

## Module: Exploring Careers

**Topic:** Where to Find Career Information!

**Competency – Students will:**

- Demonstrate the ability to locate, understand, and use career information.
- Use the Internet to access career and education planning information.

**Length:** 3 class periods

**Objective:**

Students will:

- Identify a variety of sources to obtain information about occupations
- Describe knowledge and skills needed in a variety of career clusters.
- Research occupations and identify characteristics.

**Materials:**

- Interview Handout
- Career Research Handout
- Visit to the Library

**Description of Activity:**

### Session 1

1. Have students identify resources for obtaining occupational information. List on the chalkboard:
  - a. Resources in the library
  - b. Resources in the guidance office
  - c. Internet
  - d. Community bulletin boards
  - e. Newspapers, magazines, publications
  - f. Other
2. Have students discuss the kinds of information they may need to make an occupational choice:
  - a. aptitudes, skills, interests, values
  - b. Job requirements
  - c. education and training needed
  - d. other important information
3. Give students the Interview Survey Handout. Discuss each of the questions with them, perhaps letting them ask the instructor the questions so that they get a feel for the kind of answers they will be getting. There may be additional questions the

students want to add to the interview. Explain that many people or even companies prefer not to give out salary information so that question is not included. Discuss with the class about how average salary information can be obtained in a variety of sources. There are many factors that determine a person's salary. Give an example for teachers. Their salaries vary according to experience, location, and education.

4. The homework assignment is to interview a family member, friend, or neighbor. Students should also write a paragraph explaining what they feel they would like or dislike about the person's job that they interviewed.

### **Session 2**

1. Review the previous session and discuss the interviews.
2. Have students report their findings from the interview back to class.
3. Make a list of occupations on the chalkboard that students have obtained information about during their interviews.
4. Identify differences (if any) of male and female occupational choices.
5. At the end of the session, have students individually write a list of occupational information resources and write a description about one of the occupations that is the most interesting to them. This information can be saved in the student notebook.

### **Session 3**

1. Have each student identify two or more occupations that he/she would like to know more about.
2. Give each student a copy of "Career Research." Explain to students that they have had the opportunity to interview someone to learn more about careers. Now they are going to look at resources in the library to research at least two of the occupations in which they are interested. Review the questions and have them use at least two different resources for research.

**Evaluation:** Students will learn how career information is structured and how to use a variety of resources to research careers.

# Interview Handout

1. What is your job title?
2. What are some of your job duties?
3. What is your work schedule? Do you work on the weekends or travel?
4. How much education does your job require?
5. If you work for a large company, are there opportunities for promotions?
6. Would you recommend this type of work to others? Why?
7. Did you receive any assistance with career planning during school or afterwards? How did you decide what you wanted to do? Did you plan it or it just happened? Would you have made a different choice if you had it to do all over again?

Other questions?

# CAREER RESEARCH

Use three resources to research and complete the information pertaining to an occupation you have chosen to explore.

1. Name of occupation:

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2. Description of occupation:

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3. Educational level recommended for this occupation; i.e. on-the-job training, 2-year technical school or community college, 4-year College, apprenticeship, etc.:

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4. Salary/Wages (Beginning, Median, Experienced):

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5. Places you could work (school, office, hospital, business, etc):

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6. Qualities needed to be successful in this occupation; i.e. special skills, personal qualities, etc.:

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7. What high school classes would be especially helpful in preparing for this career?

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8. What are some aspects of this occupation that you may like or dislike?

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9. List this occupation's Career Cluster.

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10. List the three resources you used for research.

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