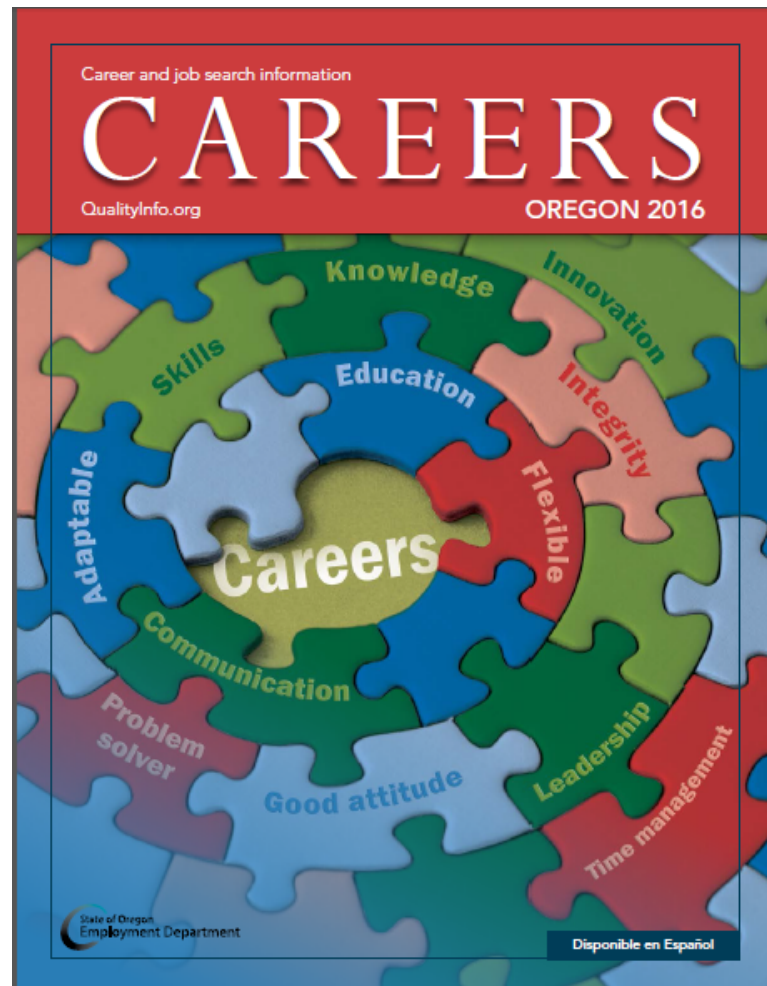


2016

Oregon Employment
Department

Brenda Turner
503-947-1233
Brenda.P.Turner@oregon.gov



[CAREERS ACTIVITY GUIDE]

A series of activities and exercises designed to help students explore the Oregon Careers 2016 publication.

Careers 2016 Activities Guide

The *Careers 2016* Activity Guide is an excellent tool to help students explore *Careers*. Each easy-to-understand activity is tied to a particular section in *Careers*.

Teacher's Guide

A *Teacher's Guide to the Activities Guide* is available by sending an email to Brenda Turner at **Brenda.P.Turner@oregon.gov**. Please put "Teacher's Guide" in the subject line and note what school or organization you work with. You will receive a document with the answer key to exercises in the Activities Guide.

Table of Contents

Section 1: Career Planning Activities (Pages 4-13 in <i>Careers</i>)	3
Exercise 1: Fill in the Blanks	3
Exercise 2: Finding Resources	3
Exercise 3: Volunteering in Your Community	5
Section 2: Career Pathways Activities, Pages 14-15	6
Exercise 4: Research a Real Career Pathway (Online Activity)	6
Section 3: Job Search Activities, Pages 16-35	7
Exercise 5: Communication Skills Assessment	7
Exercise 6: Fill in the Blanks	7
Exercise 7: Résumé Writing (True or False)	8
Exercise 8: Finding Job Openings and References	9
Section 4: Career Guide Activities, Pages 36-60	10
Exercise 9: Thinking Through Your Career Choice	10
Exercise 10: Budget Planning	13
Exercise 11: Budget Planning Reaction	14
Exercise 12: Exploring Oregon's Public and Private Universities (Online Activity)	15

Section 1: Career Planning Activities (Pages 4-13 in *Careers*)

Exercise 1: Fill in the Blanks

1. Students can apply for scholarships online by filling out the _____ scholarship application.
2. The average cost of attending an Oregon public university for one year is about _____, compared with about _____ at an independent college.
3. Getting an education beyond high school will improve your _____, _____, and _____.
4. Community colleges have several advantages, including classes offered at _____ and on _____, at different _____, and _____.

Exercise 2: Finding Resources

1. List five courses of action you could choose to take after finishing high school.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Describe what AmeriCorps and Peace Corps have in common.

3. Military service provides education and work experience in _____ of occupations that are needed to maintain a strong _____.
4. Three resources helpful to those thinking about starting their own business are the _____, _____, and _____.
5. Apprentices work _____-time, receive _____ and take classes as they _____.
6. Job Corps is a free _____ and _____ program for young adults.
7. Before enrolling in a private career school, _____ to see what they have to offer and sit in on _____.

Exercise 3: Volunteering In Your Community

Volunteering is a great way to get involved in your community while gaining valuable work experience for your résumé.

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

 - b. Ways I would enjoy addressing one of the causes I listed above and helping my community include _____

2. Use the Internet or other resources to research local groups that are actively involved in some of the areas you listed above. Find a contact person for each group, if possible.
 - a. Organization: _____ Contact: _____
 - b. Organization: _____ Contact: _____
3. Select one of the groups, and contact either an administrator or another volunteer and ask them the questions listed below.

Organization I chose to contact: _____

- a. What types of activities do volunteers at the organization perform?

- b. How much time are volunteers required to commit to?

- c. Who benefits from the services the organization provides?

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

Section 2: Career Pathways Activities, Pages 14-15

Exercise 4: Research a Real Career Pathway (Online Activity)

Explore career options by following these steps.

1. Go to www.QualityInfo.org/jc-oprof. In the Search Occupations box, type in the title of a career you are interested in. You can use the list of occupations on pages 37-55 to help identify career titles. Keep it simple – the search will work better if you use simple terms or keywords. Click on Search.
2. Choose one of the job titles from the dropdown list. If none of these occupations sound appealing to you, choose a different career keyword and click on Search again.
3. Make sure the region is set to “Statewide” and the report type is set to “Full Report”. Click continue.
4. Scroll down to second section from the bottom titled Career Pathway. If there are Community Colleges listed in this section, go to #5 below. If there are none listed, choose another occupation until you find one with Community Colleges listed, then go to #5 below.
5. Use the Occupational Report to complete the following:
 - a. Occupation title: _____
 - b. How many current job openings are there? _____
 - c. Is there a state license associated with your selected occupation?

 - d. What is the average annual salary for your selected occupation either statewide or in your local area? _____
 - e. List one skill required in your selected occupation:

 - f. List one occupation with similar skills: _____
 - g. List one Community College listed in the Career Pathways section

Click on the link next to the college name. This diagram shows you the path you can take to qualify for the various occupations listed. What are some of the occupational titles listed on the pathway? (Look in the Careers or Employment boxes on the right-hand side). These occupations may require more or less education than your chosen occupation, but are related and along the same “Career Path.”

Section 3: Job Search Activities, Pages 16-35

Exercise 5: Communication Skills Assessment

The box on page 31 lists the top 10 personal qualities/skills employers seek. Choose one of these qualities/skills that you have and one that you could improve on, and explain.

Quality/Skill I'm good at: _____

I am good at it because...

Quality/Skill I could improve: _____

I could improve on this quality/skill by...

Exercise 6: Fill in the Blanks

1. An _____ interview is when you, the job seeker, interview a person who is currently employed in a job or line of work that interests you.
2. The number one way to find a job is through _____.
3. Some employers search _____ looking for information about job candidates, and may make hiring decisions based on what they find.
4. _____ mistakes and poor _____ on letters, applications, and resumes can hurt your job search efforts.
5. Name two different résumé styles:
 - a. _____
 - b. _____

6. List three important steps you should take prior to a job interview:
_____, _____, and _____.

Exercise 7: Résumé Writing (True or False)

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

Exercise 8: Finding Job Openings and References

Select three job categories, either from the list below or think of some on your own, and list a related local business establishment in your area that might employ teenagers and students.

- | | |
|-----------------|-------------------|
| ➤ Office work | ➤ Hospitals |
| ➤ Retail stores | ➤ Dog kennels |
| ➤ Restaurants | ➤ Farms |
| ➤ Hotels | ➤ Movie theaters |
| ➤ Carwashes | ➤ Amusement parks |
| ➤ Gas stations | |

1. Job category: _____

Local business name: _____

2. Job category: _____

Local business name: _____

3. Job category: _____

Local business name: _____

Now imagine that you are planning to apply for a summer position at the businesses you listed above. Brainstorm three different individuals who you could use as a reference on your applications. Try to think of people who can highlight your unique skills and abilities if they were asked about your potential as a job candidate by an employer.

1. Name: _____ Relationship: _____

Why is this person a good reference? _____

2. Name: _____ Relationship: _____

Why is this person a good reference? _____

3. Name: _____ Relationship: _____

Why is this person a good reference? _____

Section 4: Career Guide Activities, Pages 36-60

Exercise 9: Thinking Through Your Career Choice

Review the occupations in the Career Guide beginning on page 37 and select three potential careers that might interest you. Evaluate each occupation based on the questions below.

1. Occupation _____

a. What do you like about the description of this occupation? What don't you like?

b. What is the annual number of total openings for this occupation? Does this encourage you or discourage you about this career choice? Why?

c. Look at the entry level and median monthly wages for this occupation. Do these encourage you or discourage you about this career choice? Why?

d. What required training and education would you need for this occupation?

e. What Oregon schools could you go to for related training and education? Are any of these near to where you live now?

2. Occupation _____

a. What do you like about the description of this occupation? What don't you like?

b. What is the annual number of total openings for this occupation? Does this encourage you or discourage you about this career choice? Why?

c. Look at the entry level and median monthly wages for this occupation. Do these encourage you or discourage you about this career choice? Why?

d. What required training and education would you need for this occupation?

e. What Oregon schools could you go to for related training and education? Are any of these near to where you live now?

3. Occupation _____

a. What do you like about the description of this occupation? What don't you like?

b. What is the annual number of total openings for this occupation? Does this encourage you or discourage you about this career choice? Why?

c. Look at the entry level and median monthly wages for this occupation. Do these encourage you or discourage you about this career choice? Why?

d. What required training and education would you need for this occupation?

e. What Oregon schools could you go to for related training and education? Are any of these near where you live now?

After reviewing the information you gathered on the three occupations, what would your top choice be, and why?

Exercise 10: Budget Planning

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

1. Choose your ideal career, or a career that you might be interested in, from the Career Guide on pages 37-59. Multiply the hourly median wage listed for the occupation in the Career Guide by 174 (the number of hours one would work if working full-time in a typical month) and enter it in the Monthly Income box. Calculate your Taxes and Net Monthly Income.
2. Complete Step 2 by estimating how much money you think you will spend on each expense item in a typical month. Also estimate your savings each month.
3. If your "Net Monthly Income" minus "Total Expenses + Savings" is not \$0, adjust your expenses and savings until they are equal and your budget is balanced.

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

Step 1: Income	
Monthly income	\$
Taxes (monthly income x 0.25)	\$
Net monthly income (monthly income - taxes)	\$
Step 2: Expenses	
Rent or home mortgage	\$
Utilities (electricity, water, cable, Internet, etc.)	\$
Phone	\$
Other home stuff (furniture, toilet paper, etc.)	\$
Food - eating at home	\$
Food - eating out	\$
Entertainment and recreation	\$
Clothing	\$
Car - payments, gas, maintenance, insurance, etc.	\$
Public transportation	\$
Healthcare (insurance, doctor visits, supplies)	\$
Personal care (toiletries, haircuts, etc.)	\$
Pet (vet bills, food, etc.)	\$
Education and training	\$
Debt and loan payments	\$
Gym fees	\$
Renter's insurance	\$
Savings	\$
Donations	\$
Other expenses	\$
Total Monthly Expenses	\$
Difference (Net Monthly Income Less Monthly Expenses)	\$

Exercise 11: Budget Planning Reaction

The difference between an expected budget and how much a person can actually afford to spend can be shocking. Consider your calculations in Exercise 11 and respond to the following questions.

1. Are there any expense categories where you may have under-budgeted (or inserted an amount that is probably less than the actual expense amount)? If so, what are they? Do you expect to have any expenses that are not included in the worksheet?

Under-budgeted	Expense not included on worksheet
_____	_____
_____	_____
_____	_____
_____	_____

2. Would you easily be able to cover the monthly expenses of your expected budget with the net monthly income of your chosen career? If not, what are some ways you could reduce your expenses to be able to work in the career of your choice without having financial difficulties? _____

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

4. Would you be willing to change career paths in order to earn enough money for your budget, or would you prefer to modify your budget in order to work in your preferred career? Why?

Exercise 12: Exploring Oregon's Public and Private Universities (Online Activity)

Follow these steps to explore admissions requirements, tuition costs, program offerings, and other details of a public and private university in Oregon. A full list of all schools is available on pages 56-60.

1. Go to **www.ous.edu** to view a list of Oregon's seven public universities. Click on the link to one school that interests you. Use the links on the school's website or the website's search function to answer as many of the following questions as possible.
 - a. What is the minimum cumulative grade point average for admission? _____
 - b. Is completion of the SAT or ACT required for admission? _____
 - c. What is the deadline (date) for admission for fall term? _____
 - d. What is the average annual cost of tuition and fees? _____
 - e. Locate the list of majors offered and select one that interests you. Read the description of the program. What do you find interesting about it?

 - f. List one of the 100 or 200 level courses required for this major that you might enjoy. _____
 - g. Find the contact information for an advisor or faculty member in your selected major or program.
Name _____
Phone or email _____

2. Same exercise as #1 in Exercise 12. Choose a community college this time. Go to **www.oregon.gov/CCWD/pages/ccdirectory.aspx** to view a list of Oregon's seventeen community colleges. Click on the link to one school that interests you. Use the links on the school's website or the website's search function to answer as many of the following questions as possible.

a. What is the minimum cumulative grade point average for admission? _____

b. Is completion of the SAT or ACT required for admission? _____

c. What is the deadline (date) for admission for fall term? _____

d. What is the average annual cost of tuition and fees? _____

- e. Locate the list of majors offered and select one that interests you. Read the description of the program.

Major:_____

What do you find interesting about it?

- f. List one of the courses required for this major that you might enjoy. _____

- g. Find the contact information for an advisor or faculty member in your selected major or program.

Name _____

Phone or email_____

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