provided the correct answer is awarded one point for the answer, and an additional point for successfully defending the answer.

Rules: Why Study This? A Cross-Curricular Game

If a team's answer is deemed unacceptable by the teacher, the team that successfully challenged the answer is awarded a point, and the team with the incorrect answer is not awarded a point.

Winning:

The team that earns the most points at the end of the competition wins!

Worksheet 15: Why Study This? A Cross-Curricular Game

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Summary – Your Views

1. What skills and/or information from this class do you think are most useful for each of the occupations you researched? Why?

2. What skills and/or information from this class were you surprised to learn that someone needs in order to work in each of the occupations you researched? Why?

3. What skills and/or information learned in this class are most important to you? Why?

Worksheet 15: Why Study This? A Cross-Curricular Game

Extension

Extension: A Career That Interests You

On the Main page, click on Explore Careers, and search for a career that interests you. You can search by keyword, index, school subject, or cluster.

Occupation: _____

Read the occupation profile and answer the following questions:

What does someone in this occupation do? (Three to five core tasks.)

If you were in this occupation, how would you use what you're learning in this class on the job? (e.g. *As a roofer, I would use math to calculate the number of shingles needed to finish a roof; As a nurse, I would use my speaking (communication) skills to explain procedures to patients.*)

What other school subjects do you think are important in this occupation? Are some more important than others? Why?
