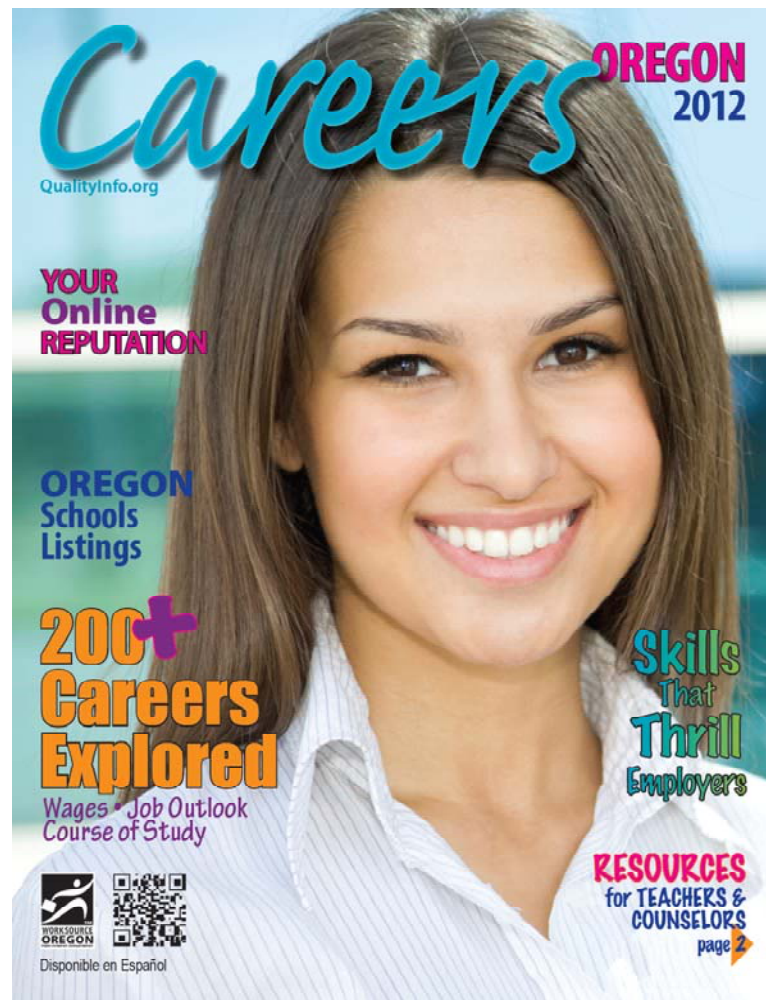


2012

Oregon Employment
Department

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[CAREERS ACTIVITY GUIDE]

A series of activities and exercises designed to help students explore the Oregon Careers 2012 publication.

Careers 2012 Activities Guide

The Careers 2012 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.

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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. In today's economy, employers may give preference to job candidates that have learned the latest _____, use _____ to network, and show interest in acquiring _____.

3. Employers want workers who are _____, _____, _____, but most importantly employees must have a good _____.

4. Most scholarships take a student's financial need into account, and many require a completed _____ to be submitted with applications.

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

6. Getting an education beyond high school will improve your _____, _____, and _____.

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

8. Skills can come from all aspects of your life, not just _____ or _____.

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)		

Section 2: Career Pathways Activities, Pages 14-34

Exercise 3: 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 Broad Career Pathways that may interest you. Complete the five steps below to help you develop 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 that interests you?

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. Think of a different career that has similar training requirements that also interests you. Would you have to go back to school to start down your new career pathway? _____

Exercise 4: 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 AmeriCorps and Peace Corps have in common.

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

4. Classes in _____, _____, and _____ are important for those thinking about starting their own business.

5. An apprenticeship is training that combines _____ learning and _____ instruction.

6. One area that changed the most for job seekers after the recent recession is a focus on _____ versus _____.

7. Explain how to build a support system, and who you would include in this group.

8. Job Corps is a free _____ and _____ program for young adults.

9. Before enrolling in a private career school, _____ to see what they have to offer and sit in on _____.

Exercise 5: 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 think of some 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 that are 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 benefits from the services the organization provides?

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

Exercise 6: 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 map and then on the city nearest to your high school. 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 this information to answer the following questions:

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/olmisj/OIC** and type the job title into the Occupation 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 35-57

Exercise 7: Fill in the Blanks

1. 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.
2. Useful assets in your job search include _____, _____, and _____.
3. Talking to people you know about job opportunities is called _____.
4. Some employers search _____ and _____ looking for information about job candidates, and may make hiring decisions based on what they find.
5. When describing your work experience on a job application, emphasize your previous job _____ or _____.
6. Name two different resume styles:
 - a. _____
 - b. _____
7. List three important steps you should take prior to a job interview: _____, _____, and _____.

Exercise 8: Resume Writing (True or False)

1. Resumes are meant to serve the same purpose as a job application. _____
2. You don't need to tailor a resume to each job application. _____
3. The names and locations of previous employers should be listed. _____
4. A "Recent Graduate" resume includes relevant classes or projects. _____
5. Resumes should be at least two pages long. _____
6. You should include volunteer work in your resume. _____
7. It is okay to use slang, jargon, and abbreviations in a resume. _____

Exercise 9: Finding Job Openings and References

Select three job categories, whether from the list below or think of some on your own, and list a related local business establishment 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

1. Job category: _____
Local business name: _____
2. Job category: _____
Local business name: _____
3. Job category: _____
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: _____
Why is this person a good reference? _____

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

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

Exercise 10: Budget Planning

Follow these instructions to compare what you expect your budget to be once you are working with a national average of what people spend 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 58-85. 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 (based on a national survey) on each expense item by multiplying your net monthly income from Step 2 by the percentage on each line.

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

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

Expenses			
	Step 1: Spending	Step 3: Typical Budget	
Rent or home mortgage	\$	21%	\$
Utilities (electricity, water, etc.)	\$	5%	\$
Phone	\$	2%	\$
Household (paper towels, light bulbs, etc.)	\$	7%	\$
Food - Eat at home	\$	8%	\$
Food - Eating out	\$	5%	\$
Entertainment	\$	6%	\$
Clothing	\$	3%	\$
Auto (payments, gas, insurance, etc.)	\$	15%	\$
Public transportation	\$	1%	\$
Healthcare (insurance, doctors visits, etc.)	\$	6%	\$
Savings	\$	11%	\$
Donations	\$	3%	\$
Other items (gifts, hobbies, etc.)	\$	7%	\$
Total Monthly Expenses	\$	100%	\$

Step 4: Income Needed for My Budget	\$
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Exercise 11: Budget Planning Reaction

The difference between an expected budget and how much a person can actually afford to spend can be shocking. Consider your calculations in Exercise 10 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 expected 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 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 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 budget, or would you prefer to modify your budget in order to work in your preferred career? Why? _____

Section 4: Career Guide Activities, Pages 58-90

Exercise 12: Thinking Through Your Career Choice

Review the occupations in the Career Guide beginning on page 60 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?

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. A full list of all schools is available on pages 86-90.

1. Go to **www.ous.edu/about/campcent** 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 as many of 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” 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 as many of 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 _____

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

