

Coun 511 Spring 2009

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Career Choice Websites


Websites/Contents (Hyperlinked)

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Career Planning Process

Your career probably is or will be a major part of your life. So the decisions you make about your career are very important.

To start the planning process, try using the following steps:

1. [Assess yourself](#) - identify possible careers based on your interests, skills, and work style
2. [Explore your career options](#) - take advantage of the career information that's available
3. [Set career goals](#) - define your plan, determine how to accomplish it and when to make adjustments

Career Planning Process

[Assess yourself](#)

[Explore your career options](#)

[Set career goals](#)

Career Pathways


[About Career Pathways](#)

[Benefits of Career Pathways](#)

[Exploring the Pathways](#)

[More Resources](#)

Exploring the Pathways

 The career pathways diagram below shows the organization of Minnesota's six career fields, 16 career clusters, and 81 pathways. Explore the diagram on your own or follow the three steps below for a guided approach to using the pathways.

Not sure where to start?

1. Take the [Career Clusters Interest Survey](#). It asks a few simple questions to match your interests to career clusters.
2. With your results from the interest survey, find the career clusters that match your interests on the diagram below. Move your mouse over each career field to see the related clusters.

- Choose a cluster of interest and click on the cluster name to see a definition, video, and list of related careers within the cluster. From there you can find more information about individual careers.



Counselor Corner

- Introduction
- Career FAQ's
- Career Pathways
- Community Services
- Education FAQ's
- Transit
- Associations
- Resources

Introduction

A tool created for and by counselors

Counselor Corner to provide a “one-stop” source of information for career and employment counselors. Here you will find a comprehensive collection of resources, information and support for Minnesota counselors practicing in the career counseling field.

To navigate through this section, use the tabs above to locate details about:

[Career FAQ's](#)

Career and job information pages for servicing students or clients can be located here, along with other government and private sources.

[Career Pathways](#)

Learn more about career pathways, including Minnesota's initiatives and strategies for implementing the pathways into your work.

[Community Services](#)

This section lists many public and community based organizations which provide such services.

[Education FAQ's](#)

These Frequently Asked Questions focus on education and training resources. Valuable ISEEK pages for servicing students or clients can be located here, along with other state of Minnesota resources.

[Transit](#)

Not all students and clients have their own vehicle. Some do not have a valid driver's license. Information about public transportation services, including Metro Mobility for persons who are ADA-certified, can be located here.

[Associations](#)

This section lists websites that specifically focus on professional organizations and resources that serve and represent Minnesota's counseling profession.

[Resources](#)

These resources provide information helpful to Minnesota's counseling profession. This section includes the most popular pages of information found "On ISEEK" and "Additional web resources" used by career and employment counselors.

<http://www.careeronestop.org/> : **Career One Stop: Pathways to Career Success**

[Explore Careers](#)

Get a better job... Self-assessments... Browse occupations and industries... Employment trends... and more

[Education + Training](#)

Learn more to earn more... Keep learning... Find schools... Pay for education and training... and more

[Resumes + Interviews](#)

Resume advice, samples & templates... Cover letters and thank-you notes... Interviews... and more

[Salary + Benefits](#)

Wage and salary information... Benefits... Relocating... and more

[Job Search](#)

Plan your search... Browse job sites.. After an offer... and more

[People + Places to Help](#)

Services near you... State web sites... Unemployment insurance... Salary negotiation... and more

Skills Profiler: Select Skills

The table below contains a list of skills useful in many occupations.

Select any skills that you have. When you are finished selecting skills, click CONTINUE. You will then be able to rate your ability in each of the skills you selected.

Basic Skills

Active Learning

Understanding the implications of new information for both current and future problem-solving

and decision-making.

Active Listening

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.

Critical Thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Learning Strategies

Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Mathematics

Using mathematics to solve problems.

Monitoring

Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension

Understanding written sentences and paragraphs in work related documents.

Science

Using scientific rules and methods to solve problems.

Speaking

Talking to others to convey information effectively.

Writing

Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

Coordination

Adjusting actions in relation to others' actions.

Instructing

Teaching others how to do something.

Negotiation

Bringing others together and trying to reconcile differences.

Persuasion

Persuading others to change their minds or behavior.

Service Orientation

Actively looking for ways to help people.

Social Perceptiveness

Being aware of others' reactions and understanding why they react as they do.

Complex Problem Solving Skills

Complex Problem Solving

Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

Equipment Maintenance

Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Equipment Selection

Determining the kind of tools and equipment needed to do a job.

Installation

Installing equipment, machines, wiring, or programs to meet specifications.

Operation Monitoring

Watching gauges, dials, or other indicators to make sure a machine is working properly.

Operation and Control

Controlling operations of equipment or systems.

Operations Analysis

Analyzing needs and product requirements to create a design.

Programming

Writing computer programs for various purposes.

Quality Control Analysis

Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Repairing

Repairing machines or systems using the needed tools.

Technology Design

Generating or adapting equipment and technology to serve user needs.

Troubleshooting

Determining causes of operating errors and deciding what to do about it.

System Skills

Judgment and Decision Making

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Systems Analysis

Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Systems Evaluation

Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

Management of Financial Resources

Determining how money will be spent to get the work done, and accounting for these expenditures.

Management of Material Resources

Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Management of Personnel Resources

Motivating, developing, and directing people as they work, identifying the best people for the

job.

Time Management

Managing one's own time and the time of others.

Desktop Computer Skills

Note: These skills are not linked to occupations. They can be used in your profile and may be useful for writing a resume. They are not used in other parts of the Skills Profiler.

Spreadsheets

Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

Presentations

Using a computer application to create, manipulate, edit, and show virtual slide presentations.

Internet

Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).

Navigation

Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

Word Processing

Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents

Graphics

Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.

Databases

Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

Your Goals

Once you have a career goal in mind, the next step is to determine your education and training needs. What are the occupation's education requirements? Do you have the necessary skills and training? Which options will you use to gain the skills you need?

Use the tools and information below to develop your education and training goals.

What do specific occupations require?

- Use the [Occupation Profile](#) to determine occupation requirements.
- Check out [licensed occupations](#) to see if your desired profession (doctor, lawyer, nurse, etc.) requires you to be licensed .
- Find out if your desired occupation (financial advisor, nursing assistant, public accountant, real estate appraiser, etc.) requires a [certification](#).

What skills do employers want?

Do you have the critical skills employers want in their employees? Read about the [skills needed in today's workforce](#) and check out the [Work Readiness Credential](#) for critical skills assessments.

Don't have a high school diploma?

If you did not graduate high school, the GED (General Educational Development Test) may fulfill that college entrance requirement. Learn more about the [GED](#) and locate a [GED testing center](#).

Don't have a career goal in mind?

You want the greatest return on your education investment. If you are still deciding on a career, here are some questions and options to consider.

- What are the [high-growth industries](#)?

- What are the [fastest-growing occupations](#)?
- What are the [occupations with the largest employment](#)?
- What are the [highest-paying occupations](#)?
- Follow the steps to view [wages and employment trends](#) by occupation, job, and state.
- Follow the steps to discover [wages by educational level](#).

http://www.soicc.state.nc.us/soicc/planning/self_assess_tools.htm

North Carolina Career Resource Network

Assessment tests and self-assessment activities provide a useful means for learning more about yourself, particularly as it relates to career decision-making. All personality and vocational assessments have limitations, however, and you should be cautious in how they are used and interpreted. Consider consulting a career counseling professional to assist you in your career planning.

The following assessment tools and instruments may be helpful:

- [Birkman Method Career Style Summary](#) — A short exercise that provides a description of your interests, skills, and preferred style.
- [Campbell Interest and Skill Survey](#)[™] — Developed by career-planning expert Dr. David Campbell, this instrument/questionnaire helps users evaluate their interests and skills, and relates the results to specific occupational areas. This instrument focuses on careers that require postsecondary education and is most appropriate for those who are college bound or college educated. The cost for taking this instrument is currently \$37.90.
- [The Career Key](#)[™] — Short self-assessment measure, developed by Dr. Lawrence K. Jones, professor Emeritus in the College of Education at North Carolina State University. It provides a three-letter Holland Code, which represents your personality and preferred work environment, as well as information about related occupations. The test is available for a fee of \$7.95. Profits from test fees support a number of charitable organizations. However, Dr. Jones has licensed the assessment for free through the following web sites:
 - www.cfnc.org
 - www.careerbuilder.com
 - www.educationplanner.com
- [Keirsey Character Sorter and the Keirsey Temperament Sorter](#) — These interactive personality instruments are relevant, based on the idea that your job or career choice should match your personality. Results are provided in Myers-Briggs language.
- [Budget Worksheet](#) — This simple budget worksheet helps you examine your income needs as one factor in exploring career options. You may also want to compare the [cost of living](#) in different cities, because where you live can affect how you live.
- [Self-Assessment Exercise](#) — A short checklist activity that provides you with a three-letter Holland code. You can then explore [Career Briefs](#) to learn about occupations with related Interest (Holland) profiles.
- [Self-Directed Search](#) (SDS) — Developed by Dr. John Holland, whose theory of careers is the basis of many career inventories in use today. The SDS is based on a theory that both people and work environments can be classified according to 6 basic types. People who choose careers that match their own types are most likely to be both satisfied and successful. This inventory takes about 15 minutes to complete. The 8 - 16 page personalized report is available for a credit/debit card payment of \$9.95.

After self-assessment, the next step in the career management process is to review information about careers of interest. Because careers are rapidly changing, it is important to locate current sources of information. Many sources are available, including publications, videos, and Internet resources. Friends, family, teachers, co-workers, and others are also good sources of career information.

When researching career information, learn as much as you can about:

- Job descriptions and requirements
- Salary and working conditions
- Education and training requirements
- The labor market, including demographics, industrial and occupational trends

Below are links within this site and elsewhere that provide you with a wealth of current occupation and career information:

- [Occupation Profiles \("Career Briefs"\)](#)
Explore approximately 800 occupations in North Carolina. Occupational titles and descriptions are available en español. Videos in English and Spanish are provided for select occupations. Data include elements of the O*net database as well as the latest labor market projections for 2004-2014 for North Carolina.
- [Employment Trends](#)
Review employment trends in North Carolina, based on the latest projections data for 2004-2014, so you can target employment opportunities.
- [Labor Market Trends](#)
An overview of expected changes in North Carolina's labor market.
 - [Demographic](#)
 - [Industry](#)
 - [Industry vs. Occupation](#)
 - [Occupations](#)
- [The Cost of Living](#)
Cost of living comparisons among cities in NC and around the country.
- [Learn More to Earn More](#)
Studies show the more education and training you have, the greater your earnings potential.
- [Career Information from the U.S. Bureau of Labor Statistics](#)
Discover sources of occupational information, tips, and links to helpful web sites.
- [Tomorrow's Jobs](#)
A look at national trends from the U.S. Bureau of Labor Statistics.
- [O*NET](#)
The O*net database serves as the nation's primary source for occupational information. Data are updated twice annually. O*net researchers are based within the Employment Security Commission of North Carolina.



[Home](#) | [Career Management](#) | [Self-Assessment](#) | [Career Exploration](#)
[Education & Training](#) | [Job Search](#) | [Products & Services](#) | [Events](#)
[Privacy Policy & Terms of Use](#)

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"Career Briefs"

Select any of the occupational groups below to view summaries for selected occupations in our state. Occupations are grouped by North Carolina Career Pathway. Approximately 800 occupations are outlined, providing:

- Job descriptions
- Education and licensing requirements
- Average entry-level and experienced wages
- Types of businesses and industries that employ workers in the occupation
- Projected employment outlook for future job growth

Occupational listings en español include the same data as the English listings, except that job titles and descriptions are in Spanish.

Videos are now available for select occupations in **English** and **en español**. English videos are open-captioned for the hearing-impaired. If a video is available for an occupation, the occupation title appears as a hyperlink (underlined); simply click the title to view the video. Occupational videos were produced by the New Jersey Department of Labor, under contract from the U.S. Employment and Training Administration. They are designed to provide a brief, visual introduction to careers and the world of work.

[Descriptions of the terms and abbreviations](#) as well as data sources used in the profiles are also provided.

Profiles by NC Career Pathway

[Agricultural & Natural Resources Technologies](#)

[en español](#)

These occupations deal with sales and marketing of agricultural products; agricultural economics; conservation and protection of our natural resources; forest and forest machinery management; production of plants, trees, and shrubs for home and business use; horticultural business management; crop, poultry, and livestock production and management; animal health care; and providing supplies and services for all these areas. People in these occupations are interested primarily in "things," with some interest in "data" and/or "ideas."

[Arts & Sciences](#)

These occupations pertain to the natural sciences, social sciences, arts, and humanities. People in these occupations are creative thinkers who generally

[en español](#)

have interests in “people” and “ideas.”

Biological & Chemical Technologies

These occupations are involved in food science, nutrition, agriscience, and environmental science activities. This pathway is concerned with food production, packaging, and distribution; quality control, processing, and development of food products; food sales and research; research laboratory environments; care for and testing of experimental plants and living cells; conservation and improvement of environmental resources; managing forest crops and forest equipment. People in these occupations often have interests and skills in “ideas” and/or “things.”

[en español](#)

Business Technologies

These careers pertain to all areas of business, including:

[en español](#)



accounting and finance for businesses and individuals; business administration and management; small business management; entrepreneurship; planning, promoting, merchandising, and selling fashion apparel; processing, managing, and communicating information by computers; directing the transfer of goods and services from producer to consumer; office, project, and human resource management; office administration; sales; and marketing of travel, tourism, and recreation activities. People in these occupations usually have interests in “data” and/or “people.”

Commercial & Artistic Production Technologies

These occupations involve using state-of-the-art equipment to design and produce newspapers, magazines, reports, advertising information, and other graphic images. Also included in this pathway are careers intended to enhance the beauty or aesthetic qualities of interior spaces. People in these careers often have interests in “ideas” and/or “things,” and sometimes “people.”

[en español](#)

Construction Technologies

These occupations involve a wide variety of construction activities,

[en español](#)



including general carpentry work; cabinet making and installation; framing and hanging of walls, doors, and windows; furniture design and production; installation, repair, and maintenance of electrical systems for buildings and equipment; and building walls, doors, fireplaces, and other structures using a variety of masonry materials and techniques. People in these





careers typically have interests in “things” and sometimes “ideas.”

Engineering Technologies

[en español](#)

These occupations involve using computer-aided design (CAD) and other complex tools and software to design, draw, and produce computer-generated drawings of environmental and structural models and to control machines used in design and manufacturing. Workers in these occupations also design, build, install, and repair developmental and production electronic systems and equipment; produce, process, and market plants, trees, and shrubs for home and commercial use; manage and maintain horticultural businesses; and use computers to generate charts, 3-D graphics, and animations used in engineering, architecture, and science. People in these careers typically have interests in “things” and/or “ideas.”

Health Sciences

[en español](#)

These occupations pertain to providing health care services to individual patients, clients, or groups. Workers gather information to form diagnoses, develop treatment and care regimens to maintain or improve health; document client/patient care; provide safe and healthy surroundings for the delivery of health care/maintenance; and provide the community with wellness information, resource management, and health education. People in these occupations have interests and skills primarily in “people” and/or “ideas,” and



sometimes “data.”

Industrial Technologies

[en español](#)

These occupations pertain to installation, maintenance, and/or servicing of electrical, mechanical, hydraulic, and plumbing systems; design, manufacture, and marketing of fabrics; and fabrication and repair of metal products using metal working and welding processes. People in these occupations usually have interests and skills in “things.”



Public Service Technologies

[en español](#)

These occupations include work in cosmetology, food service production, food service management and sales, and early childhood education. People in these occupations usually have interests in “people” and/or “ideas,” and sometimes “data.”

Transport Systems Technologies

These occupations include collision repair, rebuilding, and refinishing of automobiles, and maintenance and repair of all transportation vehicles. People in these occupations typically have interests in “things” and sometimes “data.”

After exploring careers of interest and determining the kinds of education and training needed to succeed, you're ready to begin your job search. Finding a job takes planning and persistence. Using a variety of approaches will improve your odds of finding the right job with the right employer.

While you're searching, you should also be aware of the employer's perspective. Considerable costs are associated with the recruiting, selecting, hiring, and training of new employees. Therefore, employers are careful about hiring decisions, taking time to evaluate applicants while looking for the maximum skills they can hire for the wage they have to pay. Successful applicants will need to be professional, prepared, and presentable.

Strategies that Work

Today's job seekers need the best preparation possible for their job search. The following strategies will help you land the job that's right for you:

- Develop a [resumé](#) that showcases your skills and abilities and is tailored to the specific job for which you are applying.
- Develop your [network](#) of contacts; the more people who know you are looking for work, the better your chances of finding work.
- Use the [Internet](#) to view [job search sites](#), as well as to view job postings on individual corporate web sites. However, don't limit yourself to Internet searches only.
- Contact prospective employers directly. After researching the business, call and ask to speak with the hiring manager or other appropriate contact (such as a specific departmental manager), inquire about possible openings, and ask to set up an appointment with him/her.
- Register for work with your local [JobLink Career Center](#), [Employment Security office](#), or other employment placement agency. Be aware, however, that some private placement agencies may charge a fee for their service.
- Search job postings in newspapers, professional and trade journals, and other publications.
- Read the business section of your local newspaper to learn about companies that are moving into the area, expanding their operations, or have received patent approvals or other awards; these companies are likely to be hiring new workers.
- Attend job fairs in your area or at your school.
- Take advantage of [state agency resources](#), particularly if you are a dislocated worker.
- Take a drive through nearby industrial parks, shopping centers, and office complexes to note the companies located there; contact suitable companies at a later date.
- Develop your [interviewing](#) skills so that you can relay your experience, skills, and abilities with poise and confidence.
- Know what it takes to [negotiate](#) a job offer so you're ready when the time comes.
- Know what it takes to [succeed](#) and grow in your career.

Using a combination of methods is essential for a successful job search. Develop a strategy that works best for the occupations you are seeking. To find the best methods for you, consult with people in your

field of interest or with a career counselor in your school or community. How did others in the same or similar field find their jobs? Was it through networking, a head hunter, a newspaper advertisement, a posting on a web site or with a government agency, or a job fair hosted in your area or at your school/college? It was probably more than one of these methods. One size does not fit all, so develop a job search campaign that targets your specific career goals.

Did you know?

- 80% of available jobs are never advertised.
- Over 50% of employees find their jobs through networking (friends, relatives, coworkers, etc.).
- 28.5% of new hires get their jobs through employee referrals (networking gives them an "inside" connection).
- 96% of job seekers apply to job postings on the Internet.
- 2.8% of job seekers find their jobs through the largest Internet job site.
- 96% of Human Resources managers post job openings in newspaper ads.
- 5% of employees find their jobs through the classified ads in newspapers, professional and trade journals, or other publications.
- 24% of employees find their jobs through direct contact/application with employers.
- 13% of employees find their jobs using a combination of networking and direct contact.
- 6% of employees find their jobs through school placement offices or career centers.
- 4% of employees find their jobs through private employment agencies.

Source: U.S. Department of Labor (DOL) and Society for Human Resource Management (SHRM)

<http://www.pacareerstandards.com/>

Pennsylvania Career Education & Work (CEW) Standards Toolkit

Career Education & Work (CEW) Standards Toolkit

This electronic toolkit provides resources, references, crosswalks and other tools to assist elementary, middle and high schools teachers and administrators in implementing the Pennsylvania (PA) Career Education and Work Standards.

Resources

Community

Assessment

Crosswalks

Parent /
Guardian

The Career Education and Work Standards, Chapter 4 of Title 22, are part of the State Board of Education's regulations of required education for all students in Pennsylvania.

The Career Education and Work Standards address four areas of knowledge:

- Career Awareness and Preparation
- Career Acquisition (Getting a Job)
- Career Retention and Advancement
- Entrepreneurship

Funded by the Pennsylvania Department of Education, Bureau of Career and Technical Education, this website has been developed by the [Career Development Leaders Network](#) and coordinated by [Outreach for K-12 at Pennsylvania College of Technology](#).

Questions About the Career Education & Work Standards

Questions about the Career Education & Work standards should be directed to:

Jay Cannon

jcannon@state.pa.us

State Administrator, Career Counseling Services

Bureau of Career and Technical Education

Commonwealth of Pennsylvania Department of Education

333 Market Street, 11th Floor

Harrisburg, PA 17126-0333

717-772-4857

717-783-6672 (fax)

717-783-8445 (TTY)

On this Site

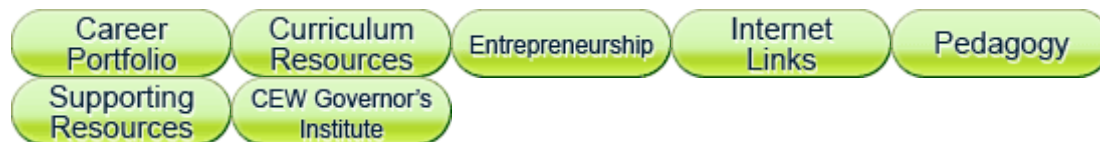
This website contains the official Commonwealth of Pennsylvania Department of Education toolkit to support the implementation of the Career Education and Work Standards.

Funds for this Web site are provided under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270) and from the Pennsylvania Department of Education, Bureau of Career and Technical Education.

Resources

Resources on this site can supplement existing career development resources already in use in the schools. The goal of these resources is to assist in the implementation of the Pennsylvania Academic Standards for Career Education and Work (CEW).

Core Internet Resources, in the box to the right, are the most widely used and applicable websites. As school district personnel build their curriculum to address these standards for all students, they should first acquaint themselves with these websites. A more comprehensive listing of websites can be found under Internet Links.



Additional resources will continue to be added to the toolkit. Schools are encouraged to [submit suggested resources and customized lesson plans or units of study](#) for inclusion in the toolkit upon review by the [Career Development Leaders Network](#).

Curriculum Resources to Support the Career Education and Work Standards

Career Guides

Annually the Pennsylvania Department of Labor and Industry in collaboration with the Pennsylvania Department of Education create a [Career Guide](#) and [Educator's Guide for the Pennsylvania's Career Guide](#).

Careers are Everywhere

Download [this coloring book](#) and use it with your elementary students. It is a fun resource.

Standalone Courses

One effective practice to implement the standards is the development of standalone courses for 8th and 9th graders, often linked with character education programs. Course outlines for [Futures I](#), [Futures II](#) and [Foundations for Success](#) suggest content these courses might include.

Integration of Career Education and Work and Literature

Through the artful selection of literature, teachers can meet the Career Education and Work standards by using the list of [Literature Aligned with CEW Standards 13.1 and 13.2](#).

CEW and Children's Literature Resources

- [Career Development through Children's Literature](#)
- [Carol Hurst's Children's Literature Site](#)
- [Annotated Bibliography of Books Related to Gender Equity](#)
- [Free Curriculum Kits from Teaching Tolerance](#)

- [Outstanding Science Trade Books for Students K-12](#)
- [Notable Social Studies Trade Books for Young People](#)
- [40 Books About Arts](#)
- [40 Books About Labor](#)
- [40 Books About Science and Scientists](#)

Developmental Classroom Activity Books

are available in hard copy only through purchase. These books provide easy to use lessons to assist students in career development, supporting 13.1, 13.2 & 13.3. Lessons are included that can be integrated into every academic discipline. There are four books, available for grades K-3, 4-6, 7-9, 10-12 cost \$20 each. [To order, please use this form.](#)

Real Game Series

A set of five world-class programs, designed to bring the real world into the classroom. All programs are experiential and interactive and allow students to immerse themselves into the real world of work and life choices. A summary of the games and ordering information can be found [here](#). Crosswalks that align the games with the Career Education and Work Standards, National Counseling Standards, SCANS skills and the National Career Development Guidelines can be found [on this website in the Crosswalk section](#).

PA Career Education and Work Online Learning Program

A Pennsylvania created curriculum in electronic format that provides lessons for students at grades 3, 5, 8, and 11 to meet the Career Education and Work Standards. The electronic curriculum materials are free to Pennsylvania Schools and should be downloaded to your school's server. Curriculum and teacher management tools are available. [The free materials can be obtained by clicking here.](#)

Funds for this Web site are provided under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270) and from the Pennsylvania Department of Education, Bureau of Career and Technical Education.

Assessment

Assessment for the Career Education and Work Standards can take two forms. Some assessments help the school district, building, and/or organization plan for implementation. Other assessments help students understand themselves and the world of work. Both types of assessments are included on this page.

Assessment to Assist in Implementation

These surveys help identify what each teacher is doing to address the Career Education and Work Standards. Use them to determine current practice in your building or district. This data is helpful when conducting a gap analysis.

Assessment Survey Grades K-3

[Download](#)

Assessment Survey Grades 4-5

[Download](#)

Assessment Survey Grades 6-8

[Download](#)

Assessment Survey Grades 9-12

[Download](#)

Gap Analysis

To record your findings from the surveys and identify where the organization needs to increase effort to implement the standards and where there are already best practices occurring in the organization that could be expanded to serve all students, use the gap analysis chart that follows.

Gap Analysis chart

[Download](#)

Free Student Assessment Websites

[CareerZone Pennsylvania](#)

CareerZone is the place to learn about the many exciting careers in Pennsylvania. It includes access to 3 assessments.

[Quick Assessment](#) - Explore jobs that best match your personality. Are you realistic, investigative, artistic, social, enterprising, or conventional? Find out with this quick assessment. (*Approximate completion time: 5 minutes*)

[Interest Profiler](#) - Discover what your interests are, and how they relate to the world of work. The Interest Profiler helps you decide what kinds of occupations and jobs you might want to explore based on your interests. (*Approximate completion time: 30 minutes*)

[Work Importance Profiler](#) - What's important to you in a job? Discover how much you value achievement, independence, recognition, relationships, support, and working conditions in a job. Get a list of jobs that reflect your values. (*Approximate completion time: 30 minutes*)

California CareerZone

CareerZone is the place to learn about the many exciting careers in California. It includes access to 3 assessments.

[Quick Assessment](#) - Explore jobs that best match your personality. Are you realistic, investigative, artistic, social, enterprising, or conventional? Find out with this quick assessment. (*Approximate completion time: 5 minutes*)

[Interest Profiler](#) - Discover what your interests are, and how they relate to the world of work. The Interest Profiler helps you decide what kinds of occupations and jobs you might want to explore based on your interests. (*Approximate completion time: 30 minutes*)

[Work Importance Profiler](#) - What's important to you in a job? Discover how much you value achievement, independence, recognition, relationships, support, and working conditions in a job. Get a list of jobs that reflect your values. (*Approximate completion time: 30 minutes*)

Education Planner

AES free college planning site. Choose a career, perform a college search, find scholarships, education loans and financial aid information.

Choosing a career path doesn't come easy, especially at your age. Whether you're heading straight into the workforce or you're entering college first, the Career Key helps you get an early handle on who you are, what you're interested in, and what kind of career may be right for you.

[Learn more about the Holland Types](#)

Your personality is directly related to finding a perfect career match and success in the workplace. Learn more about the Holland Types Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

[Take the Career Key Assessment](#)

Answer a brief series of multiple-choice questions about yourself to determine your Holland Type. Then, find out which job categories, industries, and specific occupations are most suitable for you.

[Search Hundreds of Careers](#)

Search for a career based on work environment, required skills/education, salary and more!

College Board

[Majors and Careers Central](#)

Learn about some of the over 600 majors and careers profiled at CollegeBoard.com. Explore college majors and careers.

[Online Pennsylvania Career Guide](#)

Whether you are a student, an educator, a first-time jobseeker, parent or a person considering a career change, you will find the PA Career Guide a valuable tool as you make those all-important career decisions. It contains wage and job outlook information for more than 250 occupations, interest assessments, tips for marketing yourself, sources of financial aid and contact information for Pennsylvania's public schools, PA CareerLink offices and selected state agencies. Educators conducting career development classes may wish to consult the Resource Guide for assistance planning activities.

[Quintessential Careers](#)

Career and Job-Hunting Tests and Quizzes for Job-Seekers

The Quintessential Careers Network of Career Sites offers job-seekers numerous free career, job-search, and job-hunting related tests and quizzes to help empower you to propel your career. How prepared are you for the job market or your next career move? Take one of the tests; take 'em all!

- [Are You Ready for Career Coaching? A Coachability Quotient Quiz](#) -- a great tool to see if you're ready to work with a career coach to help you deal with job or career issues.
- [Are You Sabotaging Your Career? A Quintessential Careers Quiz](#) -- by your actions, reactions, attitudes, and behavior at work, you can be accidentally sabotaging any chances you have for advancement. Are you sabotaging your career? Take the quiz!
- [Career Activist Quiz: A Quintessential Careers Quiz](#) -- a career activist is someone who is proactive in planning, evaluating, directing, and controlling his or her career. Are you a career activist? Take our quiz now!
- [Career Branding: What's the Value of Your Personal Brand? A Quintessential Careers Quiz](#) -- find the value of your personal brand image in maximizing your career brand for promotions and new jobs with this free quiz.
- [Career Focus Quiz: A Quintessential Careers Quiz](#) -- having a clear career focus -- an understanding of your career goals -- will help to achieve those dreams and goals. Do you have career focus? Take our quiz!
- [College Grad Job-Hunting Readiness Quiz: A Quintessential Careers Quiz](#) -- are you ready for your final exam? As graduation looms, see how ready are you for your career job-search.
- [Consultant/Free Agent Quiz: A Quintessential Careers Quiz](#) -- see what the results say about your tendencies toward a consulting career.
- [Could You Benefit from a Professional Resume Writer? An Assessment for Job-seekers](#) -- a great tool to help you judge whether you need the services of a professional resume writer.
- [Cover Letter Quiz: A Quintessential Careers Quiz](#) -- test your knowledge of cover letters with this detailed quiz.
- [Distance Learning Self-Assessment Quiz](#) -- find out how good a candidate are you for succeeding in distance-delivered courses.
- [First Impressions Quiz A Quintessential Careers Quiz](#) -- people form first impressions of you when networking, job-hunting, and at work. Do you know how to make a good first impression? Take this free quiz.
- [International Job-Seeker Quiz](#) -- check and see if you have what it takes to work internationally.

- [Is Job Flexibility Right For You? A Quintessential Careers Quiz](#) -- if you're considering some type of flexible working arrangement.
- [Job Burnout Quiz: How Close Are You To Burning Out?](#) See how close you are to job burnout.
- [Job-Hunting Etiquette Quiz: A Quintessential Careers Quiz](#) -- see if you know all the rules or protocols that should guide a job-seeker's conduct.
- [Job Interviewing Quiz: A Quintessential Careers Quiz](#) -- see if you're really ready for that next job interview.
- [Job Satisfaction Quiz: A Quintessential Careers Quiz](#) -- how satisfied are you with your current job and employer? Find out with this quiz.
- [Job Skills Quiz: A Quintessential Careers Quiz](#) -- test your knowledge of basic job-hunting skills and strategies.
- [Marketability Test for Job-Seekers](#) -- see what the results say about your readiness for your job-search.
- [Marketing Yourself \(in Your Career\) Quiz](#) -- see if you're doing enough marketing of yourself on the job to help you advance your career.
- [Resume Quizzes for Job-Seekers](#) -- How strong is your resume? Do you know the best ways to use your resume? Take one of our resume writing or strategy quizzes and test your knowledge!
- [Salary Negotiation, Compensation, and Job Offer Quiz](#) -- feel confident that you can negotiate the best compensation package from prospective employers? Test your skills.
- [Team Player Assessment: Are You a Team Player?](#) -- working in teams is an essential skill to master, so, what kind of team player are you? Take our quiz and find out!
- [Teen Resume Writing Quiz](#) -- teenage job-seekers can make a big impression on prospective employers by having a resume. Do you know how to write a teen resume? Take our quiz and find out!
- [Time to Change Jobs ... or Careers? A Quintessential Careers Quiz](#) -- how do you know when it's time to change jobs and when it's time to change careers? Take this quiz.
- [You Need a Career or Life Coach if...](#) -- do you need the assistance of a professional career or life coach? Take our quiz and decide for yourself.
- [What's Your Degree of Analytical, Creative, and Practical Thinking?](#) -- do you have the intelligence to do your job... to achieve success in life? Experts say that intelligence has three components, including analytical, creative, and practical thinking. Get your score.
- [Workaholics Quiz: Do You Focus on Work Too Much?](#) -- are you spending too much time at work? Do you find it hard to be away from work? Are you a workaholic? Find out.
- [Work/Life Balance Quiz: A Quintessential Careers Quiz](#) -- is your life in balance? Take this quiz, get your results, and find tips for getting your life in balance.
- [Workplace Values Assessment](#) -- use this exercise to determine your critical workplace values and find employment and employers that fit your values.

"Your Child's Career" - website for parents

Career Check

An inventory for parents and students to take together. Parents answer the assessment questions to see how well their career matches up to their interests, values, skills, and strengths, and to see how their child's interests match up to their plans for a future career.

The Career and Postsecondary Encouragement Network: A division of Encouragement Services, Inc.

The Universal Encouragement Program (UEP) is an online guidance assessment designed to help counselors and other education support professionals document students' career and education needs, interests, and experiences. ESI has designed the assessments for the purpose of informing guidance and encouragement efforts that lead to improved educational attainment and career decision-making.

The UEP provides web-delivered guidance reports for individuals, cohorts, and selected groups of students.

Guidance reports

- Enable targeted guidance and encouragement services
- Identify students who are disengaged and at risk of dropping out or not continuing with education or training beyond high school
- Provide a rationale and justification for program development - see at a glance the more popular student preferences for guidance and support services
- Document the effects of guidance programming efforts
- Inform parents/guardians and other care-givers in assisting youth to realize education and career goals

Through using the UEP assessments, you will have critical data to

- Identify students in need of guidance services
- Inform guidance program development
- Link education with postsecondary planning, workforce preparation, and career development

The assessment currently is available in English and Spanish in two forms: Form 1 is recommended for use with middle school/junior high school students ages 13 and up in grades 7-8. Form 2 is recommended for use with high school students ages 13 and up in grades 9-12. School or program registration is an online process that takes less than five minutes. Students generally take 10-20 minutes to complete the online assessments.

Other free sites that you might want to examine, not listed above include:

www.acinet.org: America's Info Net- Best free site for Skills Profiler

www.careerkey.org/english: Career Key

www.career.missouri.edu/holland: Holland Career Game

www.keirsey.com: Keirsey Personality/Temperament Sorter

www.act.org/workkeys: Work Keys

www.act.org/wwm: World of Work Map

Funds for this Web site are provided under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270) and from the Pennsylvania Department of Education, Bureau of Career and Technical Education.

Parent / Guardian Materials

Downloadable Brochures

The Pennsylvania Department of Education, Bureau of Career and Technical Education, Pennsylvania Career Resource Network has produced six high quality pamphlets that are available for downloading and distribution.

Elementary School

- [Career Awareness in Elementary School](#)
- [Help Your Child Identify Interests](#)

Middle School

- [Help Your Child Make Career Decisions](#)

High School Career Clusters and Pathways

- [Why Should My Child Explore Careers?](#)
- [Parent Involvement = Student Success](#)

Parent / Guardian Resources

These resources help you learn what your child's dreams are and how to support your child in finding their path on their career journey.

- [America's Career Resource Network Parents Homepage](#)
Help your children do well in school, make the most of their talents and interests, and get the education and skills they need for college and work. Topics such as starting young, school success, career exploration, beyond high school and children with special needs are addressed. Additional resources and links are provided.
- ["Your Child's Career" - website for parents](#)

- [Career Check](#)
An inventory for parents and students to take together. Parents answer the assessment

- questions to see how well their career matches up to their interests, values, skills, and strengths, and to see how their child's interests match up to their plans for a future career.

Funds for this Web site are provided under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270) and from the Pennsylvania Department of Education, Bureau of Career and Technical Education.

<http://www.yourchildscareer.org/index.htm> **Your Child's Career**

I Want My Child to...

“Many studies show that young people cite their parents most frequently as the main influence in their occupational plans. No other group even comes close.”

--Sarah M. Shoffner and Richard H. Klemmer, 1973

What do you really want for your child? Gee, that seems easy to figure out! But it always helps to think it through. If you like, click on ***Print*** below to take this short assessment and rank your top three choices by entering 1-3.

I want my child to

___ have personal happiness

___ have a feeling that her career is fulfilling

___ follow in my footsteps

___ have a career that strongly relates to personal interests and strengths

___ have a career with high earning potential

___ work in the family business

___ experience high risk, adventure, and challenge in a career

___ have fame and fortune

___ have financial security, but riches aren't necessary

___ serve the community

___ be financially independent by age 30

___ help others before personal gain

___ other (explain to yourself!_____)

How do you think your child would respond? Rank what you think her top three choices are – or let her do it herself!

I want to

___ have personal happiness

___ have a feeling that my career is fulfilling

___ follow in my parent’s footsteps

___ have a career that strongly relates to personal interests and strengths

___ have a career with high earning potential

___ work in the family business

___ experience high risk, adventure, and challenge in a career

___ have fame and fortune

___ have financial security, but riches aren’t necessary

___ serve the community

___ be financially independent by age 30

___ help others before personal gain

___ other (explain to yourself!_____)

PRINT

What do your choices tell you? Are you focused on monetary gain or self-fulfillment for your child? Security or risk? When helping your child plan for future success, always try to keep in mind:

- what you *truly* want for your child,
- not to impose *your* “wants” as more important than your child’s desires,

- whatever you and your child identify to be most important, only careful planning will make it happen, and
- a solid career plan is for *everyone* – the person who wants to make a million dollars by age 30 and the person who wants nothing more than to play the harp and move people to tears through music.

People don't plan to fail. They just fail to plan" - Unknown

Of course, we know that planning is important in any worthwhile endeavor. So click one of the categories below to find out more about why planning is so important in choosing a career.

- ▶ [Great things don't just happen](#)
- ▶ [If you're planning, you're learning](#)
- ▶ [College is only a key, not the door](#)
- ▶ [I wish I had known....](#)
- ▶ [True/False Quiz – A dose of reality](#)
- ▶ [What sometimes happens when we don't plan](#)
- ▶ [So, why is career planning important?](#)
- ▶ [Parent action plan](#)
- ▶ [Links related to career planning](#)



"Forethought spares afterthought" - Amelia E. Barr

What is the Career Development Process?

"If you can't describe what you are doing as a process, you don't know what you're doing."-- W. Edwards Deming

"No wind favors him who has no destined port." -- Montaigne

The "career development process" that our children should follow involves much more than knowing the **hot jobs and career trends**. A natural born writer shouldn't feel she has to become

a computer technician just because computer technicians are in great demand right now! More than anything else, *interests – and personality!* – drive career success, and your child needs to have a clear idea of her interests, and personality, before she starts thinking about a career.

Click on one of the links below to learn more about the Career Development Process:

- ▶ [What are the steps in career development?](#)
- ▶ [What if the process doesn't work?](#)
- ▶ [Parent action plan](#)
- ▶ [Links related to career development](#)

Susan Quattrociochi, Ph.D., an expert in career development, says, **“Research indicates that the happiest people live according to their own values. They have a very clear sense of who they are and they expect to have a positive impact on the world. They see their work as meaningful. Rather than following a traditional ‘career path,’ they create their own work life, starting with a dream, filling in with skills, and persisting until they get what they want.”**

(Source: “Information for Adults about Teens’ Future World of Work,” *New Century Career Guide for Parents*, by Susan Quattrociochi, Ph.D.)

Don't worry -- our children don't need to develop a resume in first grade. Instead, they need to discover who they are and what interests them, develop imagination and confidence, and a belief in their abilities. One of the most important things we need to remember is that a child's aspirations must come first. Just because the world of work needs a jillion more computer technicians doesn't mean that your child should be one of them. Our children must be excited about their future!

But watch out . . . as we help them discover their interests, values, and what they hope to accomplish in life, we need to be sure to throw in a dose of reality. Let's not accidentally mislead them about the reality of *work*. Don't give them the idea that if they have a career they *love*, they'll be blissfully happy in the world of work! Work is . . . *work*. That's why we are paid to do it. In most cases, we wouldn't do it for free. Work is not a daily dose of glory and fulfillment. While work is often rewarding, fulfilling, fun, satisfying, and so forth, it can also be pretty darn *not so fun* at other times. So, teach your child the realities of work, and help him develop the coping, stress management, and self-discipline skills he will need to be successful.

Career Integration

Career integration spans your child's educational experience from kindergarten through the postsecondary level.

In **elementary school**, your child will focus on **career awareness** and will learn about ...

- the benefits of education and the relationship between work and learning

- the importance of personal responsibility and good work habits
- how work relates to the needs and function of society
- different occupations
- the career planning process

In a nutshell, your child will gain an **awareness** of different occupations and be able to see the connection between school and the world around him.

In **middle school**, your child will focus on **career exploration** and will learn about ...

- the relationships between educational achievement and career opportunities
- the relationship between work and learning
- how to locate, understand and use career information
- skills necessary to seek and obtain jobs
- how work relates to the needs and functions of the economy and society
- different occupations and changing male/female roles
- the career planning process and will begin a high school four-year career development plan

In a nutshell, your child will **explore** careers in depth, perhaps **participate in a School-to-Work option** (discussed later in this section), and begin **thinking** seriously about a suitable career.

In **high school**, your child will learn about ...

- the relationship between educational achievement and career preparation
- the need for a positive attitude toward work and learning
- how to locate, evaluate, and interpret career information
- how to prepare to seek, obtain, maintain, and change jobs
- how the needs and functions of society influence the nature and structure of work
- the career planning process
- career clusters and choose a career major for her high school four-year plan

In a nutshell, your child will focus on **in-depth career exploration**. He will experience one or more school-to-work options and plan for options available after high school, including going directly to work, attending a two-year or four-year college, or joining the military.

 [top](#)

[next](#) 

-
- ▶ [Career Integration](#)
 - ▶ [Tech Prep: The Other Right Choice](#)
 - ▶ [School-to-Work: Expanding Opportunities for Students, Employers and Communities](#)
 - ▶ [Carolina Careers](#)
 - ▶ [How Can I Get More Information?](#)
 - ▶ [Best Practices: What's Happening in the Schools in Anderson, Oconee, and Pickens Counties?](#)
 - ▶ [What Are Some Resources the Schools Are Using?](#)
 - ▶ [Parent Action Plan](#)

<http://www.collegeboard.com/>: CollegeBoard

[Home](#) > Plan for College

My College QuickStart™

This is a free personalized planning kit for all PSAT/NMSQT takers. With it, you can:

- View a detailed online PSAT/NMSQT score report
- Prepare for the SAT using a study plan based on your PSAT/NMSQT results
- Connect to detailed profiles of suggested colleges, majors, and careers

[Sign Up Now](#)



Sometimes the toughest part of planning something is just figuring out where to start. Get on track to finding an education and career track that matches your skills and preferences. Learn about all your options—and how you can achieve them.

Articles

Starting Points

- [Senior Action Plan](#)
- [Junior Action Plan](#)
- [Twenty Questions to Ask Your School Counselor](#)
- [See all Articles](#)

High School

- [Balancing High School and Part-Time Work New!](#)
- [Distance Education: Is a Virtual Classroom for You? New!](#)
- [The Downside to Being an Overachiever New!](#)
- [See all Articles](#)

Boost Your Skills

- [Time Management Tips For High School Students](#)
- [The Power of Study Groups New!](#)

Two Heads Are Better Than One

- [SQ3R: A Reading Technique](#)

How to Hit the Books

- [Close Reading New!](#)

Tips for Success

- [See all Articles](#)

College Success

- [College Roommate Rules](#)
- [Writing a College Paper](#)
- [How to Take on College Studying](#)
- [See all Articles](#)

SAT Reasoning Test

[Print Article](#)[Email Article](#)

What is the SAT®?

While high school grades are a very useful indicator of how students will perform in college, **there is great variation in grading standards and course rigor within and across high schools.** More than **80 years ago** the College Board created the first **standardized college entrance test** to help colleges and universities identify students who could succeed at their institutions and to connect students with educational opportunities beyond high school.

Today, the SAT Reasoning Test is the benchmark **standardized assessment** of the **critical reading, mathematical reasoning, and writing skills** students have developed over time and that they need to be successful in college. **Each year, more than two million students take the SAT.** Nearly **every college in America** uses the test as a common and objective scale for evaluating a student's **college readiness.**

Educators **trust the SAT** as a useful part of the college application process because the SAT is:

- The most [researched](#) standardized admissions test
- The standard in **reliability and validity**
- An internationally recognized, accurate measure of **college readiness** and **scholarship potential**

Helping your students with the SAT

Taking the **SAT is an important step in applying to college** and making college dreams a reality. Help your students learn about and succeed on the test by assisting them to:

- [Understand the SAT](#)—what it measures, how it is developed, and why they should take it, including:
 - Find the best ways [to prepare for the SAT](#)
 - Access **free and low-cost resources** the College Board offers to educators and students
- [Register for the test](#) and find:
 - **Policies they need to know**, including test accommodations
 - [Dates and deadlines](#)
 - [Fees](#)

- Find [test day tips](#), such as:
 - What to bring to the center
 - Standby testing
 - Acceptable IDs
- Get, interpret, and **send SAT scores**. Learn more about:
 - Multiple-choice and essay scoring
 - [Score cancellation](#)
 - [When scores will be delivered](#)

From the College Board

What You Need to Know

Finding College Scholarships

Your child should start by investigating local college scholarships. Often, the smaller the geographic area covered by an award the better the chances of winning.

Learn more

- [Where the Scholarships Are](#)
- [How to Apply for a Scholarship](#)
- [Can You Spot a Scholarship Scam?](#)

College Handbook



This [easy-to-use guide](#) provides the most current information on over 3,600 colleges.

There's no such thing as the perfect college. Luckily, with more than 3,800 colleges in the U.S. alone, your child's options are almost endless. Learn how you can help your child find the right mix of "safety," good "match," and "reach" colleges.

Articles

[Know the Options](#)

- [Types of Colleges](#)

- [Why Community Colleges?](#)
- [Your Child's College Degree Options](#)
- [Create a College Watchlist](#)
- [See all Articles](#)

Find the Right College

- [What Selectivity Means for Your Child](#)
- [Tips for Finding a College Match](#)
- [Home-Schooled Students and Admissions](#)
- [See all Articles](#)

Explore Colleges

- [Sizing Up Colleges: Big vs. Small New!](#)

One Size Does Not Fit All

- [Location 101](#)
- [Campus Visit Checklist New!](#)

How to Make the Most of the Trip

- [If Your Child Can't Visit](#)
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College Career Life Planning

Hundreds of Free Career Tools for Students, Teachers & Parents



- **Get Motivated**
 - Success or Failure
 - Global Workplace
 - Challenge to Motivate
 - Major Need Among Youth
 - Why Care?
 - Education Pays
 - Did You Know?
- **Education Planning**
 - Introduction
 - Career/Tech Training
 - College & Majors
 - College Search & Rankings
 - Applying to College
 - Standardized Tests
 - Financing Education
 - Graduate School
 - Florida Students
 - Other Online Resources
- **Career Planning**
 - Introduction
 - Process & Guidelines

- [Interests, Skills & Needs](#)
 - [Exploring Careers](#)
 - [OOH Career Clusters](#)
 - [Career Evaluation](#)
 - [Entrepreneur](#)
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Tools for

[Quick Help Instructions](#)
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[Audio Clips](#)
[Home Page](#)

Who Are You?

[**Middle School Student**](#)

[**High School Student - Career Track**](#)

[**High School Student - College-Bound**](#)

[**Parent**](#)

[**Teacher or Guidance Counselor**](#)

[**College Student or College Graduate**](#)

[**Adult Changing Careers**](#)

[**Job Seeker**](#)

College Career Life Planning was created by the National Education Empowerment Foundation, Inc., a non-profit organization. Our web site provides students, parents and teachers with free, quick, easy access to the best education and career planning tools. Over 500 web sites (including many schools) link directly to College Career Life Planning. Our site is entirely non-commercial and relies on user word-of-mouth to reach the millions of individuals whose lives can be enriched by making informed education and career choices.

Introduction

First, identify the career area that best "fits" your skills, interests and needs and then choose the post-secondary education/training that will help you succeed in that career area. Otherwise, it is like putting a car in drive before you have any clue where you want to go. You will end up somewhere, but you may not be happy with the destination.

While you **do not need to precisely determine your career** (e.g. anesthesiologist, manufacturing operations analyst, biotech engineer) **in high school**, you should dedicate enough time to career exploration/planning to **determine the general career area** (e.g. technical career,

health care, business, engineering) that you wish to pursue. The curriculum for different career areas varies significantly.

After selecting your career area, you can identify potential "education" providers (e.g. college, technical schools) and assess their ability to meet your other needs (e.g. location, size, cost, academic environment, extracurricular activities, job placement).

Frequently, parents (and students) view a college degree as an end in itself. They assume that a college degree ensures success and happiness. Despite what some people think, **wondering aimlessly through college and changing majors three or four times to randomly test career interests is not a normal, effective nor necessary approach.** Rather, this approach wastes time, \$\$\$ and resources, as well as, producing significant frustration for students (and parents). Imagine how a student feels after spending four years of their life and \$100,000+ on college to find themselves waiting tables upon graduation.

While most attractive careers require post-secondary education, many of these jobs do not require a 4-year college degree. As the low college completion rate suggests, a 4-year degree is not for everyone. If your education has little relevance to your ultimate career, it will have limited value. Education for education's sake is OK, but with college costing \$20,000+/yr. and global competition for jobs increasing dramatically, I'd focus first on acquiring marketable skills for a promising career.

Education Planning (Start with Career Planning)

Audio [Why Go To School](#)

W060 [High School Action Plans](#)

W062 [Questions to Ask Your Guidance Counselor](#)

W068 [CareerInfoNet Index Page](#)

W070 [NCAA Guide College Student Athletes](#)

Career Planning Process

C001 [Steps For Career Success](#)

C002 [Typical Vs. Pro-active Approach](#)

C003 [Follow Your Dreams \(But Have A Backup Plan\)](#)

Audio [Follow Your Dreams \(But Have A Backup Plan\)](#)

C004 [Career & Education Planning Instructions](#)

C007 [Career Myths](#)

W201 [Tomorrow's Jobs](#)

W202 [Career Planning Tools \(USA Today\)](#)

W203 [Career Planning: Strengths, Weaknesses, Opportunities, Threats](#)

W204 [NextSteps Career Planning Process](#)

Audio [Early Choices => Future Opportunities](#)

OOH Career Cluster Booklets

C200 [Arts, Design, Entertainment, Sports & Media](#)

C201 [Computer & Mathematic](#)

C202 [Construction Trades](#)

C203 [Education, Community & Social Service](#)

C204 [Engineers, Life & Physical Sciences](#)

C205 [Farming, Fishing, Forestry & Transportation](#)

C206 [Health Diagnosing & Treating](#)

C207 [Health Technologists, Technicians & Support](#)

C209 [Installation, Maintenance & Repair](#)

C210 [Legal & Social Service](#)

C211 [Management, Business & Financial](#)

C212 [Office & Administrative Support](#)

C213 [Production Operations](#)

C214 [Protective Services](#)

- C215 [Sales](#)
- C216 [Services: Cleaning, Food & Personal](#)
- C217 [Tomorrows Jobs](#)

Career Management

- L010 [Overview of Employee Benefits](#)
- L012 [National Survey of Employee Benefits](#)
- L013 [Evaluating a Job Offer](#)
- L014 [State & Local Career Employment Information](#)
- L015 [Job Search Methods](#)
- L016 [The Job Offer](#)
- Audio [Slam Dunk Your Interview](#)
- W520 [Job Search Online Guide](#)
- W521 [Locate Potential Employers by Industry/Location](#)
- W522 [Determine Salary Levels by Occupation & ZIP](#)
- W523 [Salary Surveys - Specific Professions](#)
- W524 Salary Search: [Salary Wizard](#) [Salary Expert](#)
- W525 [College Grad Job Search](#)
- W526 Resume: [Tutorial](#) [Vitae Instructions](#) [Tips](#)
- W527 Interview: [Tips](#) [On-Line Interactive Game](#)
- W528 Employability: [Check-up](#) [Strengths](#)
- W529 [Licensed Occupations](#)
- W530 [Certification Finder](#)
- W531 [Career Services and Labor Market By State](#)

- W532 [Local CareerOneStop Locator](#)
- W533 CedarCrest: [Interviewing](#) [Resume](#) [Internship](#) [Job Search](#)
- W534 [Career Quizzes](#)
- W540 Employment & Wage Estimates: [By Occupation](#) [By Industry](#)
- W541 [State/Local Market Career Information](#)
- W542 [Labor Market Information by State](#)
- W543 [State Occupation Employment Projections](#)
- W545 Disabilities: [Job Hunting](#)
- W547 [Evaluating a Job Offer](#)
- W549 [Strategic Career Management](#)

Parent Guides

- T360 Elementary School Success: [NCDG](#)
- T361 Identify Interests: [ACRN](#) [NCDG](#)
- T362 Career Awareness: [ACRN](#) [NCDG](#)
- T363 Career Exploration: [ACRN](#) [NCDG](#)
- T364 Work Experience Options: [ACRN](#) [NCDG](#)
- T365 After High School: [ACRN](#) [NCDG](#)
- T366 [Right College](#) [Career Decision](#)
- T367 [Financial Aid](#)
- W740 [Parent K-12 Resources Great Schools](#)

Career Explorer: Your Career. Your Way.

-  [Career Exploration](#)

- [Career Training](#)
- [Job Descriptions](#)
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[Wellness](#) [Additional](#)

<http://www.careerexplorer.net/>: **Career Explorer**



Select a Career Field

- Accounting & Finance
- Additional Studies
- Arts
- Aviation & Trucking
- Business
- Computer
- Criminal Justice/Legal
- Culinary, Travel & Hospitality
- Healthcare
- Massage/Beauty/Wellness
- Trades & Technical
- Veterinary Science

Select a Location

ZIP code

OR

State

Select a State:


- All United States-
- All Canada-
- Alabama,US
- Alaska,US
- Alberta,CA

Get Results


Find Schools »

Career Training in Your Area




Select one: 

- Accounting & Finance
- Advertising & Marketing
- Airline & Aviation
- Animal Training
- Arts & Design
- Automotive & Diesel
- Broadcasting
- Business
- Computer



Enter ZIP Code

Job Search

Find a better career. Starting now.

Are you looking for a career change but lack the necessary education? Consider returning to school to receive career training. A job-specific career education program can greatly improve your employment opportunities.

According to the U.S. Census Bureau, people with a Bachelor's degree earned, on average, nearly \$51,206 per year. Those with only a high school diploma earned just \$27,915 per year. That can amount to hundreds of thousands of dollars over the course of a career. The right career education affords you greater opportunity and pay. It also provides greater job security and satisfaction. A variety of educational institutions throughout the United States offer training courses for individuals seeking to improve their lives.

Career Explorer is here to help you navigate through a wealth of information about your future career. Find news, including the [ten hottest careers](#). If you don't know where you want to work, we include a wide range of career descriptions. Several of those are within the [business](#) and [medical](#) professions. We also have information about the [truck driving industry](#). For on-the-job experience, check out our tips for finding the right internships for you.

If you are looking for career training, Career Explorer can assist you. We provide a list of degree programs and a directory of [online training programs](#). If you need assistance understanding [financial aid](#), we have descriptions of FAFSA, scholarships, loans and military aid. You can even take a [free career aptitude test](#) to determine your skills and interest.

Career Explorer has you covered when you start looking for work. We can also give you ideas for building your resumé and writing better cover letters and thank you letters. In addition, we offer salary information and a continuing education school search. We also have information on how to file for unemployment and the benefits of the Workforce Investment Act.

Improve your chances of a better job with career-specific training. Contact one of our [featured institutions](#) today for more information! Admissions specialists are standing by to answer any questions you may have. Career Explorer is your career training resource. We are here to help.

Explore the Possibilities

- [Career Training](#)
- [Career Education](#)
- [Degree Programs](#)
- [Job Descriptions](#)
- [Unemployment Benefits](#)
- [Aptitude & Assessment](#)
- [Directory of Schools](#)
- [Online Career Training](#)
- [Textbook Rentals](#)
- [Job Search](#)
- [Post your Job Openings](#)

Are You Ready?

[What is career training?](#)

[How do I find the right program?](#)

[How do online classes work?](#)

[Do I have to go to a classroom?](#)

[Can I work at my own pace?](#)

[Can I start anytime?](#)

[Will there be someone to help me?](#)

[How much do online courses cost?](#)

[Are scholarships available?](#)

[How can I pay for training?](#)

[What are benefits of online training?](#)

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Career Training & Career Education

With Career Explorer, you can search for career training that matches your career interests in your area, or finding all the schools in our database offering career training for programs matching your interest.

Use Our Career Search to Find Training Near You by ZIP Code



What do employers want?

If you have chosen to find a career, you don't want to begin your career search sorting through tons of school listings that don't address your needs. Career Explorer helps you find the right career education fast and easy. Career Explorer can help you can find a school that teaches you the right courses and the right values that employers are looking for:

- Reliability
- Trustworthiness
- Teamwork
- Leadership

Become a better prospect with education.

In today's competitive job market, employers are demanding more skills. These demands make career education more critical than ever to your professional success. Career education not only helps your earning power, it also helps you build skills that make you more valuable when it comes to successful teamwork. When you choose a targeted education, this shows that you are enthusiastic about your career choice.

Job descriptions help you in your career choice

Have you begun looking for a change?

Start your career planning with Career Explorer's job descriptions or [career training](#). Starting a new career choice can be intimidating at first. We want to help you learn more about the field you're considering by first taking a [career aptitude test](#). Then find out the answers to your questions. How long does it take to finish school for your dream job? Can you enter the field with a diploma, or do you need a degree? Career Explorer can help you answer these questions.

We want to make these first steps easier!

Career Explorer wants to make it easier by providing job descriptions about dozens of major career fields, what types of jobs are available in these fields and what the duties of these jobs are.

Taking your time and researching these job descriptions can make all the difference. If you're interested in learning about career development and new opportunities, Career Explorer is here to help!

Click on any job description title to learn more about your career choices:

Job Descriptions and Career Choices

- [Accounting & Finance](#)
 - [Accounting & Finance Careers](#)
 - [Additional Studies](#)
 - [Education & Childcare Careers](#)
 - [Engineering Careers](#)
 - [Theology Careers](#)
 - [The Arts](#)
 - [Arts & Design Careers](#)
 - [Broadcasting Careers](#)
 - [Drafting & Architecture Careers](#)
 - [Fashion Design Careers](#)
 - [Film & Photography Careers](#)
 - [Interior Design Careers](#)
 - [Aviation & Trucking](#)
 - [Airline & Aviation Careers](#)
 - [Automotive & Diesel Technology](#)
 - [Transportation & Trucking Careers](#)
 - [Business](#)
 - [Advertising & Marketing Careers](#)
 - [Business Careers](#)
 - [Office Professional Careers](#)
 - [Computer](#)
 - [Computers & Information Technology](#)
 - [Electronics & Computer Repair](#)
 - [Cosmetology & Wellness](#)
 - [Cosmetology & Barbering Careers](#)
 - [Massage Therapy Careers](#)
 - [Personal Trainer Careers](#)
 - [Criminal Justice/Legal](#)
 - [Court Reporting Careers](#)
 - [Criminal Justice Careers](#)
 - [Homeland Security Specialist Careers](#)
 - [Legal & Paralegal Careers](#)
 - [Military Careers](#)
-
- [Culinary, Travel & Hospitality](#)
 - [Culinary Careers](#)
 - [Hotel & Hospitality & Casino Careers](#)
 - [Restaurant Management Careers](#)

- [Travel & Tourism Careers](#)
- [Healthcare](#)
- [Counseling & Psychology Careers](#)
- [Dental Careers](#)
- [Medical & Healthcare Careers](#)
 - [Emergency Medical Technician \(EMT\)](#)
 - [Insurance Billing Specialist](#)
 - [Laboratory Technician](#)
 - [Medical Administration](#)
 - [Medical Assisting](#)
 - [Medical Laboratory Assistant](#)
 - [Medical Records & Health Information Technician](#)
 - [Medical Transcriptionist](#)
 - [Nursing](#)
 - [Patient Care](#)
 - [Pharmacy Technician](#)
 - [Phlebotomy](#)
 - [X-Ray Technician \(Radiology\)](#)
- [Trades & Technical](#)
- [Construction Careers](#)
- [Electrician & Energy Trades](#)
- [Gunsmithing Careers](#)
- [Heating & Refrigeration Careers \(HVAC\)](#)
- [Horseshoeing/Farrier Careers](#)
- [Motorcycle & Small Engine Repair Careers](#)
- [Telecommunications Careers](#)
- [Welding & Machine Trades](#)
- [Veterinary Science](#)
- [Animal Care & Veterinary Careers](#)

<http://www.schoolcounselor.org/>: **American School Counselor Association**

Search Results



[Catch a Dream](#)

Karen D. Rowland, Ph.D., LPC, NCC 7/1/2004
All Editions - Features



[Everyone Has a Story](#)

Rebecca H. Meyer, D.Ed. 9/9/2004
All Editions - Features



[College Planning for Students with Disabilities](#)

Pat Schwallie-Giddis, Ph.D., and Lynda West, Ph.D. 9/1/2004
All Editions - Features



[A Career in Character](#)

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All Editions - Features



[Character Counts in Elementary School](#)

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All Editions - Features



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[Embracing the Aloha Spirit](#)

1/3/2005
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[Model Behavior](#)

Kwok-Sze Richard Wong 1/3/2005
All Editions - Inside Insight



[Students' Self-direction and Autonomy: Educating vs. Directing](#)

Carolyn Stone, Ed.D. 1/3/2005
All Editions - Legal | Ethical



[On a More Personal Note](#)

Patricia Nailor, Ed.D., and Karl Squier, Ed.D. 7/15/2004
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Rhonda Williams 8/15/2004
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[Hand in Hand](#)

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All Editions - Features



[The Power of "One Vision, One Voice"](#)

Judy Bowers 9/1/2004
All Editions - Professional Perspective



[High School Matters](#)

Jerry Trusty, Ph.D., and Reese House, Ed.D. 9/1/2004
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[Keeping Students Mentally Healthy](#)

George T. Watkins 8/15/2004
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[Breaking Through Barriers](#)

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[The Forgotten Student](#)

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[Resolving Conflicts, Providing Skills](#)

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[A Difficult Road Made Easier](#)

Judy Bowers 3/1/2005
All Editions - Professional Perspectiv

<http://www.acrnetwork.org/Default.aspx> : **America's Career Resource Network**

Career Development

Career guidance and development activities can help students achieve in school and make a successful transition to college.

- [Drawing Connections](#)
- [High School Success](#)
- [Preparing for Lifelong Learning](#)

Drawing Connections

Career development activities draw connections between academic work in high school and a student's future. They can make it clear how high school academics lay the groundwork for future study or employment in a student's field of interest. They can also make academics more interesting and relevant for students.

- **School-Based Career Development: A Synthesis of the Literature** (Hughes and Karp, Teachers College, Columbia University, 2004) [[WORD](#)]
Report that finds school-based career programs help students connect current actions to future goals (especially middle school students), and recommends additional research.
- **The Relationship between Career Development and Educational Development: A Selected Review of the Literature** (Blustein, Boston College, 2004) [[WORD](#)]
Concludes that there is research support for the idea that students who understand the connection between school and career "will be better prepared psychologically to engage fully in their educational lives."
- **[Career Development Interventions and Academic Self-Efficacy and Motivation: A Pilot Study](#)** (NCCTE, 2003)
Evaluation of whether career development interventions affect a student's academic motivation. The study found that none of the 44 interventions studied affected academic motivation. However, the interventions studied were minimal, and the authors recommend additional research using "increased dosages" of career development interventions to see if more intense programs have a positive effect on student academic motivation.

High School Success

Career guidance and development activities are essential components of some of the most innovative and successful high school programs around the country.

- **Career Academies** focus a rigorous program of study around an occupational theme. Students complete requirements for college while seeing how their studies relate to life after high school. Career Academies also feature strong partnerships with business groups and

postsecondary institutions, so students have clear pathways to follow after graduation.

- [Career Academy Support Network](#)
Provides resources and support for career academies in high schools nationwide.
- [MDRC Career Academy Evaluation](#)
MDRC has been conducting a long-term evaluation of career academies to see how they differ from regular high school programs; what effect they have on student attendance, motivation and achievement; and how they affect students' ability to get good jobs after graduation.
- [BioTech Academy: Challenging Assumptions and Changing Lives](#) (GLEF)
Andrew P. Hill High School's medical magnet school, the BioTech Academy (San Jose, California), successfully engages students at the margins by helping them focus on the future.
- **Charter Schools** are small schools with innovative programs and teaching methods that can help high school students get a rigorous education plus skills they'll need for jobs or college.
 - [An MBA for Kids \(Minnesota\)](#)
Minnesota Business Academy incorporates business concepts into every aspect of the curriculum, helping students develop their skills in research, projection, modeling (both computer and physical) and teamwork. The school has close ties with the local business community, which helps with curriculum and provides opportunities for internships and foreign travel.
 - [Charter High School for Architecture and Design \(Philadelphia\)](#)
"The Charter High School for Architecture + Design is dedicated to providing a college preparatory education within a supportive community that fosters learning and individual growth through the process of design."
 - [High Tech High \(San Diego\)](#)
"A small, diverse learning community with a current enrollment of 400 students, HTH is founded on three design principles: personalization, adult-world connection, and a common intellectual mission. Innovative features include performance-based assessment, daily shared planning time for staff, state-of-the-art technical facilities for project-based learning, internships for all students, and close links to the high tech workplace."
- [High Schools That Work](#)
HSTW features rigorous academic curriculum combined with high-level vocational/technical instruction ("using high-level mathematics, science, language arts and problem-solving skills") and work-based learning. Students are expected to achieve, and they receive the help and guidance they need to do so.
- [ProTech](#) (Boston Private Industry Council)
Protech is a structured program for high school students featuring rigorous academic and career classes, paid internships in expanding industries (e.g., medical fields) and links to

postsecondary education leading to a professional credential.

- [Career Development and Occupational Studies](#)
New York State has integrated career development and occupational studies into its learning standards for all students.

Preparing for Lifelong Learning

Starting career development early also helps instill the idea that career management is a lifelong process. This is particularly important in the new economy, where people can expect to change jobs and perhaps even careers many times.

- [National Career Development Guidelines](#)
The National Career Development Guidelines describe the personal competencies individuals should have to successfully manage their careers throughout their lives. The NCDG section of this website describes this competency framework, and includes a host of resources for students, parents, teachers, counselors and administrators on developing career management skills. There are also interactive quizzes to test your current level of competency.
- Career Management Paradigm Shift: Prosperity for Citizens, Windfall for Governments (Jarvis, National Life/Work Centre, Canada, 2003) [\[WORD\]](#)
In the new economy, career management skills are as important as academic and technical skills. People can expect to go through many job changes, and can learn to make flexibility and adaptability key personal assets.
- [Strategies for Vocational Guidance in the 21st Century \(International Association for Educational and Vocational Guidance, UK, 1999\)](#)
Describes the changing world of work and outlines how vocational and career counseling can help young people and adults get the skills they need manage their careers over a lifetime.



| [Home](#) | [About](#) | [Contact](#) | [Site Map](#) | [Glossary](#) | [Links](#) |

Students

You can get a jump on your future by exploring your interests, finding out what careers they point to, and making a plan to get the education and training you need to pursue your chosen field.



Topics

Find out how to combine your education and career in exciting, interesting and even profitable ways.

[Service-Learning](#)

You can make your studies come alive by working on projects where you serve the community and learn at the same time.

[Entrepreneurship](#)

Create a product or service your community really needs, and launch a business to deliver it.

[Working Teens](#)

Get experience and skills in careers you want to explore while still in school.

Resources

ACRN has resources that will help you explore career options, and plan your education to reach your desired career goals.

This Month's Top Five:

▶ [First in the Family: Advice About College from First-Generation Students \(2005\)](#)

▶ [Hard Work Pays \(2004\)](#)

▶ [Job Searching in the 21st Century \(2001\)](#)

▶ [Math, Science, and Technology: Essential Skills for Career Success in the 21st Century \(2004\)](#)

▶ [The Youthhood \(2005\)](#)

Explore additional resources in our [Resource Library](#) , which has a section especially for students.

Links

- [Career Voyages](#)
- [College Toolkit](#)
- [Students in Free Enterprise \(SIFE\)](#)
- [Next Step Magazine](#)
- [Teen Workers \(OSHA\)](#)

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Counselors

Help students stay on track as they choose classes, explore their talents and interests and plan for the future.



◆ [Topics](#) ◆ [Resources](#) ◆ [Links](#)

Topics

Make sure students have the best information on which to base their education and career planning.

[Counseling and Academic Achievement](#)

Counselors have a vital role to play in promoting academic achievement at the individual and school levels.

[State Activities and Models](#)

States are developing standards, models and training methods that reflect counseling's increasingly central role in education.

[Involving Parents](#)

With good information and resources, parents can play a key role in helping their children make sound education and career decisions.

[How Education Pays](#)

You can show students how additional education pays off in higher earnings and a greater chance of employment.

Resources

ACRN has resources that will help you help students as they make choices for their future.

This Month's Top Five:

- ▶ [A Whole 'Nother World \(2006\)](#)

- ▶ [Chamber of Commerce—Job Corps Online Tool \(Ongoing\)](#)

- ▶ [Job Searching in the 21st Century \(2001\)](#)

- ▶ [Reaching Out to Hispanic Populations \(Webinar\) \(2006\)](#)

Explore additional resources in our [Resource Library](#) , which has a section especially for counselors.

Links

- [American School Counselor Association](#)
- [ASCA National Model](#)
- [Career Counselors' Consortium](#)
- [Center for School Counseling Outcome Research \(MA\)](#)
- [National Career Development Association](#)

Career Exploration in the Classroom

Career exploration exposes students to future careers, helps them identify and follow through on an education path that leads to a desired career, and encourages them to strive academically. The resources below can help you bring career exploration into the classroom so students can focus on their future and see why study is important.

[General](#)

[Service Learning](#)

[Entrepreneurship](#)

[Project Based Learning](#)

General

General resources for incorporating career themes and skills into classroom lessons.

[Balancing Life & Work, Volume I](#) (NWREL, 2001)

Guide that highlights projects nationwide aimed at incorporating career development into humanities coursework. Includes relevant resources and planning worksheets. [Balancing Life & Work, Volume II](#) features six case studies in California schools where teachers have successfully woven career development themes into humanities courses.

[Making the School-to-Work Connection](#) (Glencoe/McGraw-Hill, 2000-2004)

Tips for teachers on incorporating career themes into the classroom to help students make the connection between their studies and their future.

[Career Education: Setting Your Students on the Path to a Valued Vocation](#) (Education World, 2000)

Article on how one teacher developed a project to help her students focus on careers and their future after hearing a student say that "only rich people go to college." Includes additional resources for teachers on including career themes in academic subjects.

[Curriculum and Instructional Support, Career and Technical Education](#) (New York State Department of Education, Ongoing)

Website with information and resources for incorporating career and technical education into the classroom, as required under New York's Standards of Learning. Although focused on New York, these materials can also help teachers in other states.

Entrepreneurship

Many young people dream of starting and running their own business. Through entrepreneurship education, students can develop the academic and career skills they need to follow through on their dream.

[Consortium for Entrepreneurship Education](#)

Background information, free teaching materials, and network resources pertaining to entrepreneurship education.

[National Foundation for Teaching Entrepreneurship](#)

"NFTE's mission is to teach entrepreneurship to low-income young people, ages 11 through 18, so they can become economically productive members of society by improving their academic, business, technology and life skills." The website includes a section for educators, with teaching materials and information on the "NFTE University" training programs.

[Future Entrepreneurs](#) (Council for Economic Development, North Carolina)

Encourages entrepreneurship education in North Carolina by providing curriculum and assistance to teachers who would like to incorporate the principles of entrepreneurship into their classrooms. Based in the North Carolina Research Triangle area (Raleigh, Durham and

Chapel Hill).

Service Learning

Service learning ties classroom learning to community projects, helping students see connections with the broader community and encouraging them to think critically about their studies.

[Service-Learning, Making a Difference](#) (Peace Corps)

Website for teachers that describes service learning, sets out standards for service learning, shares ideas for getting started on projects, provides lesson plans and includes links to additional resources.

[Service Learning, Teachers' Information](#) (idealist.org)

Website with information on service-learning, including examples and curricula.

[Service Learning](#) (Children for Children)

Information on service learning, including tools and guides for teachers who want to incorporate service learning into the classroom.

Project Based Learning

Project based learning (PBL) encourages students to explore topics in depth through research and experiments, often conducted in the world outside the classroom.

[Project-based Learning](#) (George Lucas Educational Foundation, Ongoing)

Website with information and resources on project-based learning, including articles, profiles of schools and projects, interviews with experts, an outline for developing your own project-based curriculum, examples of student work, suggestions for bringing project-based learning to your school, and an extensive list of additional resources.

[PBL-Project-Based Learning](#) (4teachers.org, Ongoing)

Online information on project-based learning, including resources and checklists teachers can use to develop their own projects and monitor students' progress.

[Project Based Learning](#) (Buck Institute for Education, Ongoing)

Website with an overview of project based learning, a handbook for teachers that includes a detailed planning model, and an extensive list of additional resources on PBL.

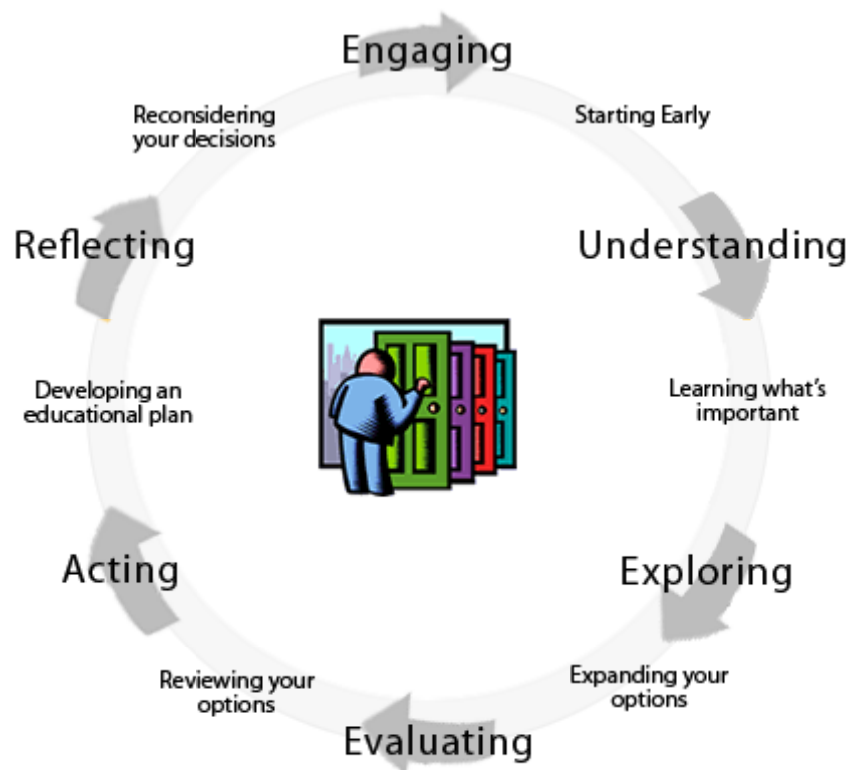


Career Decision-Making Tool

The CDMT helps teachers, counselors, and parents assist their students or children in identifying an appropriate career direction and selecting or developing an educational program or plan that will provide the knowledge and skills needed to succeed within their chosen career field.

The process that students—or anyone else—must go through to identify a career direction and evaluate an educational preparation plan is provided in a six-step decision cycle that may be entered at any point and repeated over and over until a satisfactory conclusion is reached.

Roll your cursor over each step for a description.



NCDG Activities

Career development experts have created these activities to help youth and adults realize the goals of the National Career Development Guidelines.

PERSONAL SOCIAL DEVELOPMENT DOMAIN

PS1 -Develop understanding of yourself to build and maintain a positive self-concept.

[About Me](#) (opens a flash activity in a new window)

Introduces students to tools and concepts that will help them explore their interests, skills and abilities (high school).

[Being Positive Has Payoffs!](#) (opens a flash activity in a new window)

Explores how attitude can affect life outcomes by taking students through a series of scenarios and asking them to make choices (high school).

[You've Already Got a Lot to Offer](#) (opens a flash activity in a new window)

Shows students how everyday activities help develop valuable skills (high school).

[ME, Inc.](#) (opens a flash activity in a new window)

Uses the analogy of a corporation to illustrate important components of one's life and asks student "CEOs" to consider how values influence decisions (high school).

[Your Portfolio-Your Own Reality Show](#) (opens a flash activity in a new window)

Shows how maintaining a portfolio can help students (and adults) take advantage of opportunities (high school).

[More than Just a Job](#) (opens a flash activity in a new window)

Introduces 14 factors that contribute to job satisfaction (high school).

PS2 -Develop positive interpersonal skills including respect for diversity.

[Variety of Voices](#)

Asks students to act out various scenarios to practice using appropriate "voice."

[Weather Disasters](#)

Encourages students to work together to discover how atmospheric conditions relate to weather systems.

[America Now](#) (opens a flash activity in a new window)

Takes students through a quiz that shows how diverse America is now, and how it will continue to increase in diversity (high school).

[Did You Know That?](#) (opens a flash activity in a new window)

Explores how people and cultures from all over the world have contributed to the development of American society (high school).

PS3 -Integrate personal growth and change into your career development.

There are currently no activities associated with this goal.

PS4 -Balance personal, leisure, community, learner, family, and work roles.

There are currently no activities associated with this goal.

EDUCATIONAL ACHIEVEMENT AND LIFELONG LEARNING DOMAIN

ED1 -Attain educational achievement and performance levels needed to reach your personal and career goals.

[Education/Career Connections](#) (opens a flash activity in a new window)

Explores the link between high school courses and career options using a video game format (high school).

ED2 -Participate in ongoing, lifelong learning experiences to enhance your ability to function effectively in a diverse and changing economy.

[Diploma? Certificate? What?](#) (opens a flash activity in a new window)

Uses a word scramble game to define key terms students will encounter as they explore their post-high school options (high school).

[Putting ME, Inc. to Work](#) (opens a flash activity in a new window)

Uses a true/false quiz to illustrate some basic facts about conducting a job search (high school).

CAREER MANAGEMENT DOMAIN

CM1 -Create and manage a career plan that meets your career goals.

[You Mean That's a Myth?](#) (opens a flash activity in a new window)

Uses a true/false quiz to separate career assessment myth from reality (high school).

[Ready! Set! Goal!](#) (opens a flash activity in a new window)

Outlines a process for setting realistic, achievable goals through a series of quizzes and scenarios (high school).

CM2 -Use a process of decision-making as one component of career development.

[Which Road Do I Take?](#)

Uses Robert Frost's "The Road Not Taken" to launch a discussion on decision-making.

[Things that Affect Decisions](#) (opens a flash activity in a new window)

Makes students aware of the various things that influence decisions by having them decide which of 11 influence factors applies in a series of scenarios (high school).

How Decision-Making Works (opens a flash activity in a new window)

Illustrates a 7-step decision-making model through a multiple choice quiz (high school).

CM3 -Use accurate, current, and unbiased career information during career planning and management.

Exploring Occupations (opens a flash activity in a new window)

Gives students some ideas on where to look for information about careers, and how to interpret that information (high school).

CM4 -Master academic, occupational, and general employability skills in order to obtain, create, maintain, and/or advance your employment.

A Resume IS and IS NOT (opens a flash activity in a new window)

Explores some dos and don'ts of resume writing using a maze game (high school).

Creating a Targeted Resume (opens a flash activity in a new window)

Shows how to create a targeted resume through example and a series of exercises (high school).

CM5 -Integrate changing employment trends, societal needs, and economic conditions into your career plans.

the ultimate road trip to career success

Start exploring career options and be in demand by knowing about high growth jobs with better wages and a brighter future.

students
Start here to begin planning your trip!

career changers
Start here to see just what a new future may hold!

parents
Start here to help them out on the road to success!

career advisors
Start here to help them map out a plan!

Image courtesy of Keith D. Tyler

- Apprenticeship
- Community Colleges
- 4-Year Colleges
- Certifications
- Other Options

[Disaster Recovery Services](#)

[CareerLinks](#)

Career Advisors-Where to Start

[Español](#) | [Print Version](#)



Career Voyages has lots of information to help you learn about different types of careers and the knowledge and skills needed to enter these careers as well as information about education and training opportunities to help you for a chosen career. A good resource to help with students still in high school is our [Career Clusters](#) section.



PDF, 192 KB

Career Voyages exists to help you find out **which occupations are in-demand**. To learn more about how these industries and occupations were selected, [click here](#). This web site identifies those **high demand** occupations- many of which do not require years and years of schooling. In fact, there are lots of alternatives to a 4-year degree, including **2-year degrees, apprenticeships, vocational certificates, and work experience**.



What Should I Do First?

- Dive right into one of the industries. Start learning about the kinds of jobs that are **in demand**:


Learn about the Career Voyages Industries...


advanced manufacturing | aerospace | automotive | business | construction | education
energy | financial services | health care | homeland security | hospitality
information technology | retail | transportation

biotechnology | geospatial technology | nanotechnology

[View ALL In-Demand Occupations](#)

- Under **other stuff**, also on the upper left-hand side of your screen, you can sample the [Career Videos](#), featuring real people doing real work.
- Also under **other stuff**, you can find out what careers are growing in your state and what education and training level these careers require.
- You can also try our quick and easy **Career Compass** or the more detailed **ACRN Career Decision-Making Tool** to see which careers might fit your client's interests.

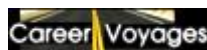
 [Not sure where to start or where your interests could take you?](#)
[Try the Career Compass](#)



ACRN
America's Career Resource Network

[Career Decision-Making Tool](#)

The tool shows students how to find a career that suits them, and get the education they need to pursue it.





What Other Assistance is Available in My Area?

People must often make career decisions upon leaving school or make career transitions as personal and economic circumstances change, sometimes with little time to prepare. Your local **One-Stop Career Center** has resources that can help you help your client make the right career decisions.



View One-Stop Career Centers in Your Area

ZIP: OR State: 

Powered by...
careeronestop 

1-877-US-2JOBS (1-877-872-5627)
or
TTY 1-877-889-5627



[▲ Top of the page](#)

<http://www.youth2work.gov/index.htm>: **Youth 2 Work**

The American Teen is a vital part of the U.S. work force. The U.S. Department of Labor (DOL) estimates that about 44 percent of 16- and 17-year-olds work some time during the year, either while in school or during the summer or both. In fact, youth work in many sectors of the economy, with the largest place of employment being in the retail sector, which includes restaurants, fast food outlets, grocery stores and other retail stores. These job areas account for more than 50 percent of working teens.

Working can be fun; it provides many life experiences for the working teen. We at the U.S. DOL want your on-the-job experience to be a safe and healthy learning experience. This industry section of the U.S. DOL Youth2Work site provides valuable information to employers, and you, the working teen, on job areas frequently worked by teens as allowed under the law. This section summarizes labor laws, worker safety, and career options. Happy exploring!



- [Youth in Agriculture eTool](#)



- [Teen Worker Safety in Restaurants eTool](#)

*eTools are illustrated, interactive web-based training tools on occupational safety and health topics.



QUESTIONS?

FOR TEEN WORKERS



FOR TEEN WORKERS

FOR PARENTS

FOR EMPLOYERS

FOR EDUCATORS

TEEN RESPONSIBILITIES



TEEN RIGHTS

POTENTIAL HAZARDS

LINKS EN ESPAÑOL

Are you a working teen?

Work experience can be a great benefit to you and your employer! Regardless of where you work - restaurant, grocery store, office, or on a farm, OSHA's mission is to prevent injuries and protect the health of America's teen workers by promoting positive and safe work experiences.

Work experience can be a great benefit to you, but it may also be hazardous...

[Did you know that every year many young workers die from injuries in the United States?](#)

Work injuries may occur from:

Teens are killed at work most often from:

- Unsafe equipment
- Stressful conditions
- Inadequate safety training
- Inadequate supervision
- Dangerous work that is illegal or inappropriate for youth
- Trying to hurry
- [Alcohol and drug use](#)

- [Homicide](#)
- [Driving or traveling as passengers in motor vehicles](#)
- [Machine-related accidents](#)
- [Electrocution](#)
- [Falls](#)
- For additional information, see: Windau J, Meyer S. Profile of work injuries incurred by young workers. Monthly Labor Review. 2005 Oct;128(10):11-23. Available as a 101 KB [PDF](#),

13 pages.

Accessibility Assistance: Contact the OSHA Directorate of Science, Technology and Medicine at 202-693-2300 for assistance accessing PDF materials.



Do you know that some jobs are considered too hazardous for you to perform?

The Fair Labor Standards Act (FLSA) prohibits workers under the age of 18 from doing tasks identified as hazardous such as driving forklifts, or using electric meat slicers. It also limits the hours you can work.



- Agricultural youth workers: [hours permitted](#) and [jobs permitted](#).
- Non-agricultural youth workers: [hours permitted](#) and [jobs permitted](#).



Did you know that on-the-job injuries and deaths can occur in your workplace? Some youth workplace hazards to watch out for include:


Agricultural Hazards: Agriculture is the most dangerous industry for young workers. [[Preventing Deaths, Injuries, and Illnesses of Young Workers](#). National Institute of Occupational Health and Safety (NIOSH) Alert, (2003, July)].

- 42% of the young workers killed from 1992-2000, lost their lives in farming jobs. A third of these accidents involved [tractors](#).
- More than half of these fatalities occurred on farms owned by the victims' families.

For additional information on work hazards and safety solutions in agriculture see:

- [Youth in Agriculture](#). OSHA eTool.

Agricultural Jobs	Potential Hazards
<p>Farming jobs</p> <p>If you are under 16 years of age, Child Labor Laws forbid you from operating certain equipment, including tractors; state laws may be even more stringent.</p>	<ul style="list-style-type: none"> • Heavy machinery (Tractors) • Unprotected heights (Falls) • Falling or flying objects • Natural hazards • Electrocution • Organic dust • Confined spaces • Chemicals • Noise
<p>Non-Agricultural Hazards: In non-agricultural trades retail has the highest number of workplace fatalities among young workers. Between 1992 and 2000, 63% of these deaths were due to assaults and violent acts. [Preventing Deaths, Injuries, and Illnesses of Young Workers. National Institute of Occupational Health and Safety (NIOSH) Alert, (2003, July)].</p>	
Non-Agricultural Jobs	Potential Hazards

		Real Stories 
	<p>Food service/ fast food</p> <p>For additional information on work hazards and solutions in restaurants work, see</p> <ul style="list-style-type: none"> • Teen Worker Safety in Restaurants. OSHA eTool. 	<ul style="list-style-type: none"> • Violent crimes • Sharp objects - Cuts • Hot cooking equipment - burns • Slippery floors • Electricity • Heavy lifting
	<p>Retail stores/grocery stores</p> <p>According to the Bureau of Labor Statistics, homicide was the leading cause of death among youths in retail trade, accounting for nearly two-thirds of the youth fatalities in the industry.</p>	<ul style="list-style-type: none"> • Violent crimes • Heavy lifting • Box crushers
	<p>Janitorial/clean-up/ maintenance work</p>	<ul style="list-style-type: none"> • Hazardous cleaning chemicals • Slippery floors • Heavy lifting • Blood on discarded needles • Electricity • Vehicles

	<p>Office/Clerical</p>	<ul style="list-style-type: none"> • Repetitive trauma (Typing) • Back and neck strain • Stress
	<p>Industry</p> <p>If you are under 18 years of age, you are not allowed to operate power-driven machines, including:</p> <ul style="list-style-type: none"> • power-driven meat slicers and meat grinders; • forklifts; • paper balers and cardboard compactors; • power-driven bakery equipment, including mixers; • power-driven woodworking equipment, including chain saws and circular saws. <p>Protecting Young Workers: Prohibition against Young Workers Operating Forklifts. OSHA Safety and Health Bulletin (SHIB), (2003, September 23). Also available as a 109 KB PDF, 4 pages.</p>	<ul style="list-style-type: none"> • Machinery • Hot equipment - Burns • Hazardous cleaning chemicals • Electricity
	<p>Construction Work</p> <ul style="list-style-type: none"> • If you are under 16 years of age, you are not allowed to work on 	<ul style="list-style-type: none"> • Machines and tools • Confined spaces • Electricity • Falls • "Struck-by"

construction sites by law.	<ul style="list-style-type: none"> • "Caught between"
Outdoor Work	<ul style="list-style-type: none"> • Exposure to the sun • Extreme temperatures • Respiratory hazards

For other potential general hazards that teens can be exposed to on the job, see [Potential Hazards](#).

Accessibility Assistance: Contact the OSHA Directorate of Science, Technology and Medicine at 202-693-2300 for assistance accessing OSHA PDF materials.



[Do you know your rights?](#)



[Do you know your responsibilities?](#)



[Take the quiz!](#)




[Additional links](#)

<http://www.pacareerzone.org/home.jsf> : **Career Zone Pennsylvania**

Assess Yourself

Self-Assessments can help you know yourself better. And knowing, yourself better can help you choose a satisfying job or occupational field to explore.

Choose one of the following three assessments to learn more about yourself.

-  [Quick Assessment](#) - Explore jobs that best match your personality. Are you realistic, investigative, artistic, social, enterprising, or conventional? Find out with this quick assessment. *(Approximate completion time: 5 minutes)*
- [Interest Profiler](#) - Discover what your interests are, and how they relate to the world of work. The Interest Profiler helps you decide what kinds of occupations and jobs you might want to explore based on your interests. *(Approximate completion time: 30 minutes)*
- [Work Importance Profiler](#) - What's important to you in a job? Discover how much you value achievement, independence, recognition, relationships, support, and working conditions in a job. Get a list of jobs that reflect your values. *(Approximate completion time: 30 minutes)*

telecommunications Line Installers and Repairers

h:

This occupation is a High Priority Occupation

Description

String and repair telephone and television cable, including fiber optics and other equipment for transmitting messages or television programming.

Job Zone

Job Zone Three: Medium Preparation Needed

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Education Requirements

Long-term training - Necessary skills are acquired through on-the-job training or formal education lasting more than 12 months.

Interests

Realistic: 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.

Knowledge

Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Telecommunications	Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Skills

Speaking	Talking to others to convey information effectively.
Operation and Control	Controlling operations of equipment or systems.
Active Listening	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	Using mathematics to solve problems.
Quality Control Analysis	Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
Equipment Selection	Determining the kind of tools and equipment needed to do a job.
Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
Troubleshooting	Determining causes of operating errors and deciding what to do about it.
Repairing	Repairing machines or systems using the needed tools.
Installation	Installing equipment, machines, wiring, or programs to meet specifications.

Tasks

- Access specific areas to string lines and install terminal boxes, auxiliary equipment, and appliances, using bucket trucks, or by climbing poles and ladders or entering tunnels, trenches, or crawl spaces.
- Inspect and test lines and cables, recording and analyzing test results, to assess transmission characteristics and locate faults and malfunctions.
- Install equipment such as amplifiers and repeaters in order to maintain the strength of communications transmissions.
- Lay underground cable directly in trenches, or string it through conduits running through trenches.
- Measure signal strength at utility poles, using electronic test equipment.
- Place insulation over conductors, and seal splices with moisture-proof covering.
- Pull up cable by hand from large reels mounted on trucks; then pull lines through ducts by hand or with winches.
- Set up service for customers, installing, connecting, testing, and adjusting equipment.
- String cables between structures and lines from poles, towers, or trenches and pull lines to proper tension.
- Travel to customers' premises to install, maintain, and repair audio and visual electronic reception equipment and accessories.
- Use a variety of construction equipment to complete installations, including digger derricks, trenchers, and cable plows.
- Clean and maintain tools and test equipment.
- Compute impedance of wires from poles to houses in order to determine additional resistance needed for reducing signals to desired levels.
- Dig holes for power poles, using power augers or shovels, set poles in place with cranes, and hoist poles upright, using winches.
- Dig trenches for underground wires and cables.

Wages

In 2006, the Pennsylvania average annual wage was \$50,090.00. The entry-level wage was \$33,110.00 while an experienced worker made \$58,580.00.

Outlook

During 2004, there were approximately 5,130 people employed in this field in Pennsylvania. It is projected that there will be 5,990 employed in 2014. This occupation will have about 86 openings due to growth and about 139 replacement openings for approximately 225 total annual openings. This occupation experienced significant growth.

Related Occupations

h: v: [Radio Mechanics](#) Test or repair mobile or stationary radio transmitting and receiving equipment and two-way radio communications systems used in ship-to-shore communications and found in service and emergency vehicles.

- h: v: [Telecommunications Equipment Installers and Repairers, Except Line Installers](#) Set-up, rearrange, or remove switching and dialing equipment used in central offices. Service or repair telephones and other communication equipment on customers' property. May install equipment in new locations or install wiring and telephone jacks in buildings under construction.
- h: v: [Electronic Home Entertainment Equipment Installers and Repairers](#) Repair, adjust, or install audio or television receivers, stereo systems, camcorders, video systems, or other electronic home entertainment equipment.
- h: v: [Signal and Track Switch Repairers](#) Install, inspect, test, maintain, or repair electric gate crossings, signals, signal equipment, track switches, section lines, or intercommunications systems within a railroad system.
- h: v: [Nuclear Power Reactor Operators](#) Control nuclear reactors.
- h: v: [Power Distributors and Dispatchers](#) Coordinate, regulate, or distribute electricity or steam.

Icon Legend

v:

This occupation has a video. To view the video, select the occupation and then click the view video icon.

h:

This occupation is a High Priority Occupation.

For more information about this occupation, please visit [O*NET Online](#).

For college information related to this career path, please visit [college.gov](#) and [College Navigator](#)

<http://www.mayoclinic.org/careerawareness/careerawareness.html>: **Mayo Clinic**

AREER AWARENESS PROGRAM

Mayo Clinic in Rochester is developing several Career Awareness tools designed to support students in career exploration as well as to assist high school counselors and educators in advising students. These tools will help answer questions such as:

What job possibilities exist in health care?

What kind of training and education is required for these jobs?

"How can I learn about my career interests?"

Mayo Health System also provides several career awareness programs to support students in their neighborhood schools.

The following is a listing of Career Awareness Program tools. Some exist now and others are still in development. Click on the links below to learn more about them.

- [Career Speaker Program](#)
- [Teacher Externships](#)
- [High School Mentorship](#)
- [Health Care Career Festival](#)
- [Career Observation Program](#)
- [Youth Apprenticeship](#)
- [Work-Study Program](#)
- [Web Site](#)
- [HOSA \(Health Occupations Students of America\)](#)
- [High School Tours](#)
- [Exploring - Learning for Life](#)

Mayo Health System also provides several career awareness programs to support students in their neighborhood schools. For career awareness programs at Mayo Health System locations, [contact a recruiter](#) (opens in new window) for more information.



What Do You Like?



[Math](#) | [Reading](#) | [Science](#) | [Social Studies](#) | [Music & Arts](#) | [Building & Fixing Things](#) | [Helping People](#) | [Computers](#) | [Law](#) | [Managing Money](#) | [Sports](#) | [Nature](#)

[BLS Home Page](#) | [Teacher's Guide](#) | [BLS Career Information](#) | [A-Z List of Careers](#)

Dear Teacher:

The Bureau of Labor Statistics' Web site for kids provides introductory career information for students in Grades 4-8. Most of the material on the site has been adapted from the Bureau's [Occupational Outlook Handbook](#)—a career guidance publication for adults and upper-level high school students that describes the job duties, working conditions, training requirements, earnings levels, and employment prospects of hundreds of occupations.

On the kids' site, wording and labor market concepts have been simplified and some statistical detail has been eliminated. In addition, the occupations on the site are categorized according to interests and hobbies common among students. The twelve categories and their corresponding occupations are shown at the end of this Teacher's Guide. To help students continue their career exploration, each occupational description on the kids' site links to related information in the *Handbook*. The Bureau's Web site for kids is updated every 2 years with each new edition of the *Occupational Outlook Handbook*.

About the Information on this Site

Because the kids' site is designed to give a quick introduction to a career, the information provided is general. For example, the most common way of preparing for an occupation is described, while other, less common, methods of entry might be mentioned only briefly or not at all. In the same way, the earnings figures given are representative and might not illustrate the variety of earnings found in an occupation. The *Occupational Outlook Handbook* gives more precise and detailed information.

When describing projected job growth in an occupation, the kids' site uses phrases such as "faster than average," "average," and "slower than average." The "average" referred to in these phrases is the projected job growth across all occupations. These projections are developed by economists in the Bureau's Office of Occupational Statistics and Employment Projections.

Other Career-Related Information from the Bureau of Labor Statistics

In addition to the kids' site and the *Occupational Outlook Handbook*, the Bureau of Labor Statistics has developed other sources of career information that might be useful to teachers and students. One source is the [Occupational Outlook Quarterly](#). The *Quarterly* is a career guidance magazine that includes articles about specific occupations and industries, types of training and education, and methods for exploring careers and finding jobs. The magazine also previews upcoming *Handbook* statements and summarizes current labor market research, and presents brief 2-page profiles of unusual careers.

Another source of career information is the Bureau's *Career Guide to Industries*. This publication is online at <http://www.bls.gov/oco/cg/home.htm> and describes employment opportunities and prospects in many industries.

For the most detailed employment projections, visit the [Employment Projections](#) Web site. The site includes prepared tables, searchable databases, and technical publications about the projections.

For comprehensive data on earnings and employment by occupation, see the homepage of the [Occupational Employment Statistics](#) (OES) Survey. The OES Survey provides earnings and employment data for more than 700 occupations and shows how earnings and employment vary by geographic area and industry.

To find employment and earnings data related to demographic variables, such as age, sex, race, and educational attainment, visit the [Current Population Survey](#) homepage.

More Career Information

The U.S. Department of Labor—of which the Bureau of Labor Statistics is a part—offers additional career information of use to students. The Department of Labor's [Youth Rules!](#) site uses simple language to explain the laws that govern youth employment. [America's Career InfoNet](#) provides links to career resources, including a library of occupational information. And [Career Voyages](#)—a joint effort of the U.S. Department of Labor and the U.S. Department of Education—offers career-related posters, brochures, and information about occupations and industries.

Finally, the U.S. Department of Education maintains a database of lesson plans on the website [Gateway to Educational Materials](#). Some of these lesson plans relate to careers and can be adapted for use with the Bureau of Labor Statistics kids' site.

NOTE: The text on the BLS Web site for kids is in the public domain and can be reproduced without further permission. Appropriate citations are requested. In addition, one may link to this site without obtaining special permission. Lastly, information from the BLS Web site for kids will be made available to sensory impaired individuals upon request. Voice Phone: (202) 691-5200; Federal Relay Service: 1-800-877-8339.

Math	Reading	Science	Social Studies	Music & Arts	Building & Fixing Things
Statistician	Writer	Chemist	Economist	Actor	Carpenter
Electrical engineer	Desktop publisher	Pharmacist	Human resources assistant	Photographer	Automotive mechanic
Surveyor	Secretary	Pilot	Politician	Artist	Drafter
Physicist	Librarian	Environmental scientist	Psychologist	Disc jockey	Architect
Cost Estimator	Reporter	Engineering technician	Urban planner	Designer	Civil engineer
Actuary				Musician	Electrician

Helping People	Computers	Law	Managing Money	Sports	Nature
<u>Teacher</u>	<u>Database administrator</u>	<u>Police officer</u>	<u>Accountant</u>	<u>Dancer</u>	<u>Zookeeper</u>
<u>Childcare worker</u>	<u>Computer support specialist</u>	<u>Lawyer</u>	<u>Financial analyst</u>	<u>Professional athlete</u>	<u>Landscape architect</u>
<u>Firefighter</u>	<u>Computer hardware engineer</u>	<u>Court reporter</u>	<u>Loan officer</u>	<u>Coach</u>	<u>Farmer</u>
<u>Nurse</u>	<u>Computer software engineer</u>	<u>Judge</u>	<u>Bookkeeping clerk</u>	<u>Recreation and fitness worker</u>	<u>Veterinarian</u>
<u>Social Worker</u>	<u>Webmaster</u>	<u>Paralegal</u>	<u>Real estate agent</u>	<u>Recreational therapist</u>	<u>Agricultural and food scientist</u>
<u>Doctor</u>	<u>Systems analyst</u>				

[Math](#) | [Reading](#) | [Science](#) | [Social Studies](#) | [Music & Arts](#) | [Building & Fixing Things](#) | [Helping People](#) | [Computers](#) | [Law](#) | [Managing Money](#) | [Sports](#) | [Nature](#)

[BLS Home Page](#) | [Teacher's Guide](#) | [BLS Career Information](#) | [A-Z List of Careers](#)

Vocational Information Center Site Map

•[Home](#) •[Careers](#) •[Skills](#) •[Schools](#) •[Job Market](#) •[Educators](#) •[Reference](#) •[Search](#) •[Index](#) •[Site Map](#) •[About](#)

Home Page

[Vocational Information Center](#)

<http://www.khake.com>

The Vocational Information Center website is an education directory that provides links to online resources for career exploration, technical education, work opportunities, trade and technical schools and related vocational learning resources. Comments and suggestions are always appreciated.
vic@khake.com

Careers

[Career Exploration](#)

Each career pathway listed below will take you to a new page which has resource links to job descriptions of various careers, online learning resources, tutorials, directories, organizations, related academics, lesson plans, technical schools and other resources related to that specific career path.

Career Pathway Pages

Agriculture Careers

- ...[Agriculture Lesson Plans](#)
- ...[Agriculture Schools](#)

Animal Science Careers

- ...[Animal Science Lesson Plans](#)
- ...[Animal Science Schools](#)

Art Careers

- ...[Visual and Performing Arts Lesson Plans](#)
- ...[Art Schools](#)

Auto Body Repair Careers

- ...[Transportation Lesson Plans](#)

Automotive Service Technology Careers

- ...[Transportation Lesson Plans](#)
- ...[Automotive and Transportation Schools](#)

Aviation and Aerospace

- ...[Transportation Lesson Plans](#)
- ...[Aviation and Aerospace Schools](#)

Broadcast Media Careers

- ...[Broadcast Media and Journalism Lesson Plans](#)
- ...[Broadcast Media and Journalism Schools](#)

Business Careers

- ...[Business Lesson Plans](#)
- ...[Business Schools](#)

Carpentry and Construction

- ...[Carpentry and Construction Schools](#)
- ...[Carpentry and Construction Lesson Plans](#)

Child Care and Education

- ...[Child Care and Education Schools](#)
- ...[Child Care and Education Lesson Plans](#)

Computer and Information Technology

- ...[Careers and Computer Links](#)
- ...[Networking, Programming, IT Tutorials](#)
- ...[Computer and Technology Lesson Plans](#)

Cosmetology Careers

- ...[Makeup, Skin and Cosmetics](#)
- ...[Hair and Hair Styles](#)
- ...[Cosmetology Lesson Plans](#)
- ...[Salon, State Boards, Cosmetology Schools](#)

Criminal and Legal Careers

- ...[Law, Security and Legal Occupation Schools](#)

Culinary Arts

- ...[Culinary Arts and Food Science Lesson Plans](#)
- ...[Culinary Arts and Food Science Schools](#)

Electrical Occupations

- ...[Electrical and Electronics Lesson Plans](#)

...[Electrical Training Schools](#)

[Electronics Careers](#)

[Energy and Power Careers](#)

[Engine Technology Careers](#)

[Engineering and Science Careers](#)

...[Engineering and Science Related Lesson Plans](#)

[Entrepreneur](#)

...[Entrepreneur/Business Lesson Plans](#)

Environment Careers

- ...[Environment Related Lesson Plans](#)
- ...[Environment Schools](#)

Graphic Arts Careers

- ...[Art Lesson Plans](#)
- ...[Graphic Design Schools](#)

Health Careers

- ...[Nursing](#)
- ...[Health Tutorials and Schools](#)
- ...[Health Directorie, Diseases and Disorders](#)
- ...[Occupational and Industrial Safety](#)

Horticulture and Landscape Design Careers

- ...[Horticulture Lesson Plans](#)
- ...[Horticulture Basics and Plant Identification](#)
- ...[Floriculture and Botanical Gardens](#)
- ...[Landscaping, Pests and Pesticides](#)
- ...[Horticulture Schools](#)

HVACR Careers

- ...[HVACR Lesson Plans](#)
- ...[HVACR and Plumbing Schools](#)

Journalism Careers

Machining Careers

- ...[Machining Tutorials and Related Links](#)

Manufacturing Careers

Masonry Careers

- ...[Masonry Related Lesson Plans](#)
- ...[Masonry Schools](#)

Military Careers

Painting and Repair Careers

Performing Arts Careers

- ...[Performing Arts Lesson Plans](#)
- ...[Performing Arts Schools](#)

Photography and Film Careers

- ...[Photography and Film Lesson Plans](#)

Plumbing Careers

- ...[Plumbing Lesson Plans](#)

Printing Careers

Protection and Investigation Careers

Security and Risk Management Careers

- ...[Law, Security and Legal Occupation Schools](#)

Telecommunications Careers

Transportation Careers

- ...[Transportation Lesson Plans](#)
- ...[Transportation Related Schools](#)

Visual Arts Careers

- ...[Arts Lesson Plans](#)
- ...[Visual Arts Schools](#)

Welding and Metal Arts Careers

- ...[Welding Links](#)
- ...[Welding Schools](#)
- ...[Metal and Metalworking Links](#)
- ...[Welding Lesson Plans](#)

Additional Career Resources

Career Curriculum Resources

Vocational and Career Lesson Plans

Career Descriptions

National and international websites that provide comprehensive career and occupational descriptions

Career Development Activities

These interactive sites provide online activities and lessons plans relating to career exploration, career decision making and career guidance.

Student Career Worksheets

This page includes links to printable worksheets for career development including: self assessment/self reflection, values, interests, skill assessments, setting goals, exploring career options, planning for the future, school and college planning, workforce preparation, networking, job search, resume, interviewing, and life management.

Tools for Classroom Projects

Templates, graphic organizers, open source software, online interactive student activities, and tools for classroom use are found on this page.

Vocational and Career and Technical Education Curriculum Resources

Career and Technical Education Standards

Career Exploration Link for Younger Students

Provides links to additional career related sites including: general career guides, career guides for younger students, elementary students, teens and girls.

Career and College Planning

Links to career development resources and colleges planning guides

State Career and Technical Education Programs

Interested in what the different states are doing? Here you can find links to Career and Technical Education programs, career pathway systems, tech prep and workforce preparation resources organized by state. Resources for international vocational education are found on [here: Career and Technical Education.](#)

Skills

Skills

This section provides links skills relating to: workplace, employment, digital literacy, health literacy, citizenship, personal and life skills, and study skills.

Communication Skills

Links to communication skills including, resume writing, report writing, grammar, interviewing, speaking and presenting.

Online Tutorial Resources

Links to on-line learning sites offering free tutorials, open educational courses, interactive learning sites for basic skills development, high school subjects and college level courses.

Schools

Schools

The focus for this section is on career and technical training with links to career school directories, distance learning directories, community colleges, apprenticeships, trade, career, vocational and technical schools.

Career and College Planning

Career planning and development sites with resources for preparing for and getting in to college

Apprenticeships

Information about labor unions and apprenticeships; what they are and how to find one in the United States

Search for a Career or Technical School

Find technical training and career training resources

Schools Resources by Trade

Schools organized by career clusters or program of study

Community Colleges

Community College directories on the Internet

Colleges and Universities

Directories for finding Colleges and Universities

Scholarships and Financial Aid

Find resources for specific career scholarships and financial aid for school here

Career and Technical Schools by State

-

[Alabama - Florida](#)

-

[Georgia - Louisiana](#)

-

[Maine - Nevada](#)

-

[New Hampshire - Oklahoma](#)

-

[Oregon - Wyoming](#)

Job Market

[Job Market](#)

Internet resources for status of the economy, employment trends, state labor market information, state occupational licensure, salary guides, hot jobs, job banks, job hunting guides, child labor laws, labor unions, minimum wage, internships, worker's rights and safety.

[Occupational and Industrial Safety Resources](#)

Occupational safety, emergency and trauma, construction safety, welding safety, food safety, domestic violence, fire safety and safety directories are found on this page.

[Communication Skills](#)

Links to communication skills including, resume writing, letter writing, report writing, grammar tutorials, interviewing, speaking and presenting tutorials.

Educators

[Educators](#)

The links to additional teaching resources are found on the following pages:

[Career and Technical Education Resources](#)

This page includes general vocational education resources with links to history of vocational education, occupational and industrial classification systems, career clusters, vocational associations, international vocational information, vocational education legislation and technology.

[Career and Technical Teacher Resources](#)

Resources here include adult education, adult literacy, workforce preparation, CTE state standards, occupational and skill standards, and general education standards.

[Career and Technical Curriculum Resources](#)

Resources here include vocational curricula frameworks, commercial curriculum products and work-based learning.

[Classroom Tools and Templates](#)

Helpful tools, templates and open source software to support classroom projects are listed on this page. Resources include evaluation rubrics, checklists, lesson plan templates, wizards, interactive online student activities, digital imaging and audio manipulation open source software.

[Lesson Plans](#)

Lesson plans and activities relating to career development, workforce development and career and technical education.

-

[Agriculture and Environment Lesson Plans](#)

-

[Animal Science Lesson Plans](#)

-

[Art Lesson Plans - Visual, Performing, Graphic, Media](#)

-

[Auto Service and Auto Body Repair Lesson Plans](#)

-

[Business and Entrepreneur Lesson Plans](#)

-

[Carpentry and Constructions Trades Lesson Plans](#)

-

[Child Care, Family and Education Lesson Plans](#)

-

[Computer and Information Technology Lesson Plans](#)

-

[Cosmetology Lesson Plans](#)

-

[Culinary Arts and Food Science Lesson Plans](#)

-

[Electrical, Engineering and Science Lesson Plans](#)

-

[Health Lesson Plans](#)

-

[Horticulture and Landscaping Lesson Plans](#)

-

[Masonry, HVACR and Plumbing Lesson Plans](#)

-

[Security, Investigation and Law Lesson Plans](#)

-

[Transportation Lesson Plans](#)

-

[Welding and Machine Trades Lesson Plans](#)

[**Teaching and Learning Resources**](#)

This page provides links to general educational directories, curriculum resources, educational technology, general lesson plans, learning theories, contextual learning, project based learning, standards and educational statistics.

Career and College Planning Resources

Links and resources for career and college planning are found on this page including self assessment quizzes, career webquests, preparing for college, information about the US educational system, what can I do with this major, job hunting guides and resources for finding a technical school.

Guidance and Career Counselor Resources

Provides links to career curriculum, national and state standards, career counseling interventions, career resources for people with disabilities, special education directories, career development and career exploration.

State Career and Technical Education Programs

Interested in what the different states are doing? Here you can find links to Career and Technical Education programs, career pathway systems, tech prep and workforce preparation resources organized by state.

Tutorials

A guide to free on-line tutorials, learning objects, open courses and self-paced learning modules on the Internet.

Academics

Academic integration resources to support vocational programs are found here. English, language arts and Literature resources and are found on the main Academics page and the rest are found on the following pages.

-

[History, Geography and Social Studies](#)

History directories, Social studies, government, geography, maps and flag links

-

[Science](#)

Links to specific science disciplines, physics, chemistry, earth, marine, life sciences, science fair resources, science projects, science lesson plans and science education directories and gateways.

-

[Math Resources](#)

Math resources links include: math tutorials, general math directories, formulas, calculators, history of math, money, budgeting and investing, spreadsheet tutorials, statistics and data resources.

-

[Math Resources for Careers](#)

Rsources and tutorials for how math is used on the job and in specific careers.

-

[Inventions, Inventors, and Biographies](#)

Links to inventions, inventors and biography sites are included on the History page.

Reference Resources

[Reference](#)

This page offers a selection of Internet reference resources including dictionaries, encyclopedias, museums, galleries, digital repositories, image collections, maps, statistics, translators and general reference sites.

Search Engines and Search Tutorials

[Search Engines](#)

Provides links to search engines and directories as well as, sites that offer tutorials on how to search the web, information literacy resources, how to do research and evaluate a web page.

Images, Clipart and Photographs

[Reference](#)

The reference page also has an extensive listing of museums, galleries, digital repositories and image collections, including some which are copyright free.

[ClipArt4Projects](#)

<http://clipart4projects.freesevers.com/>

This site provides links to image resources on the Internet, organized by career areas and includes: [Image Search Engines](#) [Clipart and Image Directories](#) [Project Ideas](#)

Additional Resource Pages

[Health Directories:Diseases - Disorder - Disabilities](#)

Extensive list of links to health directories, specific diseases, disorders, disabilities, infectious disease tutorials and multi-disease index sites. This page also provides links to health standards, health statistics, and self-help resources for students and adults.

[Safety Resources](#)

Occupational safety, emergency and trauma, construction safety, welding safety, food safety, domestic violence, fire safety and safety directories are found on this page.

[Pennsylvania](#)

Links to pages that relate to Pennsylvania and with a small section for Chester County residents.

[·Home](#) [·Careers](#) [·Skills](#) [·Schools](#) [·Job Market](#) [·Educators](#) [·Reference](#) [·Search](#) [·Academics](#) [·Clip Art](#)
[·Inventors](#) [·Tutorials](#) [·Pennsylvania](#) [·Safety](#) [·Diseases](#) [·Index](#) [·About](#) [·Site Map](#)

[VOCATIONAL](#)

INFORMATION CENTER

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Comments and Suggestions: vic@khake.com
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Your journey starts here!

Welcome to Mapping Your Future®, where you can [explore careers](#), [prepare for college](#) (help with selecting a school and applying for admission), [pay for college](#) (financial aid!), and [manage your money](#) (student loans and more).

Mapping Your Future is your free resource for career, college, financial aid, and money management information. Our goal is to help individuals achieve life-long success by empowering students, families, and schools with free, web-based information and services.

Mapping Your Future is a public-service, nonprofit organization. We're a national collaborative project of the financial aid industry – bringing together the expertise of the industry to provide you with the best information available.

Middle and high school counselors

Welcome to Mapping Your Future. We provide information and tools to help you provide effective service to your students and families, especially as they explore higher education as a means to a better future.

Help your students:

- [Get articles for your students and families, plus learn more about resources to help you.](#)
- [Learn how to help families complete the FAFSA, line by line.](#)
- [Help your students plan for college beginning in eighth grade \(Make High School Count program\).](#)
- Present "Preparing for College":
 - [to middle school students and families \(PowerPoint\)](#) and
 - [to high school students and families \(PowerPoint\).](#)
- [Prepare for Constitution and Citizenship Day.](#)
- [Direct students and families to other career, college, and financial aid resources in your state.](#)
- [Get downloads and forms.](#)
- [Review the glossary of higher education and financial aid terms and acronyms.](#)

Mapping Your Future is a participatory effort. Many professionals from across the country help design the site so we can provide what you need. If you have ideas on how to make Mapping Your Future even more effective or if you want to serve on a Mapping Your Future team, [contact us](#).

<http://www.thefunworks.org/>: **The Fun Works: For Careers You Never Knew Existed**

The FUN WORKS
For careers you never knew existed.

Keyw ord Search GO!



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This Web site is about careers. Not just the interesting ones other people have, but the ones YOU can have. Don't know where to start? Well, dive right in and:

- EXPLORE many different areas, not just the ones that seem obvious.
- THINK about what you enjoy. See where it leads you.
- EXPERIENCE lots of ideas.

You may not know now exactly what you want to do as an adult, but this site will help you start. Discover who you are, what you like to do, and what you do best.

Not sure what to click on? Try taking this **quiz** to help you figure out what to do next!

Go directly to **Math** or **Science** careers.

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Updated: December 1, 2006

Welcome to the EdGate C*TEC Center, an online resource for anyone with an involvement or interest in developing an educated, prepared, and competitive workforce. C*TEC provides you and your students with thousands of targeted resources to engage and expand the career and technical horizon.

Careers4Kids

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[Being Good Consumers](#)
[Youth Employment](#)

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[Best Practice](#)
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[For Administrators](#)
[It's the Law](#)
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[Professional Development](#)

FutureFocus

[Career Clusters](#)
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Explore the links on this page to find samples of student work, assessments, teaching guides, and other tools to assist in the Career and Technical classroom.

[TOP PICK](#) [ASSESSMENT TOOLS](#) [PORTFOLIOS](#) [SERVICE LEARNING](#) [TEACHER GUIDES](#) [VIRTUAL CLASSROOM TOOLS](#) [EXEMPLARY LESSON PLANS](#) [OTHER](#)

TOP PICK


 [Career-Learning Café](#) Bill Law's Career-Learning Café is for personal advisers, careers advisers, teachers, and lecturers in the careers-work and education-for-citizenship field.

ASSESSMENT TOOLS

[NCCER Skills Assessments](#) Several assessments are available for downloading.

[Education Week's Assessment Page](#). Lays out the general issues surrounding assessment, points to related articles from their archives, and directs readers to additional resources. You must be a registered user to access this page.

[ERIC Clearinghouse](#). Search ERIC to find research, articles, reports, and other resources for various types of assessments and evaluation methods.

[The Role of Classroom Assessment in Teaching and Learning](#). Discusses how teachers can use assessment to strengthen the teaching and learning process. From the National Center for Research on Evaluation, Standards, Student Testing (CRESST) 

PORTFOLIOS

 [Portfolio Library Examples](#) Source: *Martin Kimeldorf*

[Student Portfolio Examples](#) A list of student portfolio examples by grade level. Source: *Joyce Morris*

SERVICE LEARNING

A teaching strategy used to actively engage students in their own educations through experiential learning in course-relevant contexts. It fosters lifelong connections between students, their communities, and the world outside the classroom.

[National Service Learning Clearinghouse](#)

[Constitutional Rights Foundation](#)

[Corporation for National Service](#)

[Education Commission of the States](#)

[Iowa Service Learning](#)

[National Youth Leadership Council \(NYLC\)](#)

[Northwest Regional Labs](#)

[Points of Light Foundation](#)

[The EXCHANGE for Service-Learning](#)

TEACHER GUIDES AND CURRICULA PLANNING TOOLS

See Career Pathways in the FutureFocus section for specific curricula by pathway.

[Career Development and Occupational Core Curriculum](#) The Career Development and Occupational Studies (CDOS) Resource Guide with Core Curriculum is a companion document to the CDOS learning standards Source: *University of New York*

[CTE Curriculum Search - Task Lists](#) A searchable database for curricula in specific CTE areas. Source: *Virginia CTE Resource Center*

[Program Standards and Guides and Curricula Resources](#) From the state of Georgia. Source: *GA Dept. of Education*

VIRTUAL CLASSROOM TOOLS

[MOIS](#) is licensed by Michigan Virtual University to develop and deliver a wide variety of career development products for Kindergarten through employment. MVU provides career guidance and development information in many forms, including workbooks, games, videos, Web sites, and CD-ROM. Be sure to try the MyDreamExplorer Demo!

EXEMPLARY LESSON PLANS

Lessons are also available in the FutureFocus section and the Career Exploration section of C*TEC

[Area 10 School-to-Work Lessons](#) A compilation of several career and technical lesson plans. Source: *Area 10, Iowa*


[The Educator's Reference Desk: Vocational Lesson Plans \(Teachers K-12\)](#) Formerly Ask Eric, this resource offers many links to lessons. Source: *US Department of Education*

[CEEE GirlTECH](#) TeacherTECH teachers designed these lesson plans to take full advantage of Internet resources and to teach mathematics and science concepts in new and exciting ways. Source: *CEEE*

[InTime : Integrating New Technologies into the Methods of Education](#) INTIME enables educators to watch online video vignettes of PreK-12 teachers from various grades and subjects integrate technology into their classrooms using numerous teaching strategies. Source: *University of Northern Iowa*

[Utah: Technology, Life and Careers Curriculum Resources](#) A comprehensive group of business, career planning, agricultural and other subject lessons. Source: *UEN*

OTHER

[Lab Safety in Vocational Education](#) An older document, 1993, published by the Journal of Agriculture Education, that still has bearing on safety in the classroom. 

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