

# "What Do You Want to Be When You Grow Up?"

## Career Research Unit Miller Eng 4 (revised 1-13)

How many times has someone asked you that question? Do you really have an answer for it? In this Career Unit, you will:

- ❖ Complete various online assessments of your interests and skills to determine possible career fields
- ❖ Create Resume' with current work experience
- ❖ Research a careers of your choice that matches your vocational interests
- ❖ Present your career research to the class
- ❖ Submit a reflective essay about your career research process

Our tentative agenda is as follows:

<u>DATE</u>	<u>ACTIVITIES/ ASSIGNMENTS</u>
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_____	<b>Guest speaker Lincoln Tech</b>
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_____	<b>In Computer Lab.</b>
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1. Research folders
2. Go to my teacher website: <http://wallingford.ccsct.com/page.cfm?p=6068> .

Click on "Career Research." Go to CT Dept. of Labor Career Connections" and Also open "Day 1 Activity sheet". This will be due at the end of the period today.

**Homework:** COMPLETE RESUME WORKSHEET.

_____	<b>Class in Library/Comp lab.</b>
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1. Finish Day 1 sheet
2. **Create resume'** using your current work experience. Use Microsoft Works (*File, new, other documents, resume' wizard*).
3. **Start tasks 2-5 on DOL website.** Use day 2 Career research info worksheet located on my website.

_____	<b>Class in Library/Computer Lab.</b>
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1. Finish tasks 2-5 from CT Dept. of Labor Site.
2. Use *Career Research Info Sheet* to record your research- **Go to my teacher website** and explore the remaining career websites as you search for more information on your selected career.
3. Create *Works Cited* page (see page 8 this handout).
4. Start research *Presentation*.

**Homework:** Work on presentation.

_____	<b>Library/Computer lab.</b> Complete Research presentations
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_____	<b>Guest Speaker – Angela Pawlik, Arts Institute</b>
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_____	<b>Class Presentations</b>
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\_\_\_\_\_ **Class Presentations**

\_\_\_\_\_ **Class Presentations**

\_\_\_\_\_ **Reflective research essays**    *Intro and para #1*

\_\_\_\_\_ **Reflective research essay -** *para #1 and para #2*

\_\_\_\_\_ Reflective research essay   para #2 and para #3

\_\_\_\_\_ Reflective research essay   para #3 and para #4

\_\_\_\_\_ Works cited and revision – first draft due

\_\_\_\_\_ Final draft

Career Info Sheet rvsd 12/12

(this sheet is located on my website as “Day 2 Career worksheet”)

As you research your career(s) , be sure to keep track of the following information for your presentation. **NOTE THE SOURCE WHERE THE INFORMATION CAME FROM AND THE DATE YOU ACCESSED IT. YOU WILL NEED THIS FOR YOUR WORKS CITED PAGE**

Your Name: \_\_\_\_\_

Career: \_\_\_\_\_

Career Info

Source/ date accessed (online)

1. What is the salary?
2. What are the Educational requirements? (*on- the- job training, additional courses, college*)
3. What are the working conditions? (*hours, days worked, average company size, working environment, physical requirements*)
4. Occupational Outlook: Job growth, advancement, openings in the field? GO TO Occupational Outlook Handbook <http://www.bls.gov/ooh/> be sure to get the JOB OUTLOOK 2010-2020 %
5. Describe a typical day in this type of job. Include job duties.

**Career Info**

**Source/ date accessed (online)**

**6. What personal characteristics and abilities are needed for this career?**

**7. Why do you feel you are suited for this career?**

**8. List the names and addresses of THREE local companies/ employers where this type of work can be found. Use job search engines like [www.Monster.com](http://www.Monster.com) , Department of Labor <http://connecticut.us.jobs/index.asp> , or [www.indeed.com](http://www.indeed.com) .**

**Resume Info Sheet**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Employment History:**

Employer #1

**Dates                      Name of Employer, Job Title**

\_\_\_\_\_

**Job Description: (Bullet duties with action verbs)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer #2

**Dates                      Name of Employer, Job Title**

\_\_\_\_\_

**Job Description: (Bullet duties with action verbs)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer #3**

**Dates                      Name of Employer, Job Title**

\_\_\_\_\_

**Job Description: (Bullet duties with action verbs)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

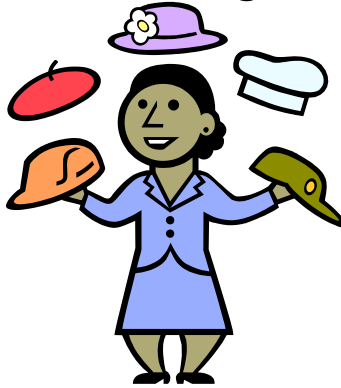
**Education/ Special training**

**Dates                      Name of School, City, State                      Date of graduation/degree**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Special Note: Be aware that employers can and will search for you on social media (Facebook and Twitter). Make sure accounts are private!!!!*

## Career Research Presentation Miller Eng 4



Now that you have thoroughly researched the career of your choice, it is time to share your findings with the class. This presentation will also help you in terms of organizing your information before you write your reflective essay. Using the information on your “Career Info Sheet,” Choose one of the following options:

- ❖ Create a POWERPOINT presentation that highlights your career;
- ❖ Create a POSTERBOARD that showcases your career;
- ❖ Create a BROCHURE that tells all about your chosen career;
- ❖ Give a SPEECH about your career that uses one Visual connected to your career;
- ❖ Bring in a GUEST SPEAKER from your chosen career field and interview them for the class.

### **Your presentation must be:**

- NEAT and COLORFUL
- 5-10 minutes
- Include: Job description, ILLUSTRATION, education, salary, working conditions, Occupational outlook, Names and addresses of THREE local employers where this career can be found.

# PowerPoint Presentation guidelines:

- Remember 6x6 rule – 6 words per line by 6 lines per slide
- Text font and color should be legible against background
- EACH slide MUST have images and text
- Use correct spelling and grammar on your wording
- Bullet your info!!! Do not write complete sentences on each slide

## Career presentation PowerPoint requirements

Slide #1 title slide - Name of occupation, your slide and image

Slide #2 salary

Slide #3 education

Slide #4 working conditions

Slide #5 Occupational outlook (statistics)

Slide #6 Typical day

Slide #7 Personal characteristics

Slide #8 Why are you suited for career?

Slide #9 Three local companies

Slide #10 What you learned from this research

Slide #11 Image credits- List slide #, Name of website, URL

*Remember, you are trying to SELL your career to your classmates – make it interesting!!!!!!!!!!!!!!!!!!!!*

# Career Research Presentation

*You will be assessed using the attached rubric.*

Name: \_\_\_\_\_ Period: \_\_\_\_\_

Topic: \_\_\_\_\_

	<b>Mastery 4</b>	<b>Adequate 3</b>	<b>Needs improvement 2</b>	<b>Inadequate 1</b>	<b>Student Grade</b>	<b>Teacher Grade</b>
<b>Research Content</b> Job description, ILLUSTRATION, education, salary, working conditions, Occupational outlook, 3 employers.	All information present. Many relevant examples given, topic thoroughly covered.	Information accurate. Some examples given. Broad range of topic covered.	Incomplete information. Needs examples. Topic coverage narrow in scope.	Inaccurate information or inadequate evidence of research. Needs examples		
<b>Visual Element</b>	Showed outstanding effort; supported purpose; were highly interesting; easy to see and understand.	Showed effort; supported purpose; were interesting, easy to see and understand	Showed fair effort, were related to purpose; were some what interesting.	Showed little effort; were unrelated to purpose.		
<b>Creativity</b>	Entire project shows outstanding creativity between visual and written response.	Good creativity between visual and written response.	Some creative effort between visual and written response.	Minimal creativity apparent.		
<b>Delivery</b>	Professional delivery. Student showed extreme poise and confidence in discussing career choice.	Good delivery. Presented information in logical interesting manner.	May be difficult to follow due to poor projection.	Difficult to follow presentation. Monotone or dry delivery.		
<b>Language Mechanics</b>	Displays overall accuracy in which errors do not compromise understanding of writing.	Displays few errors which do not compromise understanding of writing.	Displays many errors that compromise understanding of writing	Displays frequent glaring errors that seriously compromise understanding of entire piece.		

**GRADE AND COMMENTS:**



## Career Unit Reflective Essay/ Presentation

Throughout this unit, you have done extensive research on a career of your choice. Now it's time to compile your research and share with the class what you have learned. As an expert in your field, you will write a *Reflective Career Essay* that details the process of your career research. You will also *present your finding to the class* in a short 5-10 minute presentation that includes some type of visual element.

### PART I: REFLECTIVE ESSAY

Using your career info sheets, you will TYPE a reflective essay that includes the following:

**Para #1 :** Explain what you always wanted to do “when you grew up.” Then explain the results of any career inventory assessments you took during the course of this unit. Were you surprised by any of the outcomes?

**Para #2 :** Your career: research. Make sure to detail: job description, education, salary, duties, occupational outlook. **You must use citation in this paragraph with your specific career information.**

**Para #3:** Pretend you are already working in this field. Describe what happens during a typical day on the job for you. (where are you working? What is your favorite part of your job? Least favorite?)

**Para #4:** What did you learn about yourself from this unit? What did you find to be the most interesting information? What were the most helpful resources?

**Reference List** use <http://citationmachine.net>

Use the following format to organize your references in **alphabetical order, double spaced.**

#### Works Cited

Author of **webpage**/document (if available). "Title of **Webpage** or Document."

Title of Website. Editor of site (if available). Publication date or date updated

(if available). Sponsoring Organization (if available). Date of access <URL>

#### **EXAMPLE:**

“CT Department of Labor Apprenticeship System Overview.” Joint Apprenticeship

Training Directors Committee of CT. Accessed January 7, 2007.

[http://www.jatdcc.org/component/option,com\\_events/Itemid,30/](http://www.jatdcc.org/component/option,com_events/Itemid,30/)

## Career Unit Reflective Essay Rubric

**Your Name:** \_\_\_\_\_ **Period:** \_\_\_\_\_

	<b>Outstanding 4</b>	<b>Good 3</b>	<b>Needs refinement 2</b>	<b>Inadequate 1</b>	<b>Student Grade</b>	<b>Teacher Grade</b>
<b>Reflective Intro and conclusion</b> Career expectations Assessment results	Exemplary connections between research and application to own life. Outstanding use of details.	Adequate connections between research and application to own life. Good use of details.	Vague connections between research and application to own life. May lack details.	Unclear or no connections between research and application to own life. May lack details.		
<b>Research</b> Duties, education, salary, growth potential	Thorough depiction of career through research findings. All elements present.	Good depiction of career through research findings. May be missing 1 element.	Vague depiction of career due to missing research. May be missing 2 elements.	Unclear depiction of career. Research account lacks depth and detail.		
<b>Job description – Day in the life</b>	Creative and detailed description of workday. Full understanding of job requirements is evident.	Adequate description of workday. Good understanding of job requirements is evident.	Limited description of workday. Some understanding of job requirements is evident.	Vague or superficial description of workday. Little understanding of job requirements is evident.		
<b>Format</b>	<input type="checkbox"/> 12 pt normal font <input type="checkbox"/> 1 inch margin <input type="checkbox"/> double spaced <input type="checkbox"/> correct citation punctuation (MLA) <input type="checkbox"/> Pagination <input type="checkbox"/> Works cited page	<input type="checkbox"/> 12 pt normal font <input type="checkbox"/> 1 inch margin <input type="checkbox"/> double spaced <input type="checkbox"/> correct citation (MLA) <input type="checkbox"/> Pagination <input type="checkbox"/> Works cited page	<input type="checkbox"/> 12 pt normal font <input type="checkbox"/> 1 inch margin <input type="checkbox"/> double spaced <input type="checkbox"/> some errors in citation punctuation <input type="checkbox"/> No pagination <input type="checkbox"/> No works cited	<input type="checkbox"/> 12 pt normal font <input type="checkbox"/> 1 inch margin <input type="checkbox"/> double spaced <input type="checkbox"/> no citation punctuation <input type="checkbox"/> No Pagination <input type="checkbox"/> No works cited		
<b>Language mechanics</b>	Displays overall accuracy in which errors do not compromise understanding of writing.	Displays few errors which do not compromise understanding of writing.	Displays many errors that compromise understanding of writing	Displays frequent glaring errors that seriously compromise understanding of entire piece.		

**GRADE AND COMMENTS:**