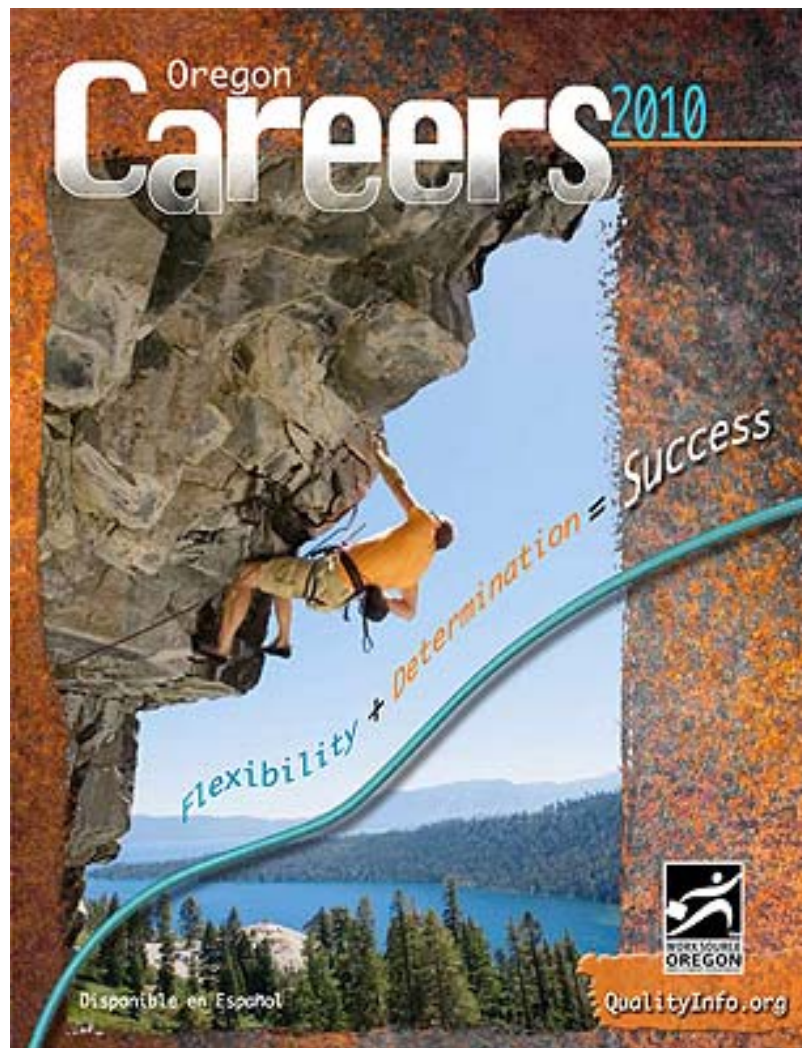


2010

Oregon Employment
Department

Brenda Turner
503-947-1233
Brenda.P.Turner@state.or.us



[CAREERS ACTIVITY GUIDE]

A series of activities and exercises designed to help students explore the Oregon Careers 2010 publication.

Careers 2010 Activities Guide

The Careers 2010 Activity Guide is an excellent tool to help students explore Careers. Each easy-to-understand activity is tied to a particular section in Careers.

Teacher's Guide

A Teacher's Guide to the Activities Guide is available by sending an email to Brenda Turner at Brenda.P.Turner@state.or.us. Please put "Teacher's Guide" in the subject line and note what school or organization you work with. You will receive a document with the answer key to exercises in the Activities Guide.

Table of Contents

Section 1: Career Planning Activities	3
Exercise 1: Fill in the Blanks.....	3
Exercise 2: Communication Skills Assessment.....	4
Exercise 3: Volunteering In Your Community	5
Section 2: Career Pathways Activities	6
Exercise 4: Create Your Own Career Pathway	6
Exercise 5: Research a Real Career Pathway (Online Activity)	7
Section 3: Job Search Activities	8
Exercise 6: Fill in the Blanks.....	8
Exercise 7: Resume Writing (True or False).....	8
Exercise 8: Finding Job Openings and References.....	9
Exercise 9: Budget Planning	10
Exercise 10: Budget Planning Reaction	11
Section 4: Career Guide Activities	12
Exercise 11: Thinking Through Your Career Choice	12
Section 5: Resources Activities	14
Exercise 12: Finding Resources.....	14
Exercise 13: Exploring Oregon's Public and Private Universities (Online Activity)	15

Section 1: Career Planning Activities, Pages 4-13

Exercise 1: Fill in the Blanks

1. Read the article on page 4 titled "Hey, Who Are You Anyway?" Think about the points made in the article and complete each of these sentences:
 - a. In my spare time I enjoy _____

 - b. I think I would enjoy a career that involves _____

 - c. The career that would make me feel the most fulfilled is _____
because _____

2. Employers want workers who are _____, _____,
_____, but most importantly employees must have a good _____.
3. Three careers that tend to be flexible and family-friendly are _____,
_____, and _____.
4. Trading jobs between countries is also known as _____.
5. Three ways to stay ahead of the outsource curve are to _____,
_____, and _____.
6. _____ involves learning about the world of education and work.
7. Most scholarships take a student's financial need into account, and many require a completed _____ to be submitted with applications.

Exercise 2: Communication Skills Assessment

The article on page 6 lists communication skills as one of the most important things employers look for in new job candidates. Being a good communicator means having the ability to listen to others and understand their message, and being able to share your message with others in a way they can understand. Examine this list of communication skills and techniques and rate your knowledge of each, then brainstorm ways you may be able to improve.

Communication Skill or Technique	My confidence in this area is... (high, average, or low)	I could improve in this area by...
I can identify the difference between "passive" and "active" sentences		
I feel comfortable speaking to groups		
I am able to accept and provide constructive criticism		
I can alter my rate, intensity, and pitch during verbal presentations		
I am able to provide clear and concise instructions to others		
I can write a persuasive essay		
I can paraphrase what others have said		
I use posture, distance, gestures and expressions to help convey my message		
I know that in most cases it is not appropriate to text my boss (JK... but seriously, LOL)		

Exercise 3: Volunteering In Your Community

Volunteering is a great way to get involved in your community while gaining valuable work experience for your resume.

- 1. Brainstorm some of the values and causes you think are important and activities you would enjoy doing in your community.
 - a. Some of the things/values/causes I find important are _____

 - b. Ways I would enjoy helping my community include _____

- 2. Use the internet or other resources to research local groups actively involved in some of the areas you listed above. Find a contact person for each group, if possible.
 - a. Organization: _____ Contact: _____
 - b. Organization: _____ Contact: _____
 - c. Organization: _____ Contact: _____

- 3. Select one of the groups, and contact either an administrator or another volunteer and ask them the questions listed below.

Organization I chose to contact: _____

- a. What types of activities do volunteers at the organization perform?

- b. How much time are volunteers required to commit to?

- c. Who is the primary benefactor of the services the organization provides?

- d. Does the organization have any upcoming volunteer opportunities in the area?

Section 2: Career Pathways Activities, Pages 14-31

Exercise 4: Create Your Own Career Pathway

Read page 14 to learn about Career Pathways, and then review pages 15-17 for examples. Choose one of the six Career Learning Areas that you might be interested in from pages 24-29. Complete these five steps that can help you get from where you are today to your career goal.

Step 1: What type of classes could you take in high school to learn more about your career area? Try to list at least three classes from your school’s course offerings.

Step 2: What kind of after school job, summer job, or volunteer work could help you gain hands-on experience in the career area you are interested in?

Step 3: What kind of short-term education or training could you take that would help you get a job related to your career area? List a community college or career school you think may have a program related to your career area.

Step 4: Does your career goal require additional training or schooling to advance beyond an entry-level position? If so, describe what additional training or schooling would be required. List a college or university you think may have a program related to your career area.

Step 5: Once you have the necessary skills, education, and training, what would be your ideal career? _____

BONUS: Imagine you have been working in the career listed in Step 5 for a number of years, but you want to change career paths. What is a different career that has similar training requirements that may also interest you? Would you have to go back to school to start down your new career pathway? _____

Exercise 5: Research a Real Career Pathway (Online Activity)

Explore career options at one of Oregon’s 17 community colleges by following these steps.

1. Go to www.MyPathCareers.org
2. Click on the city nearest to your high school on the map. This will link you to your local community college’s Career Pathways page.
3. Locate the list of Career Pathways currently available at your selected community college. Select the Career Pathway that interests you most. If you are not interested in any of the program areas, go back to step one and select a different location on the map until you have found a Career Pathway that interests you.
4. Locate the “Roadmap” for your selected Career Pathway (it looks like a series of boxes connected by arrows). Use the information to answer the following questions if possible:

a. Is there a certificate option in your pathway? If so, list a certificate name and some of the job possibilities connected to the certificate.

b. Is there a two-year degree option (AS, AAS) in your pathway? If so, list a program name and some of the job possibilities connected to the degree.

c. Is there a four-year degree option in your pathway? If so, list a program name and some of the job possibilities connected to the degree.

5. Identify one of the possible career or job titles from your pathway. Go to www.qualityinfo.org/olmis/OIC and type the job title into the Occupational Title search box then press Search. Click on one of the results. On the next page make sure the region is set to “Statewide” and the report type is set to “Full Report”. Click continue.

a. Occupation Title: _____

b. How many current job openings are there? _____

c. Is there a state license associated with your selected occupation? _____

d. What is the average annual salary for your selected occupation either statewide or in your local area? _____

e. List one skill required in your selected occupation:

f. List one related occupation:

Section 3: Job Search Activities, Pages 32-49

Exercise 6: Fill in the Blanks

1. The nine steps to a successful job search are: _____, _____, _____, _____, _____, _____, _____, _____, _____.
2. The website that matches your skills to the skills needed in local job postings is _____.
3. Talking to people you know about job opportunities is called _____.
4. When describing your work experience on a job application, emphasize those duties that are _____ to the duties of the job for which you are applying.
5. Some employers search _____ and _____ looking for information about job candidates, and may make hiring decisions based on what they find.
6. According to employers, promising employees are those who are _____, _____, _____, and willing to accept assigned tasks.
7. Name two different resume styles:
 - a. _____
 - b. _____
8. An _____ interview is when you, the job seeker, interview a person who is currently employed in a job or line of work that interests you.

Exercise 7: Resume Writing (True or False)

1. Resumes are meant to serve the same purpose as a job application. _____
2. The names and locations of previous employers should be listed. _____
3. A "Youth Resume" highlights your previous work experience. _____
4. Resumes should be at least two pages long. _____
5. You should include a picture with your resume. _____
6. It is okay to use slang, jargons, and abbreviations in a resume. _____
7. "I hv gr8 skillz" would be a good header in a resume. _____

Exercise 8: Finding Job Openings and References

From the following list, select three job categories and list a local business establishment in that category that might employ teenagers and other students. Then use the internet, phone book, or other resources to find the contact information for a person at each business that you might be able to contact to ask about job openings.

- Office work
- Retail stores
- Restaurants
- Hotels
- Carwashes
- Gas stations
- Hospitals
- Dog kennels
- Farms
- Movie theaters
- Amusement parks
- Outdoor parks

1. Job category: _____
 a. Local business name: _____
2. Job category: _____
 a. Local business name: _____
3. Job category: _____
 a. Local business name: _____

Now imagine that you are planning to apply for a summer position at all three of the businesses you listed above. Brainstorm three different individuals who you could use as a reference on your applications. Try to think of people who can highlight your unique skills and abilities if they were asked about your potential as a job candidate by an employer.

1. Name: _____ Relationship: _____
 a. Why is this person a good reference? _____

2. Name: _____ Relationship: _____
 a. Why is this person a good reference? _____

3. Name: _____ Relationship: _____
 a. Why is this person a good reference? _____

Exercise 9: Budget Planning

Follow these instructions to compare what you expect your budget to be once you are working with what the average person spends on typical goods and services.

Step 1: Consider the lifestyle you want to have once you are done with school and working in your ideal career. Estimate how much money you think you will spend on each expense item in a typical month and complete the Step 1 section of the budget below.

Step 2: Choose your ideal career or a career that you might be interested in from the Career Guide on pages 52-79. Enter the median monthly income from the Career Guide in the monthly income box. Calculate your estimated monthly taxes and net monthly income.

Step 3: Calculate what the average American spends on each expense item by multiplying your net monthly income from Step 2 by the percentage on each line.

Step 4: Multiply your ideal budget's total monthly expenses by 1.33 and enter the result in the box. This is the monthly income required to meet your ideal budget's expenses, once taxes are taken into account.

Income

	Step 2: My Career
Monthly Income	\$
Taxes (monthly income x 25%)	\$
Net Monthly Income (monthly income - taxes)	\$

Expenses

	Step 1: Ideal Budget	Step 3: Average Budget	
Rent or home mortgage	\$	20%	\$
Utilities (electricity, water, etc.)	\$	5%	\$
Phone	\$	2%	\$
Household (paper towels, light bulbs, etc.)	\$	7%	\$
Food - Eat at home	\$	7%	\$
Food - Eating out	\$	5%	\$
Entertainment	\$	5%	\$
Clothing	\$	4%	\$
Auto (payments, gas, insurance, etc.)	\$	17%	\$
Public transportation	\$	1%	\$
Healthcare (insurance, doctors visits, etc.)	\$	6%	\$
Savings	\$	11%	\$
Donations	\$	4%	\$
Other items (gifts, hobbies, etc.)	\$	6%	\$
Total Monthly Expenses	\$	100%	\$

Step 4: Income Needed for Ideal Budget	\$
---	----

Exercise 10: Budget Planning Reaction

The difference between a person’s ideal budget and an average budget can be shocking. Consider your calculations in Exercise 9 and respond to the following questions.

- 1. Are there any expense categories where you may have under budgeted? If so, what are they? Were you surprised by how much the average person spends on these expenses? Do you expect to have any expenses that are not included in the worksheet?

- 2. Would you be able to cover the monthly expenses of your ideal budget with the net monthly income of your chosen career? If not, what are some ways you could reduce your expenses to be able to work in the career of your choice without having financial difficulties? _____

- 3. What career did you choose in Step 2? Find your chosen career in the Career Guide and look at the monthly entry wage. Does it differ significantly from the median wage? How might this affect your ideal budget early in your career? _____

- 4. List three occupations from the Career Guide where the entry wage is equal to or greater than the monthly income you would need for your ideal budget. Do any of these occupations interest you?

- a. _____
- b. _____
- c. _____

- 5. Would you be willing to change career paths in order to earn enough money for your ideal budget, or would you prefer to modify your ideal budget in order to work in your preferred career? Why? _____

Section 4: Career Guide Activities, Pages 50-85

Exercise 11: Thinking Through Your Career Choice

Review the occupations in the Career Guide beginning on page 52 and select three potential careers that might interest you. Evaluate each occupation based on the questions below.

1. Occupation _____

a. What do you like about the description of this occupation? What don't you like?

b. What is the annual number of total openings for this occupation? Does this encourage you or discourage you about this career choice? Why?

c. Look at the entry level and median monthly wages for this occupation. Do these encourage you or discourage you about this career choice? Why?

d. What required training and education would you need for this occupation?

e. What is the course of study recommended for this occupation? Does it interest you? _____

f. What Oregon schools could you go to for related training and education? Are any of these near to where you live now? _____

2. Occupation _____

a. What do you like about the description of this occupation? What don't you like?

b. What is the annual number of total openings for this occupation? Does this encourage you or discourage you about this career choice? Why?

c. Look at the entry level and median monthly wages for this occupation. Do these encourage you or discourage you about this career choice? Why?

d. What required training and education would you need for this occupation?

e. What is the course of study recommended for this occupation? Does it interest you? _____

f. What Oregon schools could you go to for related training and education? Are any of these near to where you live now? _____

3. Occupation _____

a. What do you like about the description of this occupation? What don't you like?

b. What is the annual number of total openings for this occupation? Does this encourage you or discourage you about this career choice? Why?

c. Look at the entry level and median monthly wages for this occupation. Do these encourage you or discourage you about this career choice? Why?

d. What required training and education would you need for this occupation?

e. What is the course of study recommended for this occupation? Does it interest you? _____

f. What Oregon schools could you go to for related training and education? Are any of these near to where you live now? _____

After reviewing the information you gathered on the three occupations, what would your top choice be? Why is it your top choice? What occupation is your last choice? Why?

Section 5: Resources Activities, Pages 86-95

Exercise 12: Finding Resources

1. List five courses of action you could choose to take after finishing high school.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Describe what Peace Corps and AmeriCorps have in common.

3. An apprenticeship is training that combines supervised _____ learning and _____ instruction.

4. Four career fields in which apprenticeship training is available are _____, _____, _____, and _____.

5. There are more than 325 licensed _____ throughout the state – all of which are _____ granting institutions offering education and training.

6. The average cost of attending an Oregon University System school for one year is _____, compared to _____ at an independent college.

7. OSAC is an acronym for _____.

8. Community colleges have several advantages including classes offered at _____ and on _____, at different _____ or _____.

9. Military service provides education and work experience in _____ of occupations that are needed to maintain a strong _____.

Exercise 13: Exploring Oregon’s Public and Private Universities (Online Activity)

Follow these steps to explore admissions requirements, tuition costs, program offerings, and other details of a public and private university in Oregon.

1. Go to www.ous.edu/about/campcent/index.php to view a list of Oregon’s seven public universities. Click on the link to one school that interests you. Use the links on the school’s website or the website’s search function to answer the following questions as possible.
 - a. What is the minimum cumulative grade point average for admission? _____
 - b. Is completion of the SAT or ACT required for admission? _____
 - c. What is the deadline for admission for fall term? _____
 - d. What is the average annual cost of tuition and fees? _____
 - e. Locate the list of majors offered and select one that interests you. Read the description of the program. What do you find interesting about it?

 - f. List one of the 100 or 200 level courses required for this major that you might enjoy. _____
 - g. Find the contact information for an advisor or faculty member in your selected major or program. Name _____ Phone _____

2. Go to www.oicanet.org and click on “College Websites/Overviews” to view a list of Oregon’s private colleges and universities. Click on the link to one school that interests you. Use the links on the school’s website or the website’s search function to answer the following questions, if possible.
 - a. What is the minimum cumulative grade point average for admission? _____
 - b. Is completion of the SAT or ACT required for admission? _____
 - c. What is the deadline for admission for fall term? _____
 - d. What is the average annual cost of tuition and fees? _____
 - e. Locate the list of majors offered and select one that interests you. Read the description of the program. What do you find interesting about it?

 - f. List one of the 100 or 200 level courses required for this major that you might enjoy. _____
 - g. Find the contact information for an advisor or faculty member in your selected major or program. Name _____ Phone _____

3. Were there any differences between the two schools that surprised you? Explain.

