

Curriculum Standards and Indicators

CAREER DEVELOPMENT AND EMPLOYMENT

Career Opportunities

A. Understand the process for researching and selecting career opportunities.

1. Analyze the relationship between educational achievement and career planning.
 - A101 Compare the relationship of academic and vocational skills to personal interests.
 - A102 Link career goals to skills developed in academic and vocational programs.
 - A103 Identify the relationship of education to the selection of college majors, further training, and/or entry into the job market.
 - A104 Identify transferable skills that might apply to a variety of occupations and changing occupational requirements
2. Analyze the need for positive attitudes toward work and learning.
 - A201 Present positive contributions workers make to society.
 - A202 Describe the social significance of various occupations.
 - A203 Develop a positive attitude toward work.
 - A204 Suggest learning habits and skills that can be used in various educational situations
 - A205 Identify positive work attitudes and behaviors
3. Locate, evaluate, and interpret career information.
 - A301 Compare the educational requirements of various occupations.
 - A302 Reference a range of career resources (e.g. handbooks, career materials, labor market information and computerized career information delivery systems).
 - A303 Evaluate classification systems that categorize occupations and industries
 - A304 Illustrate the concept of career ladders and career webs.
 - A305 Compare the advantages and disadvantages of self-employment as a career option.
 - A306 Assess individuals in selected occupations as possible information resources, role models, or mentors
 - A307 Examine how employment trends relate to education and training.

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- A308 Consider the impact of factors such as population, climate, and geographic location on occupational opportunities
- 4. Determine how societal needs and functions influence the nature and structure of work.
 - A401 Examine the effect of work on lifestyles.
 - A402 Describe how society's needs and functions affect the supply of goods and services.
 - A403 Contrast occupational and industrial trends as related to training and employment
 - A404 Evaluate how the global economy affects individuals

Career Decision Making

B. Understand the process for career decision-making.

- 1. Apply problem solving skills to make decisions.
 - B10 Assess personal responsibility for making tentative educational and occupational choices
 - B102 Analyze alternatives in given decision-making situations
 - B103 Determine personal strengths and weaknesses in relationship to postsecondary education/training requirements
 - B104 Indicate appropriate choices during high school that will lead to marketable skills for entry-level employment or advanced training
 - B105 Distinguish required steps toward a personal transition from high school to entry into postsecondary education/training programs or work.
 - B106 Determine steps to apply for and secure financial assistance for postsecondary education and training
- 2. Examine the interrelationship of life roles as related to career planning.
 - B201 Document knowledge of life stages
 - B202 Assess factors that determine lifestyles (e.g. socioeconomic status, culture, values, occupational choices, work habits)
 - B203 Determine ways in which occupational choices may affect lifestyle
 - B204 Appraise the contributions of work to a balanced and productive life
 - B205 Analyze the interrelationship of work, family, and leisure.
 - B206 Compare different career patterns and their potential effect on family patterns and lifestyle
 - B207 Evaluate the importance of leisure activities.

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- B208 Examine ways that occupational skills and knowledge can be acquired through leisure
 - B209 Identify evidence of gender stereotyping and bias in educational programs and occupational settings
 - B209 Analyze attitudes, behaviors, and skills that contribute to eliminating gender bias and stereotyping
3. Apply skills in personal career planning.
- B301 Formulate career plans that reflect the importance of lifelong learning
 - B302 Employ knowledge of postsecondary vocational and academic programs
 - B303 Give reasons why changes may require retraining and upgrading of employees' skills
 - B304 Determine school and community resources to explore educational and occupational choices
 - B305 Determine the costs and benefits of self-employment.
 - B306 Compare occupational skills developed through volunteer experiences, part-time employment, and education programs.
 - B307 Compare education and job opportunities

Career Portfolio

C. Understand the components required for a career portfolio.

1. Apply skills to seek, obtain, maintain, and change jobs.
- C101 Use skills to locate, interpret, and use information about job openings and opportunities.
 - C102 Explore academic and/or vocational skills required for a full or part-time job.
 - C103 Research skills and behaviors necessary for a successful job interview
 - C104 Demonstrate skills related to preparing a resume and completing job applications.
 - C105 Locate specific job openings from accessed resources
 - C106 Demonstrate employability skills necessary to obtain and maintain jobs
 - C107 Assess occupational opportunities as related to working conditions, benefits, and opportunities for change
 - C108 Compare placement services available to make the transition from high school to civilian employment, the armed services, or postsecondary education/training

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Career Development and Employment – CDE A1

Topic	Career Opportunities
Performance Indicator	A. Understand the process for researching and selecting career opportunities
Standard	1. Analyze the relationship between educational achievement and career planning.
SCANS	Information 5; Basic Skills 12
Show-Me Standards	1.10; 3.6; SS6
Objectives	<p>A101 Compare the relationship of academic and vocational skills to personal interests.</p> <p>A102 Link career goals to skills developed in academic and vocational programs.</p> <p>A103 Identify the relationship of education to the selection of college majors, further training, and/or entry into the job market.</p> <p>A104 Identify transferable skills that might apply to a variety of occupations and changing occupational requirements.</p>
Sample Activities	<p>Locate and complete an on-line interest inventory. Based on the results of the inventory select two occupational areas which may be of interest to you. Explain to the class how your interests match the two occupational areas.</p> <p>Identify three academic skills you apply at your workplace. Describe how those same skills could be applied in other occupational areas.</p> <p>Interview a manager or supervisor at your place of employment about what additional training was required after they began working there. Prepare a list of required and voluntary training available at your place of employment.</p>

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Career Development and Employment – CDE A2

Topic	Career Opportunities
Performance Indicator	A. Understand the process for researching and selecting career opportunities
Standard	2. Analyze the need for positive attitudes toward work and learning
SCANS	Information 7; Interpersonal 9; Basic Skills 11, 13
Show-Me Standards	1.8; 2.4; CA6; SS6
Objectives	<p>A201 Present positive contributions workers make to society.</p> <p>A202 Describe the social significance of various occupations.</p> <p>A203 Develop a positive attitude toward work.</p> <p>A204 Suggest learning habits and skills that can be used in various educational situations.</p> <p>A205 Identify positive work attitudes and behaviors.</p>
Sample Activities	<p>Write a case study about a situation which occurred at your place of employment which involved a negative attitude toward work. Describe the results of that attitude, how it affected the workplace environment, and how it was handled by the supervisor. Suggest alternative solutions to handle the situation. Present the case study for class discussion.</p> <p>Prepare a visual presentation which shows the contributions of three very different occupations to society.</p>

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Career Development and Employment – CDE A3

Topic	Career Opportunities
Performance Indicator	A. Understand the process for researching and selecting career Opportunities
Standard	3. Locate, evaluate, and interpret career information.
SCANS	Information 7; Basic Skills 1, 11
Show-Me Standards	1.4; 1.10; CA6; SS6
Objectives	<p>A301 Compare the educational requirements of various occupations.</p> <p>A302 Reference a range of career resources (e.g. handbooks, career materials, labor market information and computerized career information delivery systems).</p> <p>A303 Evaluate classification systems that categorize occupations and industries.</p> <p>A304 Illustrate the concept of career ladders and career webs.</p> <p>A305 Compare the advantages and disadvantages of self-employment as a career option.</p> <p>A306 Assess individuals in selected occupations as possible information resources, role models, or mentors.</p> <p>A307 Examine how employment trends relate to education and training.</p> <p>A308 Consider the impact of factors such as population, climate, and geographic location on occupational opportunities.</p>
Sample Activities	<p>Prepare a poster showing the career ladder steps for a career of interest to you.</p> <p>Invite a human resources professional to speak to your class about the importance of career planning and preparation.</p> <p>Research and write a description of the advantages of self-employment over working for someone else. Defend your advantages in a class discussion.</p>

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Career Development and Employment – CDE A4

Topic	Career Decision-Making
Performance Indicator	A. Understand the process for career decision-making.
Standard	4. Apply problem solving skills to make decisions.
SCANS	Information 7; Basic Skills 9, 13, 16
Show-Me Standards	1.2; 1.10; 3.6; 4.8; SS6
Objectives	<p>A401 Examine the effect of work on lifestyles.</p> <p>A402 Describe how society's needs and functions affect the supply of goods and services.</p> <p>A403 Contrast occupational and industrial trends as related to training and employment.</p> <p>A404 Evaluate how the global economy affects individuals.</p>
Sample Activities	<p>Write a brief paragraph describing how your life would be different if your parents had an occupation of your choice. What factors cause this difference?</p> <p>Identify a business of industry in your community that is part of the global economy. What changes has that business or industry gone through in the last 3 years as a result of the global economy? Discuss your answers with the class.</p>

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Career Development and Employment – CDE B1

Topic	Career Decision-Making
Performance Indicator	B. Understand the process for career decision-making.
Standard	1. Apply problem solving skills to make decisions.
SCANS	Information 7; Basic Skills 9, 13, 16
Show-Me Standards	1.2; 1.10; 3.6; 4.8; SS6
Objectives	<p>B101 Assess personal responsibility for making tentative educational and occupational choices.</p> <p>B102 Analyze alternatives in given decision-making situations.</p> <p>B103 Determine personal strengths and weaknesses in relationship to postsecondary education/training requirements.</p> <p>B104 Indicate appropriate choices during high school that will lead to marketable skills for entry-level employment or advanced training.</p> <p>B105 Distinguish required steps toward a personal transition from high school to entry into postsecondary education/training programs or work.</p> <p>B106 Determine steps to apply for and secure financial assistance for postsecondary education and training.</p>
Sample Activities	<p>Review your high school 4-year course plan for appropriate preparation for a career of your choice. Are there changes you can still make to better prepare for that career? Visit with your teacher and counselor about appropriate courses.</p> <p>Attend a meeting on preparing for post secondary education conducted by your school counselors or a college of your choice. Share information you learned about financial assistance with your classmates.</p>

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Career Development and Employment – CDE B2

Topic	Career Decision-Making
Performance Indicator	B. Understand the process for career decision-making.
Standard	2. Examine the interrelationship of life roles as related to career planning.
SCANS	Information 7; Systems 15; Basic Skills 7, 16
Show-Me Standards	1.6; 1.8; 3.1; 4.3; CA3; SS6
Objectives	<p>B201 Document knowledge of life stages.</p> <p>B202 Assess factors that determine lifestyles (e.g. socioeconomic status, culture, values, occupational choices, work habits).</p> <p>B203 Determine ways in which occupational choices may affect lifestyle.</p> <p>B204 Appraise the contributions of work to a balanced and productive life.</p> <p>B205 Analyze the interrelationship of work, family, and leisure.</p> <p>B206 Compare different career patterns and their potential effect on family patterns and lifestyle.</p> <p>B207 Evaluate the importance of leisure activities.</p> <p>B208 Examine ways that occupational skills and knowledge can be acquired through leisure.</p> <p>B209 Identify evidence of gender stereotyping and bias in educational programs and occupational settings.</p> <p>B210 Analyze attitudes, behaviors, and skills that contribute to eliminating gender bias and stereotyping.</p>
Sample Activities	<p>Identify careers which are related to your favorite hobby. What education and experience are necessary to turn that hobby into a career? What are related career opportunities? Submit your information in writing.</p> <p>Select three varied careers and identify how they are different in terms of income, leisure time, geographic location, contribution to society, and family lifestyle. Present your information to the class.</p>

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Career Development and Employment – CDE B3

Topic	Career Decision-Making
Performance Indicator	B. Understand the process for career decision-making.
Standard	3. Apply skills in personal career planning.
SCANS	Information 7, Basic Skills 12, 16
Show-Me Standards	1.8; 3.6; 4.1; 4.5; CA6; SS6
Objective	<p>B301 Formulate career plans that reflect the importance of lifelong learning.</p> <p>B302 Employ knowledge of postsecondary vocational and academic programs.</p> <p>B303 Give reasons why changes may require retraining and upgrading of employees' skills.</p> <p>B304 Determine school and community resources to explore educational and occupational choices.</p> <p>B305 Determine the costs and benefits of self-employment.</p> <p>B306 Compare occupational skills developed through volunteer experiences, part-time employment, and education programs.</p> <p>B307 Compare education and job opportunities</p>
Sample Activities	<p>Make a list of career and education opportunities you are interested in after high school. Prioritize the items on your list. What actions are necessary to realize your priority items? Submit your list to your teacher for comment.</p> <p>In class discuss possible changes in the workplace over the next 5 years which will require learning new skills. Prepare list of what these skills might be and how they could be acquired.</p>

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Career Development and Employment – CDE C1

Topic	Career Portfolio
Performance Indicator	C. Understand the components required for a career portfolio.
Standard	1. Apply skills to seek, obtain, maintain, and change jobs.
SCANS	Information 5; Basic Skills 1, 2, 12
Show-Me Standards	1.2; 1.10; 3.5; 4.8; CA5; SS6
Objectives	<p>C101 Use skills to locate, interpret, and use information about job openings and opportunities.</p> <p>C102 Explore academic and/or vocational skills required for a full or part-time job.</p> <p>C103 Research skills and behaviors necessary for a successful job interview.</p> <p>C104 Demonstrate skills related to preparing a resume and completing job applications.</p> <p>C105 Locate specific job openings from accessed resources.</p> <p>C106 Demonstrate employability skills necessary to obtain and maintain jobs.</p> <p>C107 Assess occupational opportunities as related to working conditions, benefits, and opportunities for change.</p> <p>C108 Compare placement services available to make the transition from high school to civilian employment, the armed services, or post secondary education/training.</p>
Sample Activities	<p>Conduct a mock job interview which demonstrates what NOT to do for a successful interview. Ask class members to suggest improvements.</p> <p>Make a list of resources in your community which help people find employment. Write a brief description of each resource.</p> <p>Prepare a career portfolio which includes a resume, sample employment application, and career goals.</p>

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CAREER DEVELOPMENT AND EMPLOYMENT RESOURCES

10 Minute Resume

<http://www.10minuteresume.com/>

ACT WorkKeys: Assessments

<http://www.act.org/workkeys/assess/index.html>

A Century of Change: The U.S. Labor Force, 1950–2050

Monthly Labor Review Online : May 2002, Vol. 125, No. 5

<http://www.bls.gov/opub/mlr/2002/05/art2exc.htm> (excerpt)

<http://www.bls.gov/opub/mlr/2002/05/art2full.pdf> (full article)

A Quick Personality Test

<http://www.users.interport.net/~zang/personality.html>

Behavioral Style Survey

<http://www.platinumrule.com/surveyi.html>

Bureau of Labor Statistics Home Page

<http://state.bls.gov/>

CAPS: Counseling and Psychological Services

<http://www.caps.ku.edu/career/tests.shtml> -

Career Activity File: Employability Skills

http://www.okcareertech.org/guidance/CareerInfo/CareerActivity03/CareerActFile_03.pdf

Career Interest Inventories

<http://www.paris95.k12.il.us/mayo/invent.html> -

Career Magazine

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

Career Mosaic

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

Careers On Line

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

CHOICES

<http://www.choicesedgroup.org>

College Connection Financial Aid Resources

<http://www.careermosaic.com/cm/cc/cc23.html>

Fortune Magazine's Job Hunting Guide

<http://www.pathfinder.com/fortune/careers/guide/index.html>

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Implementing SCANS

By Arnold C. Packer and Scott Brainard

The Highlight Zone: Research @ Work , no. 10. Washington, DC: National Centers for Career and Technical Education, 2003.

<http://www.nccte.org/publications/infosynthesis/highlightzone/highlight10/index.asp>

Interest Inventories

<http://www.psu.edu/dus/md/mdinti.htm>

Interest and Personality Inventories

<http://www.central.edu/career/explore/inventories.htm>

Job Search Personality Tests

<http://jobsearch.about.com/cs/personalitytests/a/personalitytest.htm>

Lycos Career Directory

<http://lycos.com/careers>

Mike Farr's On-Line Get a Job Workshop

<http://www.jist.com/jist/jobwork.htm>

Monster.Com

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

National Life Work Center

<http://lifework.ca>

NEA Useful Web Sites for Educators

<http://www.nea.org/cet/links>

New York Times Daily Lesson Plan

<http://www.nytimes.com/learning/teachers/lessons/index.html>

New York Times Lesson Plan Archive

<http://www.nytimes.com/learning/teachers/lessons/archive.html>

One-Stop Sites

<http://www.wnjin.state.nj.us/OneStopCareerCenter/>

School-to-Work Learning Center

<http://www.stw.ed.gov>

Student Financial Assistance Program

<http://www.ed.gov/offices/OSFAP/Students/sfa.html>

Teacher's Guide to the Bureau of Labor Statistics Career Information

http://stats/bis.gov/k12/html/edu_tch.htm

The Career Interest Game

www.missouri.edu/~cppcwww/holland.shtml

The Career Key

<http://www.ncsu.edu/careerkey/index.html>

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The Career Questionnaire

<http://www.collegeboard.org/career/html/searchQues.html>

The Interest-Finder Quiz

http://www.myfuture.com/secondary/career/ch_interestquiz.html

The Occupational Outlook Handbook

<http://stats.bls.gov/ocohome.htm>

The Occupational Outlook Quarterly Online

<http://stats.bls.gov/pub/ooq/ooqhome.htm>

The Resume Shop

<http://www.cyber-north.com/resume/>

University Career Services, Virginia

www.career.virginia.edu/students/resources/handouts/assessment.pdf

U.S. Department of Education

<http://www.ed.gov/free/comment.html>

U.S. News & World Report's Career Guide

<http://www.usnews/nycu/work/wo99car.htm>

Working in the 21st Century

U.S. Bureau of Labor Statistics

<http://www.bls.gov/pub/working/home.htm>

Work Readiness – Teacher Lesson Plans

Charlottesville Area School Business Alliance

<http://www.casba.net/lessonplans.html>

Workplace Readiness Learning Activities

Florida ABE Program

http://abeflorida.org/pdf/Resource_Guides/Resource-WorkplaceReadiness.pdf

Yahoo Career Resource Directory

http://dir.yahoo.com/Business_and_Economy/Employment_and_Work/