**Part I:** **Career Exploration**

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**Pilot Program Spring 2012: EDUC 1300 Best Start Activities**

**Outcome I:**

100% of students in the Best Star Program will participate in career exploration and an enrollment planning activity, confirm their major (Program/plan) and sub-plan (if applicable) in iStar, and select courses to input into iStar’s My Planner before the end of the semester.

**Part I:** **Career Exploration**

* QEP Best Start Career Exploration Project
* Your Career: How Much Do You Know? Pre-test
* How to Research Careers and Majors
* Using the Library for Career Exploration
* My Future Assignment (optional)

**Part I: Career Exploration - Tips for Instructors**

**Teaching Career Exploration**

* If you have not taught career development before, you might consider having a counselor at your campus assist you with the activity or conduct the first career exploration session for you.
* The EDUC 1300 course contains a Learning Outcome that includes Career Exploration. If your text does not contain a chapter on career, you may teach the Career Exploration requirement using these activities. It is important that you are familiar with career development and how values, personality, interests, environment, and abilities/aptitudes affect career choice. There are several resources and inventories on-line to assess values, personality, and interest if your text does not include these. They are listed in the Career Exploration section of the EDUC 1300 Community Group.
* Personality Type- Ideally, the student should know their personality type and how personality affects career satisfaction. Many of the campuses use the “Do What You Are”, the Myers-Briggs, or another personality inventory that includes career. This inventory lists careers that match the student’s personality type. This is a starting point for career research.
* Interests and Values Inventories or Assignments- the “Do What You Are” contains an interest assessment also. There are several good interest inventories on-line and great activities that explore values as they relate to career. The “Choices Planner” site listed on the Career Exploration handout contains an interest and values inventory that can be done on-line.
* The activity, “**Your Career: How Much Do You Know?”** can be used as an introduction to the Career Exploration activity. If you do not have a computer assisted classroom, you will need to reserve a computer lab for this lesson. After introducing career exploration, give students five minutes to try and answer all the questions. Tell them they will need to know this information before they can make an informed career choice. (Few students will know all the answers). They will also need to know this information for their Career Exploration Project. After five minutes, have them take the paper to a computer. Instructor leads the students through the career research websites and has them follow along. (See **“How to Research Careers and Majors”).** Give the students class time to navigate the websites, looking up the answers to **“Your Career: How Much Do You Know”.** Tell them to keep this information to complete their Career Exploration Project. If you cannot reserve a computer lab, you can demonstrate how to navigate the OOH, the ACINET, and the Sloan Cornerstone Center Site and have them complete the activity as an outside assignment. Revisit the assignment during the next class and before they complete their Career Exploration Project.
* **Career Exploration Project**- This is a QEP activity. Instructor should schedule a time to take their class to the library and have a librarian instruct the students on how to use the library data bases to access professional journal articles and how to look up and request books at their library and other libraries. The students should have a career in mind to research before the library visit. I would suggest they actually practice accessing the data bases and obtain the title of an article or book they could use for their paper during their library visit.

The Informational Interview is an integral part of career research. Students gain valuable insight about the career they are considering by interviewing a professional. It is in the student’s best interest to cover career exploration early in the semester, ideally by the third or fourth week so they have ample time to research their career, conduct informational interviews, and complete an appointment with an advisor or counselor.

**Career Exploration**

1. **Dare to Dream** - Explorecareers you may never have considered. Brainstorm and come up with as many career titles as possible. Start a list to begin researching. Be open to those that spark your interest if money were not a concern.
2. **Assess Yourself!!** - **Consider Career Counseling & Testing –** clarify your interests, skills, values, and personality type. Career inventories will suggest different careers for you to consider! Career testing and counseling is available free on campus. Check with Student Services.
3. **Research Promising Careers** - Now that you have a list of careers, start researching the careers that sound appealing to you. Use the professional journals, books, and reference materials to learn about each career. Ask yourself if they are a GOOD match for you.
4. **Informational Interviews** – talk to several professionals that are currently employed in the career you are researching. Either call or ask for a 15-minute interview and then ask them such questions as salary range, pros and cons of the job, job outlook, educational requirements, etc. This is one of the most **powerful** tools in helping you determine if a career is right for you!
5. **Degree Planning** – once you have decided on a major, you will need a degree plan. These can be found on most college/university websites. You may also consult an LSCS counselor or advisor on which courses you will need to take to transfer to a university or complete an AA degree/AAS degree or certificate.
6. **Internships or Volunteer Opportunities** – Obtain a part-time job or volunteer within an organization that hires individuals working in the career field that you are interested in.

**Get Started! Great Career websites to begin your research:**

# The Occupational Outlook Handbook: <http://www.bls.gov/oco/home.htm>

# America’s CareerInfonet: <http://acinet.org/>

1. **The Sloan Cornerstone Career Center**

**http://www.careercornerstone.org/**

1. **Choices Planner**
   1. [**www.access.bridges.com**](http://www.access.bridges.com)
   2. **Site ID: 1034721**
   3. **Password: career**
2. **What can I do with this major?** [**http://careerservices.rutgers.edu/CareerHandouts.shtml**](http://careerservices.rutgers.edu/CareerHandouts.shtml)

**B. Eckenfels**

**Factors to Consider When Making**

**Career Decisions**

**Information**

**About the**

**World of**

**Work**

A Good Match?

**Consider your personality, values, interests, aptitudes and other traits with the work duties of the career you are exploring. The closer these traits match, the more likely you will be satisfied in this career.**

**Information About Self**

* **Abilities, Achievement, aptitudes**
* **Interests**
* **Personality**
* **Values**
* **Environment**
* **Limitations ~ physical, emotional**

**Information About the Career**

* **Economic Outlook**
* **Typical day to day duties**
* **Salary, work hours, dress, stress,**
* **Benefits, security, location**

**Your Career: How Much Do You Know?**

All this information can be found on-line on the Occupational Outlook Handbook and America’s Career Infonet. You will use this information to complete your Career Report.

1. Career- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Tasks you will perform on a daily basis:
3. Knowledge needed:
4. Skills Needed:
5. Abilities needed:
6. Starting salary Texas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary with experience: \_\_\_\_\_\_\_\_\_\_\_\_\_

Salaries for this job in these cities, or in a different state you may wish to move to:

Austin? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dallas? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Houston?\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abilene?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Good, the Bad, and the Ugly about this career:
2. What is the outlook for this career?\_\_\_\_\_\_\_\_% growth for the future? \_\_\_\_\_\_\_\_\_\_
3. How much education do you need to enter this career field?

For your Career Report: How will this career suit your personality, interests, and values?

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**How to Research Careers and Majors**

**Navigating Career Sites:**

**The Occupational Outlook Handbook**

1. Log on at http:www.bls.gov/oco/home.htm
2. You can enter the career name in the search box-it must be the exact title or career. You can also go to 3.
3. Click on one of the major job groups on the left hand column of the screen.
4. From the job group, select the career that you want to research. If it is not listed here, go back to the list of major job groups and select another one.

**America’s Career Infonet**

1. Log on at [www.acinet.org](http://www.acinet.org)/.
2. Click on Occupation Information.
3. Click on Occupational Profile.
4. Click on the major job group that best fits the career.
5. Click on the career within the major job group. (You may have to go back to this group if the career is not listed.)

**The Sloan Cornerstone Career Center –Healthcare, Science, and technology**

1. Log on at <http://www.careercornerstone.org/>
2. Click Degree Fields in column at left.
3. Scroll all the way down to see the career choices.
4. Be sure to check out “Profiles of Professionals” and “A Day in the Life” for great informational interviews.

**Choices Planner- this site contains Interest and Values Inventories**

1. Log on at [**www.access.bridges.com**](http://www.access.bridges.com)
2. **Site ID: 1034721**

**Password: career**

**Choosing Careers and Majors- Good websites!**

* What Can I Do With This Major?

<http://www.shsu.edu/~ccp_www/majors/default.html>

* College Majors and Career Information

<http://careerservices.rutgers.edu/CareerHandouts.shtml>

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**QEP Best Start Career Exploration Project 100 Points**

To research your career, use at least 3 sources of information. You must use **America’s CareerInfonet**- www.acinet.org and **The Occupational Outlook Handbook** [www.bls.gov/oco/home.htm](http://www.bls.gov/oco/home.htm) as well as any other resources your instructor may require. You must also use one source from a professional journal or a book. List these three resources at the end of your paper on a separate sheet. Refer to your “**Do What You Are**” Personality results or a personality inventory assigned by your instructor to answer #2. This paper should be typed, 12 font, 1” margins, and should be at least 3 pages! You must address each section below in a separate paragraph to receive full credit for this assignment.

**70 Points:**

1. Describe the career. What are the typical job duties?
2. What are your personality strengths that match this career?
3. How does this career match your interests listed on your Interest Assessment?
4. What are some advantages and disadvantages of working in this career?
5. What is the pay and job outlook?
6. What are the educational requirements?
7. What interesting facts did you discover?

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* **10 Points:**

On the last sheet of your Career Exploration Project, you must list the three sources that you used to write your paper. One source MUST be an article from a professional journal or from a book.

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* **20 Points:**

You must conduct an “Informational Interview” with someone in the career you are researching. You must type out at least 10 questions you wish to ask this person, along with their answer. (See handout for questions to ask for the Informational Interview). In the first part of the paper include:

* Their name
* Phone number
* Where they currently work in this career field (address)

You may NOT use a relative. Use a local directory to find interviewees. Call and request a 15 minute interview before dropping by and explain that this is for a class assignment.

**Instructions for Conducting an Informational Interview**

One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called *informational* or *research interviewing*. An informational interview is an interview that **you** initiate - you ask the questions. The purpose is to obtain information, not to get a job.

Following are some good **REASONS TO CONDUCT INFORMATIONAL INTERVIEWS**:

* to explore careers and clarify your career goal
* to discover employment opportunities that are not advertised
* to expand your professional network
* to build confidence for your job interviews
* to access the most up-to-date career information
* to identify your professional strengths and weaknesses

Listed below are **STEPS TO FOLLOW TO CONDUCT AN INFORMATIONAL INTERVIEW:**

1. **Identify the Occupation or Industry You Wish to Learn About**

Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.

1. **Prepare for the Interview**

Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.

1. **Identify People to Interview**

Start with lists of people you already know - friends, relatives, fellow students, present or former co-workers, supervisors, neighbors, etc... Professional organizations, the yellow pages, organizational directories, and public speakers are also good resources. You may also call an organization and ask for the name of the person by job title.

1. **Arrange the Interview**

Contact the person to set up an interview:

* + by telephone,
  + by a letter followed by a telephone call, or
  + by having someone who knows the person make the appointment for you.

1. **Conduct the Interview**

Dress appropriately, arrive on time, be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts.

1. **Follow Up**

Immediately following the interview, record the information gathered. Be sure to send a thank-you note to your contact within one week of the interview.

**NOTE: Always analyze the information you've gathered. Adjust your job search, resume, and career objective if necessary.**

**20 QUESTIONS!**

Prepare a list of your own questions for your informational interview. Following are some sample questions:

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to being successful in this job?
4. What part of this job do you find most satisfying? most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What are the basic prerequisites for jobs in this field?
14. Which professional journals and organizations would help me learn more about this field?
15. What do you think of the experience I've had so far in terms of entering this field?
16. From your perspective, what are the problems you see working in this field?
17. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
18. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?
19. What do you think of my resume? Do you see any problem areas? How would you suggest I change it?
20. Who do you know that I should talk to next? When I call him/her, may I use your name as a referral?

Source unknown- obtained from the internet- danenet.wicip.org/jets/jet-9407-p.html