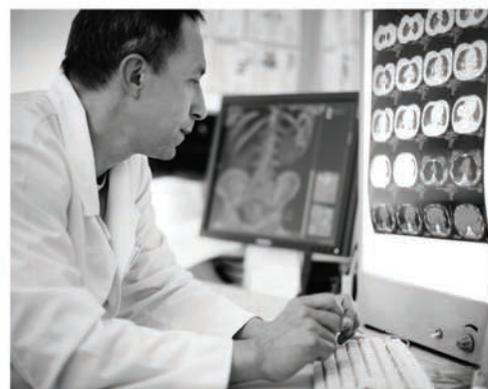




DELAWARE CAREER COMPASS

2014 - 2015

The Steps
to Your
Success



Published by the
Delaware Department of Labor
Office of Occupational and Labor Market Information
with sponsorship of the
Delaware Advisory Council on Career and Technical Education



Acknowledgments

We thank Dr. Manera Constantine and the Delaware Advisory Council on Career and Technical Education (DACCTE) for their continuing and enthusiastic support of the *Delaware Career Compass* and *Teacher's Guide*. Special thanks to Janet Nichols for organizing and implementing all of the pre-order administrative tasks which ensure that everyone who uses these publications receives them in a timely fashion each fall.

Teachers – Share Your Expertise!

We encourage your contributions to the *Delaware Career Compass Teacher's Guide* including innovative, successful ways in which you use the *Delaware Career Compass* in your classroom. Mail or fax your lesson plan(s) to:

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Public schools may use state mail.
SLC: N250

Thank you!

Letter to Teachers

Since 1989, the Delaware Department of Labor has produced and distributed the *Delaware Career Compass* to Delaware's 8th through 12th grade students. The *Compass* guides students through the four phases of career development as outlined by the National Career Development Guidelines.

The *Delaware Career Compass Teacher's Guide* was developed by the Delaware Career Compass Advisory Committee. This group of teachers and school counselors has designed supplemental activities to enhance the use of the *Compass* in your classroom. These activities are based upon their collective experience of classroom use of the *Compass*.

The *Teacher's Guide* format corresponds to the four stages of career development outlined in the *Compass* as Steps 1 through 4: *Who Am I?*, *What's Out There?*, *How Do I Decide?*, *How Do I Do It?* In the *Guide*, these Steps are organized into six Lesson Plans. You'll notice that Step 4 has been divided into three Lesson Plans to simplify use.

Step 1: Who Am I?

Step 2: What's Out There?

Step 3: How Do I Decide?

Step 4: How Do I Do It?

Section A: Educational Opportunities

Section B: Postsecondary Opportunities

Section C: Job Search

Each Lesson Plan consists of:

- 1) an overview;
- 2) a list of the Delaware Department of Education State Standards (in the core areas of Language Arts, Economics, and Mathematics) addressed by the activities in the lesson;
- 3) teacher instructions with helpful hints and an activity answer key; and
- 4) a list of the student activities with the approximate completion time required for each activity.

The activities each correspond to an article in the *Delaware Career Compass*, referenced by specific page numbers.

Note: If a student is expected to supply an original answer to an activity question, we have noted "self-answered" on the answer key.

The *Delaware Career Compass* and its *Teacher's Guide* are valuable tools for Delaware students as they make their career plans. We would appreciate your overall comments and, in particular, suggestions for additional activities – ways in which you have used the *Delaware Career Compass* in your classroom. Please share them with us.

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Thank you!

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LESSON PLAN

Step 1: Who Am I?

Overview

This lesson helps students identify who they are as a person: their dreams, learning styles, likes, interests (Holland Code), career cluster preferences, and basic skills. Self-assessment is the important first step and the foundation for making informed career decisions.

State Standards

Language Arts 1-4

Objectives

At the end of this lesson, students will be able to:

1. describe their dream occupation and determine whether it's a possible match
2. use O*NET OnLine to search occupations
3. describe their own learning style
4. identify their likes and dislikes
5. identify their interests (Holland Code)
6. identify the career clusters they prefer
7. analyze their strengths and weaknesses according to workplace skills
8. articulate their responsibility to avoid drugs and alcohol*
8. summarize and articulate what they have learned about themselves

*The **Drugs and Alcohol** page is located on the inside back cover of the *Delaware Career Compass*

Teacher Instructions

Use the *Delaware Career Compass* Step 1 readings and activities, as well as extension activities provided on student handouts to allow students to assess themselves. Remind them that these activities are not tests; there are no right or wrong answers.

Answer Key:

Activity 2.2

- | 1. Relevance Score | Code | Occupation | Other information/symbols |
|--------------------|------------|--------------------|---|
| 100 | 13-2011.01 | <i>Accountants</i> |  Bright Outlook Occupation |
2. Bright Outlook occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.
 3. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
Report to management regarding the finances of establishment.
Establish tables of accounts and assign entries to proper accounts
Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
 4. Calculators or accessories
Fax machines
Personal computers
Photocopiers
Tablet computers
Desktop computers
Notebook computers
Personal digital assistant PDAs or organizers
Scanners

5. ATX Total Accounting Office; Intuit QuickBooks software; Sage CPA Client Checkbook; Summit Software Summit Biofuels Accounting (Click to See all 41 examples.); found under Tools and Technology
6. Economics and Accounting
7. Active Listening - 72% - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Mathematics - 72% - Using mathematics to solve problems.
8. Interacting With Computers; Processing Information; Getting Information; Evaluating Information to Determine Compliance with Standards
9. C - Conventional; E - Enterprising
10. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
Integrity — Job requires being honest and ethical
(self-answered)
11. 11-3111.00 *Compensation and Benefits Managers* 13-1141.00 *Compensation, Benefits, & Job Analysis Spec.*
 13-2011.02 *Auditors* 13-2031.00 *Budget Analysts*
 13-2041.00 *Credit Analysts* 13-2051.00 *Financial Analysts*
 13-2052.00 *Personal Financial Advisors* 13-2053.00 *Insurance Underwriters*
 13-2099.02 *Risk Management Specialists* 43-3031.00 *Bookkeeping, Accounting, and Auditing Clerks*

Extension Activity 3

O*NET OnLine, library, school counselor, friends and family, someone you know who currently does the job, magazines, career center, broad Internet search, etc.

Activity 4.2

self-answered

Activity 5.2a

self-answered

- Group 1 = A - Artistic
- Group 2 = S - Social
- Group 3 = R - Realistic
- Group 4 = I - Investigative
- Group 5 = C - Conventional
- Group 6 = E - Enterprising

Activity 5.2b

self-answered

- List 1 = S - Social
- List 2 = C - Conventional
- List 3 = I - Investigative
- List 4 = A - Artistic
- List 5 = E - Enterprising
- List 6 = R - Realistic

Activity 5.2c

self-answered

Activity 6.2

self-answered

Extension Activity 6

self-answered

Activity 7.2

self-answered

Activity 8.2

1. Workers don't work as hard or as efficiently; workers miss more work days; workers get hurt; companies must pay increased medical insurance costs due to on-the-job accidents;; workers steal from their jobs more often.

Note: Allowing an employee who is under the influence of drugs or alcohol to drive a truck can be a liability. In addition, employees may experience side effects such as memory loss, inability to concentrate, depression, paranoia, and other health-related problems.

2. Employers will drug screen by asking applicants about current and past drug use; by giving a pencil-and-paper or polygraph test; by medical tests of urine, blood, or hair samples.

Note: The most commonly used test is a urinalysis or urine test.

3. self-answered

4. zero tolerance

5. self-answered

6. See the list, *What is your responsibility?*

Activity 9.2

self-answered

Activity 9.3

self-answered

Student Activities

Using O*NET OnLine and the *Delaware Career Compass*, students will complete the nine activities for **Step 1: Who Am I?**, including:

Activity 1: Begin With Your Dream (Time required: approximately 50 minutes)

Activity 2: Learn to Use O*NET OnLine (Time required: approximately 30 minutes)

Activity 3: How Do I Learn Best? (Time required: approximately 40 minutes)

Activity 4: What Do I Like? (Time required: approximately 50 minutes)

Activity 5: What Is My Holland Code? (Time required: approximately 45 minutes)

Activity 6: Which Career Clusters Do I Like? (Time required: approximately two 45 minute periods)

Activity 7: What Basic Skills Do I Have? (Time required: approximately 50 minutes)

Activity 8: Getting Ready to Work? You Need to Know This! (Time required: approximately 30 minutes)

Activity 9: What I Have Learned About Myself (Time required: approximately two 30 minute periods)

Activity 1: Begin With Your Dream**Activity 1.1**

Read and complete *Begin With Your Dream* on page 3 in the *Career Compass*.

Activity 1.2

You have drawn a picture of you doing your dream occupation. Now, think about what a workday in your future will look like. Answer the questions below.



1. What year is it? (Five years from now? Ten? Fifteen?) _____
 2. What time of day do you begin work? _____
 3. What kind of clothes do you wear to work?
 4. How do you get to work? Car? Bus? Subway? Carpool? Walk? _____
 5. Do you own a car? If yes, what kind? _____
 6. Describe what you like most about your job.
 7. Describe what you like most about your supervisor.
 8. Describe what you like most about your work environment.
 9. What time of day do you leave work? _____
 10. Are you married? _____ Children? _____ How many? _____ Pets? _____ What kind? _____
 11. In what kind of home do you live? Describe it.
 12. Where do you live? Describe your neighborhood/city/rural environment.
 13. What do you do when you're not working?
 14. What else makes this your dream occupation? your dream life? (Continue on the back, if necessary.)
-

Activity 2: Learn to Use O*NET OnLine

Activity 2.1

Read page 4 in the *Career Compass*.



Activity 2.2

Go to www.onetonline.org.

In the top right box (Occupation Quick Search:), enter the occupation - *accountant* - then click on the arrow.

1. Write down the information you find that is the best match for *Accountants*:

Relevance Score	Code	Occupation	Other information/symbols
_____	_____	_____	_____

2. What does the symbol next to this occupation mean?

Click on the occupation title. On the *Summary Report* page, click on *View Report: Details* to answer the following questions:

3. Write down the description of one of the 4 Core Tasks that *Accountants* perform.

4. Name 3 Tools that are used by *Accountants*.

5. Name an accounting software used in this occupation. Under which header did you find it?

6. What is the most important Knowledge necessary for an *Accountant*?

7. Which Skills are the most important for *Accountants* (tied at 72% importance)?

8. Name 2 Work Activities that have an importance level of 80 or more.

9. Name the top two Interests (Holland Code) for *Accountants*.

10. Name the two most important Work Styles for an *Accountant*. Why do you think they are so important?

11. Name 2 Related Occupations and provide the SOC Code for each.

12. Scroll down to Wages & Employment Trends. Under State & National, select Delaware. Go to that page and view the career video. Then see what other Delaware-specific information you can find.



Activity 3: How Do I Learn Best?

Activity 3.1

Complete *How Do I Learn Best?* on page 5 in the *Career Compass*.



Activity 3.2

Find someone in your class who has a different learning style than you. Discuss the following:

1. What are your learning styles? How do each of you learn best?
2. How do you study for tests? Is it the same? Different?
3. Discuss ways that your learning styles might influence what you do in your spare time.
4. Discuss reasons why it is important to know your learning styles when you choose a career.

Activity 3.3

Write a paragraph that describes what you've learned about learning styles. Consider the following questions and statements when you write:

1. Describe your personal learning style.
2. How can being aware of your learning style benefit you? Give an example.
3. Why might it be important for you to know a friend's learning style?
4. Give an example of how knowing your learning style could benefit you in a work environment.
5. Give an example of how knowing a co-worker's learning style could benefit you in a work environment.

Extension Activity 3

As a class, brainstorm ways to learn about occupations. List as many resources as you can on the blackboard. Choose an occupation from the bottom of page 5 in the *Career Compass* that matches your learning style and write it below. Then use at least two different resources from your class list to find out something about this occupation.

Occupation Title: _____

Resource 1:

What I learned:

Resource 2:

What I learned:



Activity 5: What Is My Holland Code?

Activity 5.1

Read the top of page 8 in the *Career Compass*.



Activity 5.2

Complete one of the Holland Code activities on pages 8 – 11 in the *Career Compass* and/or complete Activities 5.2a below or 5.2b on the next page.

Activity 5.2a

Imagine you have just arrived at a party. After you say hello to your host and get something to eat, wander by each group to find out what they're talking about.

Group 1

☞ Have you seen the Sondheim musical?
Did he make first chair violin?
I just finished reading the Game of Thrones series.
Oh, to have that talent!

Group 2

☞ I've been volunteering at the library 3 days a week.
He seemed depressed when I spoke to him last Friday.
She seems to just love meeting new people!
They'll be the tour guides for our trip to England.

Group 3

☞ It's a great job – I get to work outdoors a lot!
I could fix that for you – just bring it over sometime.
I just bought the greatest new socket wrench set.
They're doing all the wiring in the new house themselves.

Group 4

☞ Are you sure that diagnosis was correct?
The research studies show a high correlation.
She just figured out a more efficient way to process petroleum.
Who conducted the analysis on that data?

Group 5

☞ She always did get an "A" for neatness.
He'll know exactly what to do, step-by-step!
I guess we're all fanatical about being on time.
What do you think of the new database software?

Group 6

☞ His favorite game is Monopoly.
Somehow she persuaded Linda to run for class president.
He made the debate team!
Who is in charge of that committee?

- Which conversation is most interesting to you? Write the number of that group next to *Favorite Party Group*.
- But that group leaves the party so you have to join a second group. Write the number of that group beside *Next Favorite Party Group*.
- But they leave, too. So write the number of the third most interesting group next to *Third Favorite Party Group*.
- Fill in the corresponding Holland Code* letter and group name.

*Note: Your teacher will provide you with the corresponding Holland Code group from the *Teacher's Guide*, p. 6.

Favorite Party Group: _____ letter _____ group name
*Holland Code this represents: _____

Next Favorite Party Group: _____ *Holland Code this represents: _____

Third Favorite Party Group: _____ *Holland Code this represents: _____

Activity 5 (continued)

Name _____



Activity 5.2b

Read each list of courses below.

- | | | |
|---|---|--|
| 1 Government/Politics
Child Development
Humanities
Psychology | 2 Information Technology
Accounting
Word Processing
Data Processing | 3 Computer Science
Agricultural Science
Health Occupations
Botany |
| 4 Commercial Art
Photography
Drama
Music | 5 Business Management
Fashion Merchandising
Economics
Advertising | 6 Drafting
Small Engine Repair
Principles of Technology
TV Equipment Operation |

1. Write the number of your favorite class list on line 1 below.
2. Write the number of your second favorite class list on the line 2.
3. Write the number of your third favorite class list on line 3 below.
4. Then, fill in the Holland Code* letter and group name for each.

*Note: Your teacher will provide you with the Holland Code information from the *Teacher's Guide*, page 6.

	letter	group name
1. My Favorite Class List: _____	*Holland Code this represents: _____	_____
2. My Next Favorite Class List: _____	*Holland Code this represents: _____	_____
3. My Third Favorite Class List: _____	*Holland Code this represents: _____	_____

Activity 5.2c

Read the description for each Holland Code group in the middle of the next page. On a separate piece of paper, write a paragraph that explains what you have learned about Holland Codes. Did your codes match from one activity to another? Why do you think they did or did not? Do you have one clear interest area or are you finding that you have more than one strong interest area?

Activity 5 (continued)

Extension Activity 5

Go to O*NET OnLine at: www.onetonline.org

Open the dropdown box under **Advanced Search**. Choose *Interests* and click the arrow.

Then click on the link that represents your highest interest area (**Realistic, Investigative, Artistic, Social, Enterprising, Conventional**) to see all of the occupations that fall in that category. Once on this page, you can be more precise by choosing your 2nd and 3rd interest areas at the top of the page in the yellow box.

Do you see an occupation on this list that interests you? Are any of the occupations you've chosen in the *Career Compass* activities on this list? Can you find an occupation that has the amount of education you want to complete? Job Zones are the way O*Net describes the amount of education, experience, and/or training needed for an occupation. (Click on a Job Zone number to get a complete description.) You can choose to view only the occupations in the Job Zone that is right for you. Look for an occupation with which you are NOT familiar. Click on it to learn all you can. It might end up being a good match!

Below are descriptions of each **Interest area (Holland Code - RIASEC)**:

Realistic.....occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Investigative.....occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Artistic.....occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

Social.....occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Enterprising.....occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional....occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

A **Job Zone*** is a group of occupations that are similar in:

- how much education people need to do the work,
- how much related experience people need to do the work, and
- how much on-the-job training people need to do the work.

The 5 Job Zones are:

Job Zone 1 - occupations that need little or no preparation

Job Zone 2 - occupations that need some preparation

Job Zone 3 - occupations that need medium preparation

Job Zone 4 - occupations that need considerable preparation

Job Zone 5 - occupations that need extensive preparation

*Find complete Job Zone definitions at: www.onetonline.org/help/online/zones



Activity 6: Which Career Clusters Do I Like?

Activity 6.1

Complete the *Which Career Clusters Do I Like?* activity on pages 12 - 15 in the *Career Compass*.

Activity 6.2

Write the titles of your two favorite Career Clusters.

1. _____ 2. _____

Write the two occupations you chose that might be a good match.

1. _____ 2. _____

Extension Activity 6

Research the occupations you chose from the *Career Compass* Matrix or find two occupations from O*Net that are in your career cluster of interest.

Go to O*NET OnLine at: www.onetonline.org



In the **Find Occupations** drop-down box, choose **Career Cluster** and click on the arrow.

Open the drop-down box and choose the cluster you want to explore first. Click **GO**.

Notice that the clusters also have Career Pathways associated with them.

Find the answers (if available) to the following questions for each of the two occupations you chose:

1. Is this particular occupation **Green** or does it have a **Bright Outlook**? What do these mean?
2. What **tools and technology** are used?
3. What **knowledge** do you need?
4. What kind of **work activities** can you expect?
5. What is the **interest** (Holland) code?
6. What are the **work values** that match this occupation?
7. What are some **related occupations**?
8. What is the **projected growth**?



Name _____

Activity 7: What Basic Skills Do I Have?

Activity 7.1

Complete *What Basic Skills Do I Have?* on page 16 in the *Career Compass*.

Activity 7.2

Answer the following questions:



1. Based upon your results, which two specific skills are your areas of strength?

a.

b.

2. How do you think each of these strengths will benefit you in a work environment?

a.

b.

3. Which two skills do you want to develop? Why?

a.

b.

4. What actions can you take to develop these skills?

a.

b.

5. Explain how your strengths would benefit you in one of the occupations you think might be a good match.

Activity 9: What I have Learned About Myself

Activity 9.1

Complete *What I Have Learned About Myself - Activity Summary* and *What I Have Learned About Myself - Occupation Summary* on pages 17 and 18 in the *Career Compass*.



Activity 9.2

Move into pairs and answer the following questions:

1. Based on your *Activity Summary* on page 17 in the *Career Compass*, what have you each learned about yourselves from the activities in **Step 1**? Compare and contrast your results and jot down your findings in the space below.

Similarities

Differences

2. Tell each other about the occupations you've listed on page 18 in the *Career Compass*. Discuss how the results of your activities make each of these occupations a good choice. Don't forget to talk about your dreams.

3. Return to your desks and share your findings with the rest of your class.

Activity 9.3

Now that you have completed **Step 1**, write a paragraph that explains why having a strong knowledge of yourself will help you make a good career decision.

LESSON PLAN

Step 2: What's Out There?

Overview

This section looks at Delaware's labor market and some of the occupations that offer the best wages and long-term job opportunities. When finished with Step 2, students will have a wealth of occupational and labor market information upon which to base their career decisions.

State Standards

Language Arts 1 – 4, Economics 1

Objectives

At the end of this lesson, students will be able to:

1. provide an overview of Delaware's labor market
2. identify job openings, mean entry wages, & education and training requirements
3. read charts and interpret labor market information
4. demonstrate an awareness of career clusters and their relationship to a career choice

Teacher Instructions

To ensure understanding of the Career Matrix on pages 23 – 40 in the *Career Compass*, choose an occupation from one of the career clusters to discuss with your class. Talk about each element of information provided about this occupation. Refer to the Career Matrix Key on pages 23 and 24 in the *Career Compass* for definitions and clarification.

ANSWER KEY

Activity 10.2

self-answered

Activity 10.3

1. Answers may include the following:
 - help you to pick out potential career fields
 - learn which career clusters are growing
 - compare wages for different occupations
 - know which occupations are growing
 - compare earnings by geographic area
 - know the education & training requirements
 2. Answers may include the following:
 - www.delawareworks.com/ooolmi
 - www.dol.gov
 - www.acinet.org
 - www.bls.gov
 - www.onetonline.org
 3. Hospitality & Tourism
 4. Government & Public Administration and Arts, A/V Technology & Communications
 5. Self-answered
-

Activity 10.4

1. *Retail Salespersons*; 15,930
2. *Carpenters*
3. A job replacement is a job opening that was created because someone retired, was promoted, or left the job for another reason such as illness. A new job is one that no one has ever held before.
4. \$21.10/hr.; Bachelor's degree; Finance
5. \$23.10/hr.; Bachelor's degree; Business, Management & Administration
6. *Skincare Specialists*; 4.14%; 26; 39
7. *Health Diagnosing and Treating Practicioners, All Other*; \$28.53/hr.
8. *Registered Nurses*; \$26.69/hr.; Associate's degree; Health Science
9. *Retail Salespersons*; good if you enjoy the work and can live on a low salary or if you want to use it as a stepping stone to management position or to owning your own business; requires little education and STOJT
10. No. Even though the annual growth rate is slightly higher, the estimated and projected number of employees is very small. The employment for *Pile-Drivers* is projected to grow by only 5 people over 10 years. There will be 780 new jobs for *Home Health Aides* over the 10-year period.
Note: Don't let the growth *rates* fool you!

Activity 11.1

1. They are organized by the 16 US Department of Education Career Clusters..
2. Students may choose any of the pieces of information found on pages 23 & 24.
3. a. Education
b. Work experience in a related occupation
c. Typical on-the-job training
4. a. Short-term on-the-job training
b. Apprenticeship
c. More than 5 years experience in a related occupation
5. The most important basic skills for each occupation are shaded orange

Activity 11.2

1. 47-2111; because this code is used in O*NET and in the Bureau of Labor Statistics website and publications
2. 2,046
3. 1,727
4. \$54,642
5. High school diploma; none; apprenticeship
6. Listening, thinking and learning
7. Bachelor's degree; 1–5 years work experience in a related occupation; none
8. 212
9. \$59,946
10. Artistic, Enterprising – Each person and each occupation can be represented by an interest/Holland code. The closer these match, the more likely a person is to be satisfied with his/her work.
11. 27-3041
12. Math and Science
13. Conventional, Enterprising - yes; see definitions on page 14 of the Teacher's Guide
14. 151 due to growth (brand new jobs in the field): 1,078-927. There will undoubtedly be additional job openings due to replacements (people retiring, changing occupations, etc.)

15. \$69,784
16. Bachelor's degree; none
17. *Finance Managers*
18. *Hairdressers, Hairstylists, and Cosmetologists*
19. *Clinical, Counseling, and School Psychologists*
20. *Funeral Service Managers*
21. O*NET OnLine! Go to: www.onetonline.org. Refer to page 4 of the *Delaware Career Compass* for a reminder of how to use the website.
22. – 25. Self-answered; help students to understand that perceptions are not always accurate - they should base their career decisions on well-researched information to find the best match

Student Activities

Activity 10: Labor Market Information (Time required: approximately 50 minutes)

Activity 11: Career Matrix Scavenger Hunt (Time required: approximately 50 minutes)

Activity 10 (continued)

Activity 10.3

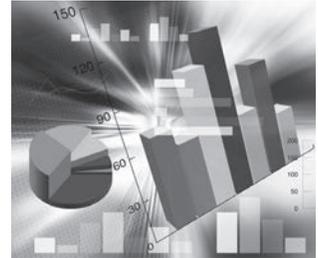
Using pages 19 and 20 in the *Career Compass*, answer the following questions:

1. Give three examples of how your knowledge of labor market information could benefit you in your job search.

Example 1:

Example 2:

Example 3:



2. List two websites that can provide you with valuable information about the labor market.

Website 1:

Website 2:

3. Which Career Cluster is expected to have more than 2,000 average annual job openings from 2012-2022?

4. Which two Career Clusters are projected to have the fewest average annual job openings from 2012-2022?

5. What are the 2012 average annual wages for the 2 clusters in which you are interested? Approximately how many average annual openings are expected?

Activity 10.4

Based on the information on pages 21 and 22 in the *Career Compass*, answer the following questions:

1. Which occupation had the highest estimated employment in 2012?
2. Which job is expected to have a projected employment of 3,596 in 2022?
3. What is a job replacement? What is a new job?
4. What is the average hourly entry wage for *Accountants and Auditors*? Based on the information on page 30, how much education/training does one need to be qualified? In which career cluster is it?
5. What is the average hourly entry wage for *Operations Research Analysts*? Based on the information on page 28, how much education/training does one need to be qualified? In which career cluster is it?
6. Which occupation has the highest average annual job growth rate? What is the rate? What is the estimated employment in 2012? What is the projected employment for 2022?
7. Which occupation has the highest average hourly entry wage? What is the wage?
8. If you want to make a high entry wage in an occupation with greater than 300 total annual openings, what would be a good choice? What is the entry wage for this occupation? Based on the information on page 32, what is the least amount of education required to be qualified? Which career cluster does it belong to?
9. If you want to enter the profession that has the most total annual openings, what field should you consider? Why might this be a good choice for you, or why not?
10. *Pile-Driver Operators* have an average annual growth rate of 2.92%. *Home Health Aides* have an average annual growth rate of 2.91%. Do you have a better chance of getting a job if you are a *Pile-Driver Operator*? Why or why not?



Activity 11: Career Matrix Scavenger Hunt

Activity 11.1

Using pages 23 and 24 in the *Career Compass, Delaware Career Matrix*, answer the following questions:

1. How are the occupations in the Delaware Career Matrix organized?



2. Name 3 pieces of information you can find in the matrix.

a.

b.

c.

3. The Bureau of Labor Statistics has recently changed the method by which it classifies the amount of education and training needed to be qualified for an occupation. What are the three education and training classifications?

a.

b.

c.

4. What do these abbreviations mean?

a. STOJT

b. APP

c. > 5 years

5. How can you identify which basic skills are most important for an occupation?

Activity 11 (continued)

Activity 11.2

Refer to page 26 in the *Career Compass, Architecture and Construction*, to answer the following questions:

1. What is the SOC Code for *Electricians*? Why is it good to know what a SOC Code is?
2. How many *Electricians* are there expected to be in 2022?
3. How many people were employed as *Electricians* in 2012?
4. What was the 2012 mean wage?
5. What education, work experience, and on-the-job-training are needed to become an *Electrician*?
6. Which Basic Worker Skills are most needed by *Electricians*?



Refer to page 27 in the *Career Compass, Arts, Audiovisual Technology & Communications*, to answer the following questions:

7. What education, work experience, and training do *Editors* need?
8. How many people were employed in Delaware as *Editors* in 2012?
9. What was the mean wage in 2012?
10. What does Holland (interest) code AE stand for? Why is it important to know this?
11. What is the SOC code for *Editors*?
12. Which basic skills are not very important to any of the occupations listed in this cluster?

Refer to page 30 in the *Career Compass* to answer the following questions about *Finance*:

13. If you have a Holland Code that includes _____ and _____, then **Finance** might be a good match for you. Does this make sense to you? Why or why not?
14. Approximately how many total openings due to growth are expected for *Credit Analysts* between 2012–2022?
15. What was the 2012 mean wage for *Credit Analysts*?
16. What education is needed for this job? Is any work experience or on-the-job training needed?
17. Which is the highest-paying occupation in **Finance**?

Activity 11 (continued)

Refer to page 34 in the *Career Compass* to answer the following questions about *Human Services*:

- 18. Which occupation had the most estimated Delaware employment in 2012?
- 19. Which occupation requires a Doctoral or professional degree?
- 20. Which occupation earned the highest 2012 mean wage?
- 21. Where can you find a description of what each of these occupations does?



Choose any one of the 16 Career Clusters to learn more about.

- 22. Which Career Cluster did you choose? Why?

- 23. Name the occupation in this cluster that interests you the most. Why does it interest you? List some things that you know (or think you know) about this occupation. How have you learned these things? From family? From friends? From observing someone in the occupation? From research? From television? Which resource do you think will provide you the most accurate information? Why?

- 24. List three things you know about this occupation by looking at the career matrix or O*NET OnLine.
 - 1.
 - 2.
 - 3.

- 25. Is your Holland Code (Interest Code) a good match for the occupation you chose? Do you think you would be happy doing this work 5 days a week, or more? If yes, are you taking high school classes that are relevant to this type of work? Write down your thoughts and discuss them with your class, teacher, or counselor.



LESSON PLAN

Step 3: How Do I Decide?

Overview

This lesson will help students match their self-assessment results with their occupations of interest. Students will match chosen occupations to job location preference, education level, wages, and job characteristics.

State Standards

Language Arts 1-4, Mathematics 6, Economics 1

Objectives

At the end of this lesson, students will be able to:

1. identify the importance of education and the related economic and employment benefits
2. articulate how much education/training they want or need and why
3. budget a monthly salary and compare income to expenses
4. demonstrate an understanding of the cost of living
5. articulate their reasons for choosing a job location
6. correlate their self-assessment profile to two job profiles
7. distinguish between compatible and incompatible jobs
8. demonstrate their ability to research occupations using multiple resources

Teacher Instructions

Teachers may use Step 3 activities and extension activities to guide students to occupations that fit their personalities, capabilities, education interests, wage desires, and job location preference.

ANSWER KEY

Activity 12.1a

1. In general, the more education, the higher the wages and the less unemployment. (There are always exceptions)
2. and 3. – Self-answered

Activity 13.2

1. 110.8%
2. +99%; -15.8%; -6%; +17.3%
3. Honolulu because the composite index is 169.1%, making the cost of living 52.6% more there than in Wilmington; any solid argument is okay.
4. Baltimore; self-answered for why or why not to live there.
5. \$1,768.88; \$1,384.34
6. Self-answered. Students should see that even within a small state, the economy varies by geography.

Discussion Question: The data are taken from the ACCRA Cost of Living Index 2013, published in January 2014, so the individual city indexes can vary up and down depending on the current economic climate.

Activity 14.1

Self-answered, but this would be a good time to have a guest speaker who can help students understand the dangers of credit cards, and the benefits of saving and building strong economic health.

Student Activities

Activity 12: How Much Education Do I Need or Want? (Time required: approximately 20 minutes)

Activity 13: Where Do I Want to Live? (Time required: approximately three 45-minute periods)

Activity 14: What Wages Do I Hope to Earn? (Time required: approximately two 45-minute periods)

Activity 15: How Do I Match Up? (Time required: approximately two 45-minute periods + research)

Activity 12: How Much Education Do I Need or Want?

Activity 12.1a

Read *How Do I Decide?* and *How Much Education Do I Need or Want?* on page 41 in the *Career Compass*. Then study the graph at the bottom of the page. Answer the following questions:

1. What conclusions about education might you reach after examining the graph?



2. Will this information influence your occupational choice? Why or why not?

3. Will you choose the level of education you want to attain before you choose an occupation or after? Why?

Activity 12.1b

After you have answered each of the questions in Activity 12.1a, discuss this topic as a class.

Activity 13: Where Do I Want to Live?

Activity 13.1

Jump to *Where Do I Want to Live?* on page 44 in the *Career Compass*. Review the cost-of-living table.

Activity 13.2

Using the cost-of-living table on page 44, answer the following questions:



1. What is the Composite Index for Wilmington, DE?
2. What is the Composite Index increase or decrease for each of these cities compared to Wilmington?
Manhattan, NY?
Tampa, FL?
Denver, CO?
San Diego, CA?
3. In which western city might you have the most difficulty making ends meet based on a budget established for Wilmington, DE? Why?
4. In which city in the Northeast might you get the most value for your dollar? Would you like to live there? Why or why not?
5. If you were considering a job offer in San Diego, CA, what would your monthly take home pay (before taxes) need to be?
What about a job offer in Richmond, VA?
6. Compare the Composite Indexes for Dover and Wilmington. Does this surprise you? Why or why not?

Discussion Question: Explain why the Composite Index on this chart may not reflect the current Composite Index for the cities listed.

Activity 13 (continued)**Activity 13.3****Know yourself**

Think more about where you would like to live. Choosing the right location requires personal understanding and thorough research. Just as you must know yourself before choosing an occupation, you must know yourself before choosing a place to live.

1. Below is a list of items to think about when you are deciding where to live. Read through the entire list and think about the things that are most important to you.

- _____ climate/geography (e.g., hot, cold, mild, desert, mountains, coastal)
- _____ family close by
- _____ professional sports available
- _____ size/population of location
- _____ public transportation available
- _____ recreation (e.g., parks, clubs, water)
- _____ culture (e.g., theater, symphony, art museums)
- _____ health care (e.g., quality doctors taking new patients, good hospitals)
- _____ affordable housing
- _____ schools (e.g., good public schools and state universities)
- _____ demographics (e.g., race, age, education of neighbors)
- _____ religious institutions
- _____ low crime
- _____ low cost-of-living
- _____ environment (e.g., clean air, water, soil)



2. Now prioritize each item from 1–15, #1 being the most important item and #15 being the least important. Number each item until you have all 15 prioritized.

3. Use the information above to describe your dream location.

4. What if you are offered a job in a place that does not have your most important attributes? What are your options?

Activity 13 (continued)



Name

Extension Activity 1

Using your dream location description from Activity 12.3, research states online (e.g., www.usa.gov/Citizen/Topics/Travel_Tourism/State_Tourism.shtml) or at your library to find 2 states that match your description. List the two states below.

1. _____
2. _____

What do these two states have that match your dream location? Is there a specific location within the state that appeals to you?

Learn more: Make it a point to expand your geographic horizons. Talk to people who have lived in other places. Travel. Be an exchange student. Work at a summer camp in another state. Go to college somewhere you think you may want to live someday. Take a geography course. Visit a friend who has moved away. Read books and travel magazines. Even if you never live anywhere except your home state, travel will provide you an invaluable perspective of the world.

Extension Activity 2

Where are the job opportunities?

Use the Internet to find out about industries and occupations in the 2 states you listed above.

Go to: www.acinet.org

Click on **State Information** (scroll down to the tan box & look below Occupation Information & Industry Information)

Click on **State Profile** (listed under State Information)

Choose your state of interest from the dropdown menu and click Continue.

You will find demographic information, occupation rankings (fastest-growing, most openings, highest-paying, etc.), the largest employers (with contact information), and state resources.

After reviewing the information, do you think that either of the 2 states you listed might be a good place to find a job? Explain why you believe you may or may not be able to live and work in one of your top 2 geographic locations.



Activity 14: What Wages Do I Hope to Earn?

Activity 14.1

Read *What Wages Do I Hope to Earn?* on page 42 in the *Career Compass* and complete the budget activity on page 43 for two occupations.

Review the results of your budget exercise. Read the descriptions under Groups 1 & 2 below. Do the two occupations in your budget fall into Group 1, Group 2, or do you have one occupation in each?

Group 1:

The entry wage does not cover your expenses. (Line 24 is negative.)

What could you do to balance your budget?

Do you think you should choose a higher paying occupation?

If yes, does that mean you need to change your education plans?

Do you think you just need to learn how to live within your means?

Could you cut back on or share expenses? Could you get a second job?

What should you NOT do to make ends meet?

Jot down your ideas and discuss them with the class.



Group 2

The entry wage covers your expenses and you have money left over. (Line 24 is positive.)

What would you do with the extra?

Would you develop a long-term plan for saving more money?

(e.g., more education, raising children, starting your own business, buying a house, saving more for a rainy day.)

Would you give more to your place of worship or your favorite charity?

Would you reward yourself with something that you've wanted but until now have not been able to afford?

Would you get better health insurance?

What should you NOT do with your extra money?

Jot down your ideas and share them with the class.





Activity 15: How Do I Match Up? What is My Best Match?

Activity 15.1

Complete page 45, *How Do I Match Up?* & page 46 *What Is My Best Match?* in the *Career Compass*.

Activity 15.2

What did you find when you compared your personal information in Column 1 (My Profile) with the two occupations you chose for Columns 2 and 3 on page 45 in the *Career Compass*.

Is your personal profile a good match with any of the three occupations?

If so, what makes it a good match? If not, why not?

Activity 15.3:

Research one of the occupations you wrote at the bottom of page 46 in the *Career Compass*. Use any available resources to complete the questions below.

Occupation Title _____ SOC Code _____

1. Describe the main duties.
2. What education, work experience, and training are required?
3. Are there other required qualifications? (e.g., license, certificate)
4. What is the mean (average) entry wage for this occupation?
5. Is it considered a Bright Outlook occupation?



Name

Activity 15 (continued)

6. Are there jobs in this occupation in Delaware or in the state where you want to live?
If yes, name some companies that would hire this occupation.



7. Do you think this occupation deals mainly with hands, people, or information? Does that match your interest?

8. Do your skills match the requirements of the occupation? Will they in the future? Explain.

9. Name some related occupations.

Research Conclusions:

Resources Used:

Websites:

People:

Books/Publications:

Other:



LESSON PLAN

Step 4: *How Do I Do It?*

Section A: Educational Opportunities

Section B: Postsecondary Opportunities

Section C: Job Search

Step 4 - SECTION A: Educational Opportunities

Overview

This section stresses how education impacts readiness for job opportunities. Career and technical education programs such as Tech Prep and student organizations such as DECA currently offer students opportunities to develop leadership and other skills.

State Standards

Language Arts 1-4, Economics 1

Objectives

At the end of this lesson, students will be able to:

1. develop an action plan to achieve a goal
2. define and understand career pathways, career and technical education programs, and Tech Prep, including student organizations and the benefits of participation in these programs
3. understand work eligibility requirements for students under 18 yrs.
4. recognize positive personal skills in high school and how they relate to successful employee traits

Teacher Instructions

Within Step 4, there are three sub-sections (A-C). Teachers can use Section A readings and activities to provide information on the importance of education and how education relates to future occupational choices.

Discussion points

- the value of setting goals using an action plan
- the value of taking advantage of your high school years
- many high school skills relate directly to job skills
- labor laws differ for employees under age 18
- technical programs in high school can help develop good work habits

ANSWER KEY

Activity 17.1:

1. Research your specific school
2. Research and self-answered
3. Tech Prep is a program for students to receive free college credit by combining technical training and academics while in high school. www.techprepdelaware.org and 302-739-6163
4. Research
5. Find out which partners listed on the Tech Prep advertisement on page 54 are in your county

Activity 18.1

1. Anyone ages 14 – 17 is required to have a work permit prior to being employed.
2. Teacher-answered for the particular school.
3. A parent or legal guardian must sign if you are 14 or 15 years old.
4. Restricted activities include: operating or cleaning slicing machines, dough mixing machines, and many metal forming, punching, or shearing machines. Erection and/or repair of electrical wires is also restricted.
5. Minimum wage in Delaware is currently \$7.75 per hour (except for tipped jobs.)
6. Office of Labor Law Enforcement at the Delaware Department of Labor.

Activity 18.2

Self-answered

Activity 19.1

Self-answered

Activity 19.2

Self-answered

Student Activities

Activity 16: Make the Most of High School (Time required: approximately 50 minutes)

Activity 17: Career Pathways, Career & Technical Education, and Tech Prep

(Time required: approximately 50 minutes)

Activity 18: Am I Eligible to Work? (Time required: approximately 40 minutes)

Activity 19: Identify Your Skills (Time required: approximately 50 minutes)

Section A: Educational Opportunities

Activity 16: Make the Most of High School

Read page 47, *How Do I Do It?* in the *Career Compass*

Choose one of the 15 ideas on page 47 as a goal to achieve during your high school years. Complete the *Action Plan* below to define the steps necessary to reach your goal. Be specific with each step.

EXAMPLE: I will shadow my mother at her job on 10/24/2014 from 9:00 AM - 5:00 PM.
(NOT: I'll shadow my mother *sometime* this fall.)

Have fun with your rewards, but make sure they are reasonable.
If your goal will take more than 6 steps, build your own personalized chart.



Action Plan

MY GOAL IS:	Date I expect to complete this step	My reward for completing this step on time
Step 1: In order to begin working toward my goal, I must first complete my action plan.		
Step 2:		
Step 3:		
Step 4:		
Step 5:		
Step 6:		

What obstacles might you face in reaching your goal?

What will you do to overcome these obstacles?

Activity 17: What Is a Career Pathway?

Should I Be a Delaware Career & Tech Ed Student?

Should I Join a Delaware CTE Student Organization?

Tech Prep Delaware



Activity 17.1

Read pages 48 – 55 in the *Career Compass*. Research your specific school to answer the following questions:

1. Who should you contact in your school to find out which career and technical education programs are available?
2. Which career and technical student organizations are available at your high school? Which one interests you the most? Why? What would you gain by joining it?
3. What is Tech Prep Delaware? List two ways to find out more about Tech Prep.
4. List two Tech Prep courses that are offered in your high school. Explain how it would benefit you to enroll in these courses.
5. Name two Tech Prep post-secondary partners (schools) that are located in your county.

Name _____

Activity 18: Am I Eligible to Work?

Activity 18.1

Read page 56 in the *Career Compass*. Answer the following questions:

1. Who is required to obtain or have a work permit before being employed?
2. Where and from whom in your school would you obtain a work permit?
3. Do my parents or legal guardians need to sign my work permit?
4. What type of work is not allowed for teenagers under the age of 18?
5. What is the minimum hourly wage a person can be paid in Delaware?
6. Where can a person get more information and help with problems dealing with pay, working papers, meal breaks, or employment discrimination?



Activity 18.2:

Do you think that working could be considered an educational opportunity? Why or why not?

Activity 18 (continued)

Activity 18.3:

Complete this sample work permit.

Note: When it's time for you to complete the real document for a job, go to the Delaware Department of Labor to pick up the application. Call: 302-451-3423 to find the closest location. It is also available online at <http://dia.delawareworks.com/labor-law>.

DELAWARE DEPARTMENT OF LABOR
OFFICE OF LABOR LAW ENFORCEMENT
225 CORPORATE BLVD. STE. 104, NEWARK DE
19702
(302)451-3423 PH

**INSTRUCTIONS FOR COMPLETING
CHILD LABOR WORK PERMIT**

**STEP 1
MINOR:**

1. COMPLETE THE SECTION MARKED "MINOR". IF YOU ARE 14 OR 15 YEARS OF AGE, YOUR PARENT OR LEGAL GUARDIAN MUST SIGN THE PERMIT.
2. TAKE THE CERTIFICATE TO YOUR PROSPECTIVE EMPLOYER AND ASK THEM TO COMPLETE THE SECTION MARKED "EMPLOYER".
3. **IN PERSON** RETURN THE COMPLETED FORM TO AN ISSUING OFFICER AT YOUR SCHOOL OR AT YOUR LOCAL DEPARTMENT OF LABOR OFFICE. YOU MUST PROVIDE THE ISSUING OFFICER WITH ONE OF THE FOLLOWING PROOFS OF AGE: BIRTH CERTIFICATE; BAPTISMAL CERTIFICATE; PASSPORT; SCHOOL RECORD; VALID DRIVER'S LICENSE.
4. YOU MUST GET A NEW PERMIT WHEN YOU CHANGE EMPLOYERS.

**STEP 2
EMPLOYER:**

1. COMPLETE ALL "EMPLOYER INFORMATION" INCLUDING DELAWARE ADDRESS AND PHONE NUMBER. RETURN TO THE CHILD. (S)HE WILL TAKE THE APPLICATION TO AN ISSUING OFFICER AND RETURN IT TO YOU AFTER THE WORK PERMIT HAS BEEN CERTIFIED.
2. DO NOT ACCEPT WORK PERMIT UNLESS IT IS DATED AND SIGNED BY AN ISSUING OFFICER.
3. KEEP EMPLOYER COPY ON FILE - IT IS REQUIRED BY LAW.

**STEP 3
ISSUING OFFICER:**

1. FORM MUST BE FILLED OUT AND SIGNED BY MINOR AND PARENT OR GUARDIAN (IF THE CHILD IS AGED 14 OR 15) AND THE EMPLOYER.
2. EMPLOYER MUST HAVE COMPLETED "COMPANY NAME, ADDRESS, AND PHONE NUMBER" PORTIONS OF THE PERMIT.
3. YOU MUST VERIFY MINOR'S AGE.
4. GIVE MINOR "EMPLOYER COPY" TO RETURN TO THE EMPLOYER.
5. MAIL DOL COPY TO:
**DEPARTMENT OF LABOR
OFFICE OF LABOR LAW ENFORCEMENT
225 CORPORATE BLVD. STE. 104
NEWARK, DE 19702**

**DELAWARE DEPARTMENT OF LABOR
CHILD LABOR WORK PERMIT FOR MINOR**
PLEASE PRINT OR TYPE

EMPLOYER INFORMATION

Company Name:

Address:

City/State/Zip:

Description of Minor's Duties:

Telephone No.:

Hourly Wage
To Be Paid:

Employer's Signature:

Print Name:

MINOR INFORMATION

Name:

Address:

City/State/Zip:

Name of School
Minor Attends:

Minor's Signature:

Parent/Guardian Signature:
(if required)

**PERMIT NOT VALID UNLESS THIS SECTION
IS COMPLETED BY AN ISSUING OFFICER**

Minor's Birthdate:

Age:

Proof:

School/Office Issuing Permit:

Issuing Officer's Signature and Date:

Subject to Review by the
Delaware Department of Labor
Office of Labor Law Enforcement
225 CORPORATE BLVD. STE. 104, NEWARK DE 19702
Newark: (302)451-3423 / Milford: (302)422-1134 / Wilm. (302)761-8200

4. How do you manage your time? Classwork, homework, projects, reports, extra-curricular activities, sports, etc. all require time management skills. Is this something you need to improve? Is time management important in the workplace? Why or why not?

5. State a problem you were faced with at work or school.

problem solving



a. What action did you take?

b. What was the result?

c. Skills take problems and turn them into results. What skills did you use to solve the problem?

Activity 19.2

Read the list of subjects below. Circle the ones you are good at and that you also like. Then circle an occupation associated with those subjects. Research these occupations to find a good match.

I have the ability to do well in this subject and I like it	Here are just a few of the many occupations associated with its subject area. Look for one that you might enjoy exploring. Do you think it could be a good match?
Admin/Management	Community Service Manager; Education Administrator; Chief Executive; Program Director
Biology	Microbiologist; Geneticist; Pathologist; Zoologist; Veterinarian; Physician; Biomedical Engineer
Building/Construction	Architect; Construction Manager; Civil Engineer; Building Inspector; Drywall Installer
Chemistry	Materials Scientist; Chemist; Pharmacist; Chemical Technician; Embalmer; Food Scientist
Clerical	Legal Secretary; Office Clerk; Title Examiner; Medical Secretary; File Clerk; Court Reporter
Communications/Media	Public Relations Specialist; Reporter; Producer; Editor; Program Director; Radio Announcer
Computers/Electronics	Hardware Engineer; Computer Programmer; Information Security Analyst; Software Developer
Customer/Personal Service	Funeral Director; Flight Attendant; Securities Sales Agent; Event Planner; Park Naturalist
Design	Architect; Civil Engineer; Commercial Designer; Mechanical Drafter; Art Director
Economics/Accounting	Economist; Financial Analyst; Accountant; Auditor; Budget Analyst; Tax Preparer; Actuary
Education/Training	Instructional Coordinator; Teacher; Speech-Language Pathologist; Physical Therapist
Engineering/Technology	Engineer (Civil, Aerospace, Nuclear, Petroleum, Transportation, etc.); Marine Architect
English	Editor; Teacher; Court Reporter; Speech-Language Pathologist; Lawyer; Copy Writer
Fine Arts	Choreographer; Musician; Painter; Actor; Dancer; Landscape Architect; Interior Designer
Food Production	Agricultural Equipment Operator; Animal Scientist; Aquacultural Manager; Food Scientist
Foreign Language	Teacher; Interpreter; Translator; Anthropologist; Farm Labor Contractor; Customs Inspector
Geography	Geographer; Geospatial Information Scientist; Cartographer; Remote Sensing Technologist
History/Archeology	Archeologist; Anthropologist; Archivist; Curator; Historian; Political Scientist; Tour Guide
Law/Government	Lawyer; Judge; Detective; Political Scientist; Fish and Game Warden; Fire Investigator
Mathematics	Mathematician; Mathematical Technician; Actuary; Astronomer; Biostatistician; Surveyor
Mechanical	Mobile Heavy Equipment Mechanic; Ship Engineer; Refrigeration Mechanic; Millwright
Medicine/Dentistry	Anesthesiologist; Pathologist; Oral Surgeon; Internist; Physician Assistant; Athletic Trainer
Personnel/HR	Human Resources Manager; Industrial-Organizational Psychologist; Benefits Manager
Philosophy/Theology	Family Therapist; Clergy; Social Worker; Counseling Psychologist; Psychiatric Nurse
Physics	Astronomer; Nuclear Engineer; Agricultural Engineer; Hydrologist; Robotics Engineer
Production/Processing	Industrial Production Manager; Manufacturing Engineer; Food Scientist; Plant Operator
Psychology	Neuropsychologist; Marriage Therapist; Clinical Psychologist; School Psychologist; Naturopath
Public Safety/Security	Sheriff; Police Detective; Fire Inspector; Jailer; Flight Attendant; Traffic Technician; Pilot
Sales/Marketing	Advertising Agent; Sales Manager; Marketing Manager; Real Estate Agent; Insurance Agent
Sociology/Anthropology	Sociologist; Anthropologist; Substance Abuse Social Worker; Healthcare Social Worker
Telecommunications	Equipment Installer/Repairer; Dispatcher; Broadcast Technician; Computer Network Architect
Therapy/Counseling	Marriage/Family Therapist; Clinical Psychologist; Counseling Psychologist; Psychiatric Nurse
Transportation	Pilot; Transportation Planner; Aircraft Cargo Handler; Air Traffic Controller; Subway Operator



LESSON PLAN

Step 4 - SECTION B: *Postsecondary Opportunities*

Overview

In pursuing a career, students will need to think about the kind of postsecondary education and/or training required for each occupation. Section B will provide students with information regarding apprenticeships, colleges, and universities. It will also explore how the Armed Forces can assist students to pay for college, as well as offer many other benefits and skills that will be useful in daily life.

State Standards

Language Arts 1-4, Business Education 1

Objectives

At the end of this lesson, students will be able to:

1. demonstrate knowledge of college planning steps
2. understand available financial aid and available resources
3. identify the educational, training, and financial aid opportunities provided by the Armed Services
4. extend data and predict long-term goals

Teacher Instructions

Teachers can use the activities and readings in Section B to discuss college planning, financial resources, and military service.

ANSWER KEY

Activity 20.1: Military Word Scramble

- | | | |
|-------------|--------------------|---------------|
| 1. Marines | 6. Coast Guard | 11. benefits |
| 2. enlist | 7. Army | 12. Navy |
| 3. skills | 8. National Guard | 13. ASVAB |
| 4. tuition | 9. work experience | 14. diploma |
| 5. training | 10. reserves | 15. Air Force |

Activity 20.3 ASVAB

- | | |
|------|-------|
| 1. B | 6. A |
| 2. D | 7. B |
| 3. C | 8. A |
| 4. D | 9. C |
| 5. D | 10. C |

Activity 21.1a

Self-answered

Activity 21.1b

Self-answered

Supplemental Activity 21.d

1. self-answered
2. close to home, less expensive, provides course of study you are interested in
3. self-answered

Activity 22.1

1. The money for financial aid comes from federal and state governments, banks, the schools themselves, and private donors.
2. You must apply for financial aid.
3. The amount and kind of aid you receive is based on your financial need, your academic record, and on the kinds of available aid at the school you attend.
4. A grant does not require repayment. A loan requires repayment, usually after you leave school, and has a lower interest rate than other bank loans.
5. Yes; you must reapply for federal aid each year.
6. SEED: scholarship; 2.5 grade-point average; stay out of trouble; enroll at Del Tech or UD (AA Program) immediately after graduation; Delaware residency; you must apply
Inspire: scholarship; 2.75 grade-point average; enroll at DSU immediately following graduation; Delaware residency; you must apply

Student Activities

Activity 20: Is the Military for Me? (Time required: approximately 10 minutes & two 45-minute periods)

Activity 21: Is Postsecondary Education for Me? (Time required: approximately 40 minutes)

Supplemental Activities (Time required: approximately 60 minutes for each)

Activity 21.a: Choosing a College

Activity 21.b: What to Look for on a College Website

Activity 21.c: What to Look for When Visiting a College Campus

Activity 21.d: Community/Technical Colleges and Your Career Plan

Activity 22: Financial Aid (Time required: approximately 40 minutes)

Section B: Postsecondary Opportunities

Activity 20: Is the Military for Me?

Activity 20.1

Read the bottom of page 57 in the *Career Compass*. Unscramble the letters to form words associated with the military.

1. SENARMI _____
2. LTINSE _____
3. SLLSIK _____
4. IUNTOTI _____
5. TANGRNII _____
6. SAOCT RUAGD _____
7. MAYR _____
8. TNIOANLA RAUGD _____
9. ORKW NPEXRCEEIE _____
10. RRESVEES _____
11. BNTIESFE _____
12. YANV _____
13. BVASA _____
14. IDMPOAL _____
15. ARI CFEOR _____



Activity 20.2

Invite a military recruiter to speak to your class. Invite your students' parents and guardians, as well. Use the sample questions provided below to acquire information.

1. What is the length of time I would need to stay in the service?
2. What is the likelihood that I will go to war?
3. What is the starting salary?
4. What and where is basic training?
5. How long is basic training?
6. What specific jobs do you have available at this time? What type of training will I get for these jobs?
7. How do you determine if I am qualified for a specific job?
8. How can I be assured I will get the job I request?
9. For what civilian jobs will my military training be useful?
10. Can I be married and be in the military?
11. What benefits (education and others) are available to me after I finish my service term?
12. What other options do I have if I decide to stay in the military as a career?
13. If I really cannot adjust, is it possible to leave?

Think of other questions you may have and ask your parents/guardians what questions they would like to ask.

Activity 20 (continued)

Activity 20.3

Try your hand at these sample ASVAB questions.

General Science

- Air is less dense than water because
 - it is lighter.
 - its molecules are further apart.
 - its molecules are closer together.
 - it moves more quickly and easily.

Arithmetic Reasoning

- If the tire of a car rotates at a constant speed of 552 times in one minute, how many times will the tire rotate in half-an-hour?
 - 276
 - 5,520
 - 8,280
 - 16,560

Word Knowledge

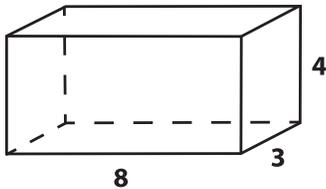
- Antagonize most nearly means
 - embarrass.
 - struggle.
 - provoke.
 - worship.

Paragraph Comprehension

4. The eastern part of Texas will ambush the senses of all who enter it with preconceptions of sand and cacti around every bend. It has a look and atmosphere that does not fit the boots-and-saddle image of the state.

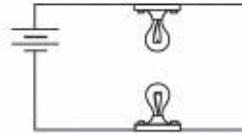
The author implies that the look and atmosphere of east Texas does NOT resemble that of the

- marshlands.
- mountains.
- seashore.
- desert.



Mathematics Knowledge

- The volume of the brick is
 - 15
 - 36
 - 44
 - 96



Electronics Information

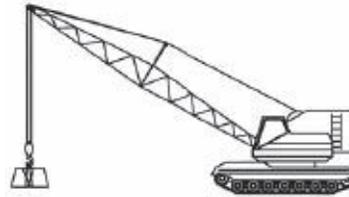
- The circuit shown in the diagram contains a battery and two light bulbs. If one light bulb burns out, the other will
 - no longer burn.
 - continue to burn.
 - flicker on and off.
 - burn more brightly.

Auto Information

- Shock absorbers on a car connect the axle to the
 - wheel.
 - chassis.
 - drive shaft.
 - exhaust pipe.

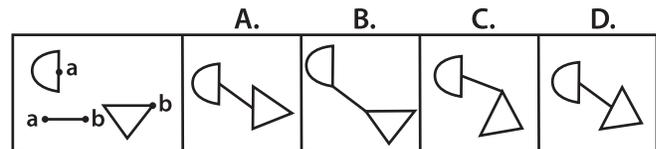
Shop Information

- Sanding blocks are used to
 - prevent high spots and ridges on sanded surfaces.
 - prevent dirt from collecting on the sandpaper.
 - stretch the length of the sandpaper.
 - prolong the use of the sandpaper.



Mechanical Comprehension

- Extending the reach of this crane will shift its
 - total weight.
 - allowable speed.
 - center of gravity.
 - center of buoyancy.



Assembling Objects

10. Which figure best shows how the objects in the left box will touch if the letters for each object are matched?

-
-
-
-

For more practice, go to: www.military.com/ASVAB

Activity 21: Is Postsecondary Education for Me?**Activity 21.1**

Read *How Do I Prepare for College?* on pages 59 and 60 in the *Career Compass*.

**Activity 21.1a**

Circle the best answer for you.

1. If I were out of high school right now, I would go to:
 - a. A 4-year, in-state public institution.
 - b. A 4-year, out-of-state public institution.
 - c. A private college .
 - d. A 2-year institution.

2. With financial aid a possibility, I would go to a school:
 - a. that is as inexpensive as possible.
 - b. that is an average-cost school.
 - c. regardless of the cost.

3. Choose one:
 - a. I want a school that is well known throughout the U.S.
 - b. I want a school that is prestigious, but not necessarily well known.
 - c. The school I go to should be familiar to people in Delaware.
 - d. It is not important to me whether the school is well known.

4. Choose one:
 - a. I would like a campus where there is an enclosed, close community.
 - b. I would like a campus where I know some kids, but one where everybody doesn't know everybody else.
 - c. I'm OK with a campus atmosphere where I can be anonymous or where I can become involved with other students of like interests.

5. The size of a school for me should be:
 - a. the bigger the better.
 - b. medium size.
 - c. small.

6. Choose one:
 - a. I wouldn't mind a very large class where I may have to assert myself to get help.
 - b. I would like all my classes to be fairly small.

7. Choose one:
 - a. Studying and learning is thrilling, and I would like a school where I do a lot of it.
 - b. I don't want to have to study too intensely at school.
 - c. I would like to learn by doing something. For the studying I do, I need to see a product or something I created, or know that I am trained for a specific job.

Activity 21 (continued)

8. Choose one:

- a. I want to spend four years at one school and then decide if I want more at that school.
- b. I want to spend four years at one school, then decide if I want to continue at a different school.
- c. I want to spend two years at one school and then go to a different one.
- d. I want to spend one or two years at a school, and be trained for an immediate career.

9. Choose one:

- a. I don't care if my teachers know who I am.
- b. It is important to me that my teachers know me.

10. Choose one:

- a. I want to live at the college in a dormitory.
- b. It's OK if there are dormitories, but I don't want to live in one.
- c. It's OK with me if dormitories are not available.
- d. Campus housing is not important to me, for I would commute from home, or live with relatives.

11. I feel:

- a. it is important to have a lot of my high school friends go to that school.
- b. I would like to go to a school where I can make all new friends.
- c. it is important to choose the school because a friend is going there.
- d. that it is not important to have a lot of my high school friends go to that school.

Activity 21.1b

Choosing your post-high school education is a very personal decision. In the space below, write a summary of what you have learned about yourself from these questions.



Supplemental Activity 21.a: Choosing a College

Check page 63 in the *Career Compass* for websites and telephone numbers of area schools.

I. Survey the Possibilities

Begin your search with a survey of colleges located in the geographic area of your choice.

Use the Internet to:

- Identify admissions requirements
- Learn about student profiles
- Take a virtual campus tour
- Learn about campus life
- Identify academic offerings
- Find out about tuition and possible financial aid
- Read student blogs

Supplement that information with other resources:

- College guides and maps
- Course catalogues
- Barron's Profiles of American Colleges
- Patterson's Schools Classifieds
- Occupational Outlook Handbooks
- Financial aid forms
- Armed forces brochures

II. Weigh the Differences

Fill out the information below for colleges that interest you. Then compare your results.

(Copy Supplemental Activity 21.b on page 53 of the *Teacher's Guide* to record your findings for each school)

- Location and Setting: distance from home; city, small town, or country setting
- Type and size of college: co-ed, men's, women's, liberal arts, technical, junior, church-related, state-supported, enrollment, facilities
- Comprehensive cost: tuition, room and board, extra fees, books, travel expenses, spending money, special clothing
- Financial aid: honor scholarships, grants, aid, loans, alternative/work study programs, campus jobs
- Special curricula: engineering, political science, computers, music, education, marine biology, business, fine arts, etc.
- Admissions requirements: required subjects, test scores, grade point average, class rank, special talents
- Kind of students who attend: habits, interests, goals, ethnic and religious background
- Campus life: cultural events, sports, clubs, fraternities and sororities, recreational facilities, rules and regulations, surroundings



Activity 21 (continued)

III. Narrow Your College Choices

No college (nor type of college) is right for all students, but there are certain colleges that are right for you. Before narrowing your choices, remind yourself of what you have learned.



1. What am I able to do and what do I like to do? (Step 1)
2. What do I need in the way of training/education? (Step 3)
3. What is my career plan? (Step 4)

NARROW your choices to 7-10 colleges and visit their websites to increase your knowledge of each. When you have selected 3-6 colleges and have the results of one college admissions examination, consult your counselor.

LISTEN for announcements regarding visits of college representatives to your school and arrange to talk with a few. Attend the annual postsecondary education opportunities day held at school and talk with admissions personnel representing the colleges you are considering.

EVALUATE the institution as a place where you will eat, sleep, and study for the next two to four years. Tour the facilities and inquire about the extracurricular activities, the personal services, and the school regulations. If the college is in session, visit a class, talk to students, observe campus behavior, and eat a meal in the dining hall. You will know from your experience on the campus whether that college is right for you. No amount of reading or discussing will tell you this.

Checklist for Making College Plans

- | | |
|---|---|
| <input type="checkbox"/> Think about preliminary criteria and your priorities. | <input type="checkbox"/> Arrange for high school absence and plan to make up missed work. |
| <input type="checkbox"/> Make a college list that includes “safeties”, “possibilities”, and “reach” schools. | <input type="checkbox"/> Pack appropriate clothes for the interview. |
| <input type="checkbox"/> Note colleges where interviews are required. | <input type="checkbox"/> Write names and phone numbers of the college administrators you plan to see. |
| <input type="checkbox"/> Map out your itinerary. | <input type="checkbox"/> Bring questions. Be sure to have a pen and notebook with which to write important information. |
| <input type="checkbox"/> Check that the colleges are in session. Find out tour times and make appointments when needed. | <input type="checkbox"/> Bring high school transcript in case admissions counselor requests one. |
| <input type="checkbox"/> Plan how and with whom you’ll go. Balance college visits and school demands. | |

Activity 21 (continued)

Supplemental Activity 21.b: What to Look for on a College Website

Date: _____

Name of Institution: _____

Type of Institution: _____ Size: _____ Student/Teacher ratio: _____

Mailing address: _____

Email address: _____ Website address: _____

Phone numbers: Admissions _____ Financial Aid _____ Housing _____

Is there an 800 number? _____

What programs of study does the institution offer? Do they offer an Honors Program? _____

What are the requirements for entrance?

Number of high school credits: _____

Is there an entrance test(s)? _____

Subjects required: _____

Electives recommended: _____

When is the deadline for applying for admissions? _____ Early decision? _____ Early action? _____

What are the housing options? _____

What is the estimated cost for a year?

Tuition: _____ Fees: _____

Personal Expenses: _____

Room/Board: _____ Transportation: _____

Other: _____

Leisure Time/Recreation: _____ Books: _____

Other: _____

TOTAL: _____

What is the school calendar?

Holidays? _____

Fall semester _____ to _____

Winter term _____ to _____

Spring semester _____ to _____

Summer term _____ to _____

Other? _____ to _____

What student activities and services interest you? _____

NOTES:



Activity 21 (continued)

**Supplemental Activity 21.c: What to Look for When Visiting a College Campus**

Visiting a school campus may include an interview with the admissions personnel, so be prepared.

1. Talk about yourself – your interests, your goals, your courses, and grades. Take along your personal copy of your school grades/transcript and activities.
2. Talk about financial aid (if needed).
3. Ask questions about the school, courses, rules/regulations. Review the website thoroughly before your visit. Write down your questions in advance and **DO TAKE NOTES!**
4. Even though you might be nervous, be yourself.

On campus:

1. Take a tour!
2. Allow enough time to get the “feel of the campus.” Try to imagine yourself as a student there.
3. Schedule your appointments two weeks in advance and **BE ON TIME!**
4. Visit the library.
5. Try to visit a class or two.
6. Talk to students: Ask them what they like about the school, and equally important, what they **DON’T** like.
7. Ask questions about life on the campus – what activities does the college offer?

During your visit, or soon after:

1. Make notes on your reactions and your feelings about the school.
2. Write thank-you notes when appropriate.

MAKE YOUR COLLEGE VISITS EARLY IN YOUR PLANNING PROCESS.

NOTES:

Supplemental Activity 21.d: Technical Community Colleges and Your Career Plan

1. Review page 63 in the *Career Compass* to see where the technical community colleges are located in Delaware. Which technical community college is closest to where you live?

2. List two reasons why someone might choose to attend a technical community college.
 - a. _____
 - b. _____

3. Choose two Career Clusters in which you are interested and write them in the spaces below. Now list three occupations from each of those clusters that require training beyond high school. Research the availability of training for each of these occupations at the technical community college nearest you. Check “yes” or “no” when you know whether it provides the specific training/education you will need.

Career Cluster #1

Career Cluster #2

Career Cluster #1			Career Cluster #2		
Job Title/Training Needed	Yes	No	Job Title/Training Needed	Yes	No
1.			1.		
2.			2.		
3.			3.		

4. If you checked “No” for any of the occupations you researched above, find out where you can get the education or training you need to enter that field. Write the names of the school(s) below.



Activity 22: Financial Aid

Activity 22.1

Read pages 60–62 in the *Career Compass*. Answer the following questions:



1. From where does the money for financial aid come?
2. What do you have to do to get financial aid?
3. What determines the amount of financial aid that you can receive?
4. What is the difference between a grant and a loan?
5. Once you apply for and receive financial aid, do you ever have to apply again? Explain.
6. What is the SEED Scholarship? What is the Inspire Scholarship?
What do you have to do to be eligible for each of these scholarships?

Supplemental Activities

- Ask the recruiter from the Army, Air Force, Marines, and Navy about the ROTC scholarships offered by their services.
- Invite a police officer, the military, a school resource officer, and/or an employer to talk to your students about the benefits of staying away from drugs and alcohol and staying out of trouble with regard to school, financial aid and future employment.

LESSON PLAN

Step 4 - SECTION C: *Job Search*

Overview

Finding the right job takes planning and preparation. It requires good organization, management of time and energy, a positive outlook, and good decision making.

State Standards

Language Arts 1-4, Business 1

Objectives

At the end of this lesson, students will be able to:

1. define networking and explain its benefits
2. define informational interviewing, explain its benefits, and know how to conduct one
3. fill out a job application successfully
4. develop a sample resume, cover letter, and thank-you note
5. prepare for and learn how to conduct themselves in an interview
6. understand their responsibilities as an employee

Teacher Instructions

Use Section C to instruct students on employment-seeking skills using the readings and activities provided. Encourage your students to do an informational interview.

Discussion points

- networking and why it is important
- informational interviews and how students can benefit from them
- importance of properly executed resumes, applications, cover letters, and thank-you notes
- importance of practicing interviewing techniques

ANSWER KEY

Activity 23.1

1. allows you to try jobs firsthand; broadens your experiences; helps you to build your resume; might even get you a job offer
2. self-answered (specific friends, parents, clergy, teachers, etc.)
3. Physical; a specific library, school, business, newspaper, professional magazine, career center, books
Internet; O*Net, ACINet, Monster, etc.
4. you are learning from someone who is doing the same work that you want to do; you are expanding your network; you are improving your interviewing skills; you may learn about unadvertised jobs
5. Self-answered

Activity 27.2

The following are sample answers. Pages 74 and 75 in the *Career Compass* provide more possible responses.

1. Social security card, copy of resume, copy of personal references, samples of work, portfolio, black pen.
(Other items are listed on page 74 of the *Career Compass*.)
2. Know the company, check your closet for appropriate dress, and practice interview questions.
3. What products or services does the company provide? Who are its major competitors?
4. Offer a firm handshake, speak clearly and concisely, be positive and polite, and have reasons why the employer should hire you.
5. What do you consider your greatest strengths and weaknesses? What interests you about this job? Why should I hire you?
6. What three words would you use to describe this company? Please describe the managerial style in this office. Is there anything else you need to know about me in order for me to be fully considered for the job?
7. After an interview, you should send a thank-you letter expressing appreciation to the interviewer for taking the time to see you.

Activity 27.3

This exercise will provide students an opportunity to sit on both sides of the interviewing process. Model giving feedback that is constructive and not hurtful. Lead a follow-up discussion about how the students performed in each of the roles and what they learned.

Activity 28.1: Answers on next page

Activity 28.2

1. Be dependable, provide good work, have a positive attitude, be helpful, be a team player, dress appropriately, don't waste time or resources, control your emotions, be a diplomat, and treat everyone with respect.
2. Self-answered.
3. Self-answered.
4. Self-answered.

Activity 23: How Do I Find the Right Job?

Activity 23.1

Read pages 64 and 65 in the *Career Compass*. Answer the following questions:



- 1. What does it mean to test the waters and what are the benefits of testing the waters?

- 2. List three people who are already part of your network.

Name	Relationship/ Connection	Phone/Email	Company/ School	Other Information

- 3. List three physical resources and three Internet resources that would be helpful to your job search.

- 4. List the benefits to conducting informational interviews.

- 5. Using all your ingenuity and resources, find two people who actually work in *Your Best Match* occupation (page 46 in the *Career Compass*). Would they be good candidates for an informational interview? On a separate piece of paper or on a computer, prepare a list of 10 questions you would like to ask each. How about giving the interviews a try?



Activity 24: Resumes and References



Activity 24.1

Build a Personal Job-Search File

Read pages 66 - 69 in the *Career Compass* regarding resumes.

Using the *Personal Fact Checklist* on page 68 in the *Career Compass* as your guide, gather all the information you need to create your resume. Choose a safe place to store this information - a hard copy file or electronic personal job-search file (backed-up) - so that you will not have to gather it again! Continue to add to your file and make the necessary changes as your life progresses and your experience grows.

Note: Don't worry about formatting your resume now. Concentrate only on creating lists of information including: names, addresses, dates, volunteer activities, skills, personal/special skills, etc. These are the building blocks of your resume.

Activity 24.2

Practice Writing Action Statements

Whenever possible, compose your list of skills and experiences using strong action verbs that emphasize quantifiable results and performance. This is a skill that you can learn; it just takes thought and practice. Here's an example (strong action verbs in bold and quantifiable results in italics):

***managed** the annual Key Club car wash that resulted in a *10% increase* in club participation and **generated** *25% more income* for charity over the prior year

Review **Activity 19** on pages 42 and 43 of the *Teacher's Guide* for a list of skills you've already identified. Now use those skills and any you identified in Activity 24.1 to practice writing your personal action statements. Use the *Resume Action Verbs* list on page 68 of the *Career Compass*. When you are satisfied with your statements, add them to your personal resume file for safekeeping.

Activity 24.3

Create Your Objective and/or Profile

Review the profiles on the sample resumes. (See page 69 in the *Career Compass* and pages 63 and 64 from the *Teacher's Guide*.) Imagine you are developing a resume designed to target a specific job for which you are currently qualified. It could be a retail clerk, a lifeguard, a singer, a mechanic, or any other occupation for which you have skills and a true interest. Organize your thoughts by answering the four questions on the next page. Example answers are provided to help you with the process. Then, using your answers, create an eye-catching profile. Save it in your job-search file.

Note: This information will also be useful when writing your cover letter.



Activity 24 (continued)



Name

EXAMPLE

Questions:

1. What job interests you?
2. In what kind of environment do you want to work?
3. What is your availability?
4. What skills will you bring to this specific job?

Example Answers:

Lifeguard, Swim Instructor

neighborhood pool

summer, full-time, days, nights, and weekends

CPR, First Aid, AED, WSI, Lifeguarding, 3 summers experience, good communication skills, team player, professional, high school swim team captain

Note: Use the list of skills and action statements from your job-search file to choose the ones that would be most appropriate for the specific job to which you are applying.

Now write a profile and add it to your personal resume file.

EXAMPLES:

Profile: An honor roll student athlete with extensive waterfront experience at both summer camp and neighborhood pools. Demonstrates strong leadership and communication skills as well as good judgement. Holds current certifications in CPR, First Aid, AED, Lifeguarding, and WSI.

Activity 24.4

Choose a Format and Build Your Resume

Reread **Choose a Format** on page 67 in the *Career Compass* and examine the resume on page 69.

(Look at the sample resume templates on pages 63 and 64 of the *Teacher's Guide*, as well)

Choose a format for your resume that will best reveal your skills. Now build a rough draft of your resume.

Note: You have all the tools you need in your job-search file. Use it!

Activity 24.5

Prepare a Reference Sheet

Prepare a **Reference Sheet** to take with you to interviews. It will include your name, address, and contact information, as well as three to five people who know your abilities and will speak highly of you. Make sure they have agreed to speak on your behalf before providing an employer with this information. See a **Sample Reference Sheet** on page 65 of the *Teacher's Guide*. As always, file it away for future reference.



Chronological Resume Template

Full Name

Address • City, State Zip code
phone number • appropriate email address

Profile: Tailor each profile to the job for which you are applying. Do not hesitate to use keywords from the job description. Explain how your skills can benefit the potential employer. Highlight the best of what you have to offer.

Work Experience

Most Recent Job Title month/year – present

Company, City, State

Provide an overview of your responsibilities and duties. Follow that with statements that quantify, qualify, and measure (numbers, percentages, dollars) your achievements. Begin with your biggest achievement. Demonstrate that you have solved problems. Make sure to focus on the skills that match the job for which you are applying.

Next Most Recent Job Title month/year – month/year

Company, City, State

Provide details

Next Most Recent Job Title month/year – month/year

Company, City, State

Provide details

Volunteer Experience

Volunteer Title month/year – month/year

Organization, City, State

Include a description of your volunteer job duties only if they support the skills that match the job for which you are applying.

Education and Training

Degree - Major/Course of Study year received

Most Recent School/College/Institution, City, State
GPA, if above 3.5 • High Honors/summa cum laude

Degree - Major/Course of Study year received

Next Most Recent School/College/Institution, City, State
GPA, if above 3.5 • High Honors/magna cum laude

Tools and Technology

Tools: Include your ability to use tools that are relevant to the job for which you are applying. These might include construction machinery, medical devices, mechanical pilot hoists, robots, compasses, etc.

Technology: Include a list of all relevant software and operating systems. The software might include CAD, accounting, project management, graphics, database, geographic, etc.

Professional Associations

Member/Office Year – Year

Organization, City, State

Items in this section should only be included if relevant to your current job search.

Combination Resume Template

The combination resume is a cross between the functional and the chronological resume. It is a good format to use if you are a student or looking for your first job. It generally begins with a functional resume format and then goes to the reverse chronological work experience. Listing your skills, knowledge, and career achievements right up front adds to the overall attractiveness of the combination resume format.

Full Name

Address • City, State Zip code
phone number • email address

Profile

This should be a strong and targeted statement of the skills, abilities, accomplishments, and attributes you have demonstrated that are directly related to the job. Ask yourself, “How will the employer benefit from hiring me?” and write the answer clearly in your profile.

Skills and Abilities

List your qualifications by category from all of your past jobs.
List those which best fit with the job target first.
Use strong action words to add energy and strength to your statements.
Quantify your accomplishments whenever possible.

Achievements

This section should highlight any significant accomplishments that are applicable to the desired job.

Professional Experience

Job Title, Company name, City, State	Dates of Employment
Job Title, Company name, City, State	Dates of Employment
Job Title, Company name, City, State	Dates of Employment

Related Volunteer Experience

Job title, Organization	When or How Long
Job title, Organization	When or How Long
Job title, Organization	When or How Long

Education:

Type of degree conferred or pursuing (full degree name)
Name and location
Date(s)

Sample Reference Sheet

References for:

John Robert Smythe

654 Smith Street
Brooklyn, NY 01902
917-555-5555
jrsmythe@yahoo.com

Michelle Hall

President
Smith Computers
5 Brooklyn Drive
Brooklyn, NY 01000
(H) 917-555-4444
(W) 917-555-3333
MHallSC@yahoo.com

Joseph Jones

Project Manager
Apple Computer, Inc.
199 Boat Drive
Providence, RI 48000
(H) 674-555-2222
(W) 674-555-1111
Josjones@aol.com

Ashley Smith

Quality Director
Apple Computer, Inc.
777 Brittney Court
Providence, RI 48000
(H) 674-365-5555
(W) 674-365-6666
ALSmith@earthlink.net

Activity 25: Cover Letters

Activity 25.1

Read the top two sections of page 70 in the *Career Compass*.

Activity 25.2

Read the sample job posting (taken directly from the Internet) on the next page. Respond to this posting as though you are well-qualified for the job. Write your cover letter so that you stand out from all the other letters this employer will receive. Do your best to win the interview.

Note: *This is practice. When you write a real cover letter for a job, you must NEVER lie about anything!*

Below is a template for you to follow. You may also follow the sample on page 71 in the *Career Compass*.

Your Street Address
City, State Zip
Month (written out) Date, Year

Reader's Complete Name
Job Title
Department
Company/Organization Name
City, State Zip

Dear Ms./Mr. Last Name:

The first paragraph should include the title of the job for which you are applying and how you learned about it. You should also include any personal contacts you have in the company and your general qualifications for the job.

The second paragraph should provide more specific information about your qualifications for the job. Highlight the most important accomplishments in your resume that are relevant to the job. Mention how you will fit into and benefit the company.

In the closing paragraph, you should request an interview and express your willingness to supply further information about your qualifications. State how and when you can be reached. Thank the reader for his/her time and consideration.

Respectfully,

Your Signature

Your Name Typed

enclosure

Sample Internet Job Posting

Store Manager: Family Dollar Store - Dover, Delaware

Job: Store Management

Primary Location: 1007 N State St. Silver Lake Shopping Center Dover 19901

Job Level: Manager

Education Level: High School Diploma/GED (±11 years)

Shift: Variable

Travel: No

Background Check Required: Yes

Drug Screen Required: Yes

JOB DESCRIPTION

General Summary:

As a Family Dollar Store Manager in Training you will be responsible for providing exceptional customer service while assisting the Training Manager in the daily operation of a retail store. Under the direction, training and observation of the Training Manager, the Store Manager in Training (SMIT) maintains inventories, store appearance and completes daily paperwork. The Store Manager in Training must be willing and able to accept a Store Manager position within the Market upon completion of the training.

Principal Duties & Responsibilities:

- At the direction of the Training Manager, the SMIT supervises, trains, and develops store Team Members on Family Dollar operating practices and procedures (e.g., Door to Shelf). Must be able to effectively communicate and explain these (and other) standards and procedures to Team Members when directed by Training Manager.
 - Greets and assists customers in a positive, approachable manner. Answers questions and resolves customer inquiries and concerns.
 - Assists the Training Manager in weekly ordering of merchandise using cycle counts to ensure in-stock representation.
 - At the direction of the Training Manager, the SMIT assists in unloading all merchandise from delivery truck, organizes merchandise, and transfers merchandise from stockroom to store.
 - Assists the Training Manager in loss prevention efforts by maintaining a presence in the store and providing excellent customer service.
 - Acquires knowledge and executes all duties necessary for the effective and profitable operation of the store.
-

JOB REQUIREMENTS

Position Requirements:

Education: Prefer completion of high school or equivalent. Ability to read, interpret and explain to others operational directives (e.g., merchandise schematics, etc).

Experience: Prefer store management experience in retail, grocery or drug store environments.

Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation.

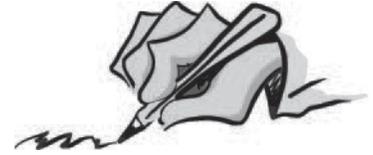
Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

Skills & Competencies: Customer Focus, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

Activity 26: How Do I Fill Out a Job Application?

Activity 26.1

Read the bottom of page 70 in the *Career Compass*.



1. Complete the sample job application on pages 72 and 73 in the *Career Compass*.
2. Exchange your application with another student and edit his/her application. Make a light note in pencil where you believe a correction needs to be made:

Check for the following:

- typographical errors
 - spelling errors
 - good grammar
 - Are all the questions answered? If not, did he/she write not applicable (N/A) in the space?
 - Is the application neat and easy to read?
 - Is the application signed and dated?
3. Return the application to its original owner. Look over the notes and make final corrections, if necessary.
 4. What did you learn from this activity? What can you do better next time? How can you make sure that you don't make the same mistakes next time?

Activity 27: Job Interviews

Activity 27.1

Read pages 74 and 75 in the *Career Compass* and then read the following information on interview behavior.

INTERVIEW DOs AND DON'Ts

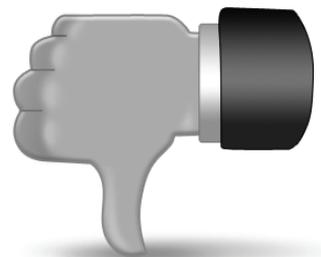
THE DOs

- DO your research and know the type of job interview you will be encountering.
- DO prepare and practice for the interview.
- DO dress appropriately. Err on the side of conservatism.
- DO check parking areas and where you are going ahead of time.
- DO arrive ahead of time – about 10 minutes.
- DO introduce yourself to the receptionist and explain why you are there.
- DO take resumes with you and fill out the application neatly and thoroughly.
- DO turn off your cell phone.
- DO have a firm handshake, look the interviewer in the eye, and use his/her name.
- DO be yourself.
- DO use good grammar.
- DO show interest and stress what you can do for the company.
- DO keep a pleasant expression on your face.
- DO answer questions fully, not just yes or no.
- DO have at least one question to ask (about working environment, hours, dress code, kinds of products, and when you should expect to hear a decision).
- DO say that you'd like the job, if it's a job you want.
- DO thank the interviewers for their time and ask for business cards from each.
- DO send a follow-up thank-you letter within 24 hours. If you don't hear by the time indicated, call back and ask the status of the position.



THE DON'Ts

- DON'T arrive late, chew gum, or smoke cigarettes.
- DON'T bring up or discuss personal issues or family problems.
- DON'T ever lie. Answer questions truthfully and succinctly.
- DON'T say anything negative about former colleagues or supervisors.
- DON'T mumble your answers or be too soft-spoken. Project your confidence.
- DON'T fidget while you're sitting.
- DON'T slouch.
- DON'T put arms or elbows on the desk.
- DON'T curse or use words such as, “uh”, “you know”, and “like”.
- DON'T rely on your application and resume to do the selling for you – sell yourself!
- DON'T ask what the pay is unless you are being offered the job.





Activity 27.3

Mock Interviews: Choose groups of three. Conduct this activity 3 times so that each person in the group has an opportunity to play each role. Review observation results.

I. ROLES

1. **APPLICANT** - the person who is interviewing for the internship
2. **EMPLOYER** - the person looking for the right candidate to fill the position
3. **OBSERVER** - the person who watches the interview, takes notes, and provides constructive feedback

II. SITUATION: You have applied for one of the three internships below. Circle your choice.

1. Research and create environmental education stations to interact with garden visitors. Learn about environmental advocacy and conservation. Maintain a vegetable plot in a children’s garden.
2. Immerse yourself in a health care setting. Provide assistance to patients, families, and hospital staff.
3. Interested in music and/or performance related fields? Participate in event planning to broaden your understanding of the entertainment business.

III. APPLICANT

A. Be prepared to answer all of the following questions based on the situation you have chosen above:

1. Tell me a little about yourself.
2. What has been your favorite summer or part-time job so far?
3. What are your goals for this internship?
4. What will motivate you in this internship?
5. What do you believe is an intern’s role in an organization/company?
6. What do you like about this organization?
7. What are your plans once the internship is over?
8. What are your strengths? weaknesses?
9. Give me an example of a goal that you set for yourself. Did you reach it? How?
10. Tell me about a project you initiated, the challenges you faced, and how you overcame them.
11. How do you see yourself in five or ten years?
12. What has been your greatest achievement so far?
13. Have you ever had difficulty with a supervisor or teacher? How did you handle it?
14. How would you describe your ability to work as a team member?
15. Why should I select you?

B. Prepare 2 questions to ask the employer during the interview. Write them below.

Question 1: _____

Question 2: _____

IV. EMPLOYER

Choose 5 questions from those listed above to ask the applicant. Circle the numbers. Then, create one question of your own to ask the applicant. Write your question below:

Activity 27 (continued)

V. OBSERVER

Review the list of behaviors below. Observe the interview quietly and use the review form to provide constructive feedback to the applicant you observed. You should also use this form (with a different color pen) to reflect on your own interview results.



VI. THE INTERVIEW

Observer - Observe and take appropriate notes using the form below.

Applicant - Enter the interview area and introduce yourself.

Employer - Invite Applicant to sit. Ask 6 interview questions. (Five from the list and one of your own.)

Applicant - Ask your two questions. Thank the employer. Shake hands and leave.

OBSERVER REVIEW/PERSONAL REFLECTION

	whoops	good	great!
Nonverbal behavior			
1. appropriately dressed.....1		2	3
2. firmly shook hands1		2	3
3. maintained eye contact.....1		2	3
4. displayed a positive attitude.....1		2	3
5. maintained good posture1		2	3
Verbal behavior			
1. answered questions completely1		2	3
2. used the interviewer’s name.....1		2	3
3. emphasized qualifications1		2	3
4. used appropriate language1		2	3
5. focused on strengths; avoided weaknesses1		2	3
6. stayed calm and confident.....1		2	3
7. asked appropriate questions.....1		2	3
8. demonstrated knowledge of the company1		2	3
9. avoided saying “um”, “you know”, etc.1		2	3
10. stated career goals and related them to the position1		2	3
11. used proper English1		2	3
12. “sold” him/herself.....1		2	3

Comments/suggestions for applicant:

Comments/suggestions for me:

VII. ROTATE ROLES

Activity 27 (continued)

Activity 27.4

Read page 76 in the *Career Compass*.

Write a thank-you note to the classmate who interviewed you in Activity 27.3. Often your chances of employment can be increased by making another contact with the employer. A thank-you note might be just the edge you need to beat the competition.

About the interview thank-you note

- A thank-you note may be typed or neatly handwritten on personal stationery. A thank-you note may be emailed if the decision is going to be made immediately or if you have been told that this is the employer's preferred means of communication.
- The note should be sent the same day as the interview or the following day at the latest.
- The note should state your continued interest in the job and your appreciation of the time spent with you during the interview.
- The note should briefly clarify any qualifications you have that you may have forgotten to mention or highlight during the interview.
- You may want to include positive impressions of the company itself, an analysis of the interview proceedings, or new facts you learned about the company. This shows your interest.



Activity 28: Keep Your New Job

Name _____

I am a strong team player.



Activity 28.1

Read page 75 in the *Career Compass, Keep Your New Job*.
Complete the word search puzzle below.

Keep Your New Job

P	E	E	S	P	V	U	P	L	E	O	K	H	N	E
R	I	Z	H	Q	B	Q	U	E	W	R	Y	O	N	B
O	N	A	I	Q	B	F	B	Q	E	R	H	N	O	T
F	X	R	E	S	P	O	N	S	I	B	L	E	K	D
E	P	X	Z	L	B	F	O	G	L	C	U	S	B	E
S	S	P	E	W	B	U	L	Y	A	R	F	T	W	Q
S	D	H	E	Q	R	A	Y	E	E	E	T	A	P	V
I	Y	L	A	C	U	E	D	K	H	Y	C	M	N	Q
O	V	V	E	T	N	U	R	N	E	A	E	O	A	B
N	T	F	C	A	T	O	X	N	E	L	P	L	I	R
A	U	N	F	I	W	B	P	M	E	P	S	P	A	I
L	U	Q	T	D	S	U	C	G	R	M	E	I	V	M
P	X	T	R	Q	N	C	I	R	P	A	R	D	N	K
Q	A	A	R	P	F	I	H	W	R	E	L	P	J	F
D	H	A	R	N	K	S	G	B	K	T	K	T	G	Y

ATTITUDE
HELPFUL
DIPLOMAT
TEAM PLAYER

RESPECTFUL
PROFESSIONAL
RESOURCEFUL
HARD WORKER

DEPENDABLE
PUNCTUAL
HONEST
RESPONSIBLE

Activity 28.2

Answer the following questions and then discuss as a class:



1. What are three things workers should do to keep their new jobs and prepare for advancement?
2. Imagine **you** are an employer and one of your employees asks you for advice on how to get a promotion. What would you tell the employee about your expectations?
3. Suppose you and a friend apply for the same position. Your friend gets hired. How would you feel? How would you deal with the situation?
4. One of your co-workers has a bad attitude and is always complaining and saying negative things about your supervisor. What would you do in this situation?

State Standards Addressed

English Language Arts Content Standards

English Language Arts Standard 1

Students will use written and oral English appropriate for various purposes and audiences.

English Language Arts Standard 2

Students will construct, examine, and extend the meaning of literary, informative, and technical texts through listening, reading, and viewing.

English Language Arts Standard 3

Students will access, organize, and evaluate information gained through listening, reading, and viewing.

English Language Arts Standard 4

Students will use literary knowledge accessed through print and visual media to connect self to society and culture.

Social Studies Content Standards

Economics Standard 1: Microeconomics

Students will analyze the potential costs and benefits of personal economic choices in a market economy.

Mathematics Content Standards

Mathematics Standard 6: Reasoning and Proof

Students will develop their Reasoning and Proof ability by solving problems in which there is a need to investigate significant mathematical ideas in all content areas; to justify their thinking; to reinforce and extend their logical reasoning abilities; to reflect on and clarify their own thinking; to ask questions to extend their thinking; and to construct their own learning.

NOTES

DELAWARE CAREER COMPASS

