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Oregon Employment Department

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[CAREERS ACTIVITY GUIDE]

A series of activities and exercises designed to help students explore the Oregon Careers 2013 publication.

Careers 2013 Activities Guide

The *Careers 2013* 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 4-7

Exercise 1: Fill in the Blanks

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

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

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

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

Exercise 2: Communication Skills Assessment
The box on page 4 lists the top 10 personal qualities/skills employers seek. Choose one of these qualities/skills that you have and one that you could improve on, and explain.

Quality/Skill I'm good at:_____

I am good at it because…

_____
_____
_____
_____

Quality/Skill I'm could improve:_____

I could improve on this quality/skill by…

_____
_____
_____
_____

Section 2: Career Pathways Activities, Pages 8-19

Exercise 3: Create Your Own Career Pathway

Read page 8 to learn about Career Pathways, and then review pages 9-11 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? List at least three 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? For example, is there 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? 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? _____
_____

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

7. 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 (examples include helping the homeless, cleaning up trash in public areas, supporting cancer patients through treatments, helping abused and neglected animals, working with the elderly, reading to or mentoring children, donating blood, etc.)
   a. Some of the causes I find important are _____
   _____
   _____

   b. Ways I would enjoy addressing one of the causes I listed above and 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: _____

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 by following these steps.

1. Go to **www.qualityinfo.org/olmisj/OIC .** In the Occupation Title box, type in the title of a career you are interested in. Keep it simple – the search will work better if you use simple terms or keywords. Click on Search.

2. Choose one of the job titles from the list. If none of these occupations sound appealing to you, choose a different career keyword and click on Search again.

3. On the next page, make sure the region is set to "Statewide" and the report type is set to "Full Report". Click continue. Use the Occupational Report to complete the following:

    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 20-37

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 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/contact info:_____

2. Job category: _____
   Local business name/contact info: _____

3. Job category: _____
   Local business name/contact info:_____

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? _____
   _____

Section 4: Career Guide Activities, Pages 38-67

Exercise 10: Thinking Through Your Career Choice

Review the occupations in the Career Guide beginning on page 40 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 11: Budget Planning

Consider the lifestyle you want to have once you are done with school and working in your ideal career. Follow these instructions to compare what you estimate your expenses to be with the income from your career choice.

1. Choose your ideal career, or a career that you might be interested in, from the Career Guide on pages 40-64. Multiply the hourly median wage listed for the occupation in the Career Guide by 174 (the number of hours one would work if working full-time in a typical month) and enter it in the Gross Monthly Income box. Calculate your Taxes and Net Monthly Income.
2. Complete Step 2 by estimating how much money you think you will spend on each expense item in a typical month. Also estimate your savings each month.
3. If your "Net Monthly Income" minus "Total Expenses+Savings" is not $0, adjust your expenses and savings until they are equal and your budget is balanced.

If you are not sure how much your expenses may be, you can search the Internet or ask your family for assistance to estimate expenses.

Step 1: Income	
Gross Monthly Income	$
Taxes (monthly income x 25%)	$
Net Monthly Income (monthly income-taxes)	$

Step 2: Expenses	
Rent or home mortgage	$
Utilities (electricity, water, etc.)	$
Phone	$
Household (paper towels, lightbulbs, etc.)	$
Food - Eat at home	$
Food - Eating out	$
Entertainment	$
Clothing	$
Auto (payments, gas, insurance, etc.)	$
Public transportation	$
Healthcare (insurance, doctor's visits, etc.)	$
Donations	$
Other items (gifts, hobbies, etc.)	$
Savings	$
Total Expenses + Savings	$
Difference (Net Monthly Income minus Total Expenses+Savings) You want this box to =$0	$

Exercise 12: 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 11 and respond to the following questions.

1. Are there any expense categories where you may have under budgeted? If so, what are they? Do you expect to have any expenses that are not included in the worksheet?

   _____
   _____
   _____
   _____
   _____
   _____

2. Would you easily 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. Find your chosen career in the Career Guide and look at the entry wage. Does it differ significantly from the median wage? How might this affect your budget early in your career?

   _____
   _____
   _____
   _____
   _____
   _____

4. 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?

   _____
   _____
   _____
   _____
   _____
   _____

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 65-69.

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.
    _____
    _____
    _____
    _____