

Also Available
as Software for
Windows/Mac

Careers For Me, Plus - Teacher's Guide

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Careers For Me, Plus is a paper-pencil assessment used to transition students to the next step in their career awareness and education. Users should:

- Learn more about themselves, including their personal interests, skills and educational goals.
- Gain an awareness of various new job titles.
- Be exposed to the concept of school-to-work.
- Have an understanding of how jobs can be grouped into clusters.
- Be encouraged to research careers which fit their interests.
- Continue learning about how they fit in with the world of work.
- Continue career education and preparation process in a non-stressful manner.

Suggested Supplemental Materials

Students will go through a process of researching two careers, so some type of reference material should be accessible. Software, books and videos are available, such as the *Occupations Outlook: An Exploration for Teens and Careers for Me Plus Video*. There are also a variety of other products available. Contact us for more information if you do not have resources at your school.

Level of Difficulty

Careers For Me, Plus is recommended for grades 6-9. To use this booklet without much guidance from the instructor, students should have a 6th grade reading level. The optional activities have flexibility for the teacher to either keep it simple or expand them. See the detailed information about the activities later in this guide.

Introduction to Careers For Me, Plus

Pages 2 - 3: The introduction in *Careers For Me* can be used in a variety of ways:

- Read aloud together as a class. Discuss each section after reading it aloud. Ask students why they believe school is important. Go around the class and ask each student to share their answer to the all-time question "What do you want to be when you grow up?"
- Explain the concept of clusters. Demonstrate the variety of ways jobs can be grouped into clusters, depending on the criteria. This is a good time to introduce career reference books if you have any available (such as the *Occupations Outlook: An Exploration for Teens*). Reference materials often group or cluster jobs in different ways. All of the *Careers For Me* assessments are clustered the following way (although the 16-cluster system is introduced):

- Environment and Agriculture
- Arts and Communications
- Business and Management
- Industrial and Engineering Systems
- Health Services
- Human Resources/Services

• Explain the reasons this interest assessment is being given to them. Remind the students that this is not a test. There are no right or wrong answers.

• Discuss with the class the importance of goal setting. Setting up small goals is essential to reach the bigger goals. For the disorganized student, keeping an organized notebook can be an important small goal towards the bigger goal of turning schoolwork in complete and on time. Share examples. Now is the time to think about what they may want to do after high school and start planning for it.

Taking Careers For Me

Pages 4 - 9: The six pages after the introduction are cluster pages where students are asked to check phrases that describe themselves. The clusters are not identified on these pages; however, they are identified by a *Careers For Me Shape*. The teacher decides whether to work together as a class or let students work at their own pace. After completing a page (cluster), the student should count the number of phrases that are checked and write that number on the corresponding shape on the right tab of the booklet. Then go on to the next page.

Each cluster page also includes a "More about me" statement for the student to complete. These activities help students put more careful thought into their likes and interests.

Page 10: "Looking to the Future." This page helps students think about their educational and work goals. It can be included with the cluster pages if the students are working at their own pace. There is also a More About Me prompt.

After all six cluster pages have been completed (a number is now written on every shape on the right tab), the user is ready to review their answers.

Page 11: This page explains the six clusters used in *Careers for Me*.

Pages 12-13: These are the pages where students will use references to research two careers. Students should look at the numbers on the cluster shapes and determine which cluster/shape has the highest score. Samples of careers for the different clusters are on pages 19-23. This is just a small sampling of careers. There are many more careers which can fit into each cluster. Encourage students to seek additional job titles. It is OK to review more than one cluster, especially if there is a tie. Many students will want to research a career that is not in their “high” cluster. We recommended that at least one of the careers researched be in that cluster.

Follow the research form in the booklet to start collecting career information about one or two careers. While we have provided some good, useful information for the careers listed in the booklet, this is the time to have additional reference material available. The internet is another place to look for career information. The *Career Kids* website (www.careerkids.com) has useful career information and additional links.

School-to-Work

While completing the research page, the student is asked to think about school. What subjects will be important for the career(s) being researched? What skills will be important?

Users are also asked to write what they can do in school now that will help them be prepared for the career being researched. This ties in with discussing goal setting before taking *Careers For Me, Plus*.

Optional Activities

Page 14: “What activities can help you reach your goals?” This activity helps students open their minds to the things they learn when they participate in extracurricular activities, as well as activities in school. The list is not complete and students may have other activities to write in. Encourage class discussion about the various opportunities available in their community and what a person can learn from the activities.

Page 15: “There are certain skills employers want employees to have.” This activity identifies SCANS (Secretary of Labor’s Commission on Achieving Necessary Skills) skills that the students may or may not be developing. Students are to check off the skills they would like to improve.

Page 16 - 17: More Information on Career Clusters. These two pages include a very short description with examples for each of the 16 career clusters developed by the Department of Education. Each cluster has *Careers for Me* icons next to it so that the user can link the two systems.

Page 18: This page includes two fun activities. Answers to both are on the back page of the booklet. One activity is a logic puzzle and the other one is a cryptogram.

Pages 19-23: “Quick job reference guide.” Here you will find over 150 careers listed with identifying shapes for each of the six clusters. There are 14 personal skills and work characteristics required for the job, median earnings range, job outlook and education and training information. This is a great resource for students to hold onto as an easy, quick reference, but it doesn’t take the place of in-depth research.

Page 24: There are two fun and simple activities for students: a word search and an activity which matches last names to occupations from years ago.

Parent Signature

There is not a specific place to get a parent signature, but it is recommended. Parents should be encouraged to discuss goal setting, school, dreams, hobbies and their own line of work with their children. Parents and their children should be aligned as to the student’s goals after high school. This is a great tool to open the discussion.

About Career Kids

Since 1993, *Career Kids* been dedicated to publishing materials in career awareness and college preparation for students enrolled in grades K - 12. Our line of video tapes, computer software, books, workbooks and reference materials extends beyond our own products. If you need help looking for materials to fit your program, please contact us and we will try to find them for you. *Career Kids* is always interested in any feedback. We’d like to hear from you!