

CAREER PROJECT

It is time to research your career. In order to make the most productive use of your time, you need to be organized. This includes knowing ahead of time the materials you will need and exactly what will be expected of you while you are researching. You are expected to be attentive to the task at hand. You will be creating a portfolio for your future career. This will take you several weeks to complete, but each section will be checked along the way.

Objectives:

- Create a career portfolio that includes notes from interview(s), statistics, research, projection of necessary education and experience, a résumé, business cards and a cover letter
- Produce documents that convey a clear understanding and interpretation of ideas and information and display focus, organization, elaboration, and coherence.
- Use available technology to research career.
- Use the internet, PowerPoint, and media clips for your presentation.

Materials Needed:

- This paper
- Note cards
- Rubrics
- Binder-portfolio
- Flash Drive

Requirements:

- You are REQUIRED to have a minimum of FIVE SOURCES. At least one of the five must be a book.
- Information from the following topics MUST be included in your notes, outline, portfolio and presentation:
 - Training/Educational Requirements
 - Personal Requirements
 - Job Description
 - Salary/Benefits
 - Working Conditions
 - Employment Outlook
 - Résumé
 - Cover Letter
 - Business cards
 - EC: Interview with Employee or Employer of the Career
- A WORKS CITED PAGE is required for your research.
- Some type of VISUAL AID is required for your presentation. (Ex: PowerPoint, poster, props, costume/uniform)

Steps To Follow:

- Browse sources/scan and skim materials
- When you find one you can use, copy or print the source and RECORD the works cited information for your Works Cited page. **Remember to copy the page number on your note card.**
- Identify sections of the copied material that you will be using for your research.
- Read through the suggested outline. Notice the points that are to be covered. Not all sections of the outline apply to every career.

Name: _____

Career: _____

CAREER SUBTOPICS AND QUESTIONS FOR RESEARCH

Information about the following topics and subtopics MUST be included in your presentation. Each slide must also include at least one picture.

SLIDE 1: Occupation you chose, Name, homeroom

I. Requirements (2 Slides) Color code red

SLIDE 2: Education: Colleges/Vocational schools you are interested in related to this career?

- What college? Admission requirements to be accepted to the college?
 - Minimum high school GPA required
 - ACT/SAT test scores required
 - Other requirements

OR

SLIDE 2: Training: Does your career require any specific training program?

- Are there admission requirements to join this training program?
- What does the training program involve?
- How long is the training program?
- Is there compensation (pay/benefits) for the training?

SLIDE 3: What type of personality is best for this career?

- ii. What were the results of your Interest Inventories?
- iii. Do the results match the career you chose?

II. Job Description (5 Slides) color code yellow

SLIDE 4: What type of work is done?

- What does the job involve?
- What are the duties and responsibilities?

SLIDE 5: Where is the work done?

- Is the job done at home, an office, onsite?
- Is traveling required for the job?

SLIDE 6: When is the work done?

- How many hours does it take?
- How many and what days of the week are worked?

SLIDE 7: How is the work done?

- Does it involve other people?
- Are special tools needed?
- What type of clothing must be worn?

SLIDE 8: What are the pros and cons of the career?

- Pros (good things)
- Cons (bad things)

III. Compensation (2 Slides) color code green

SLIDE 9: What is the salary range of the career?

- Are there other types of compensation (bonuses, commissions, etc...)?

SLIDE 10: What are the benefits usually associated with this career?

- Health insurance
- Tuition reimbursement
- Pension
- Disability coverage
- Vacation time
- Sick leave

IV. Employment Opportunities (2 Slides) color code blue

SLIDE 11: What is the future of the occupation?

- Are there jobs available in the field or are they hard to find?
- How do they influence a community, nation, and/or world?

SLIDE 12: Does the occupation allow for advancement and/or growth?

- Promotions
- Specializing

V. Conclusion, color code purple

SLIDE 13: After learning about this career, do you still want to work in this field?

SLIDE 14: Sources (list the websites, books, and interviews you used to find your info)

Any other information you WANT to include is great! Remember, the purpose of your presentation is to INFORM the class about a career.

CAREER SUBTOPICS AND QUESTIONS FOR RESEARCH: *Information about the following topics and subtopics MUST be included in your notes, outline, and presentation:*

I. Requirements (4 notecards), color code red

- a. What type of training and/or education is needed?
 - i. Education: Colleges/Vocational schools you are interested in related to this career?
 - o Admission requirements to be accepted to the college?
 - Minimum high school GPA required
 - ACT/SAT test scores required
 - High school courses needed to apply to the college
 - Extra curricular activities
 - ii. Training: Does your career require any specific training program?
 - o Are there admission requirements to join this training program?
 - o What does the training program involve?
 - o How long is the training program?
 - o Is there compensation (pay/benefits) for the training?
- b. What type of personality is best for this career?
 - i. What were the results of your Interest Inventories?
 - ii. Do the results match the career you chose?

II. Job Description (5 notecards), color code yellow

- a. What type of work is done?
 - i. What does the job involve?
 - ii. What are the duties and responsibilities?
- b. Where is the work done?
 - i. Is the job done at home, an office, onsite?
 - ii. Is traveling required for the job?
- c. When is the work done?
 - i. How many hours does it take?
 - ii. How many and what days of the week are worked?
- d. How is the work done?
 - i. Does it involve other people?
 - ii. Are special tools needed?
 - iii. What type of clothing must be worn?
- e. What are the pros and cons of the career?
 - i. Pros
 - ii. Cons

III. Compensation (3 – 4 notecards), color code green

- a. What is the salary range of the career?
- b. Are there other types of compensation (bonuses, commissions, etc...)?
- c. What are the benefits usually associated with this career?
 - i. Health insurance
 - ii. Tuition reimbursement
 - iii. Pension
 - iv. Disability coverage
 - v. Vacation time
 - vi. Sick leave

IV. Employment Opportunities (2 notecards), color code blue

- a. What is the future of the occupation?
- b. Does the occupation allow for advancement and/or growth?
 - i. Promotions
 - ii. Specializing

Any other information you WANT to include is great! Remember, the purpose of your presentation is to INFORM the class about a career.

Presentation Checklist

Job Title _____

Awareness of Audience, Strength of Material, Organization, and thinking

Fully (10)	Somewhat (7)	Incomplete (5)	Performance Element	Comments
			Demonstrates use of computer based resources to locate career-related information	
			Includes pertinent examples, facts, and/or statistic of occupation, related fields of work, trends in society and economy that affect work employment prospects, skills and work environment	
			Major ideas summarized and audience is left with a full understanding of presenter's plan to enter said field.	
			Education research demonstrates student has considered: education/training required, list of schools (and locations), admission requirements, costs.	

Delivery

Fully (10)	Somewhat (7)	Incomplete (5)	Performance Element	Comments
			Good Rate	
			No Fidgeting	
			Fairly consistent use of direct eye contact with audience (uses notes cards to reference, not the slides)	
			Knows information/not reading from notes or slides	
			5 minutes (no longer than 8)	
			Enthusiasm	
			Proper use of keywords, animations, sounds, transitions, contrast, font choices, etc.	
			Answers all questions from audience effectively	

Audience Member

Fully (10)	Somewhat (7)	Incomplete (5)	Performance Element	Comments
			Listens attentively as classmates present, and does not talk or add to the presentation	
			Takes notes on information given during presentation	
			Asks serious and thoughtful question(s) to clarify or gain more information	
			Pays attention to the entire presentation	

List of Career Interests

Realistic:

[Aerospace Physiologist](#) (RSE)
[Air-Conditioning Mechanics](#) (RIE)
[Aircraft Mechanic](#) (RIE)
[Appliance Mechanics](#) (RIE)
[Aquaculturist](#) (REI)
[Architectural Drafter](#) (RCI)
[Automobile Body Repairer](#) (RIE)
[Automotive Engineer](#) (RIE)
[Automobile Mechanic](#) (RIE)
[Baker/Chef](#) (RSE)
[Bookbinder](#) (RES)
[Bricklayer](#) (RSE)
[Busdriver](#) (RES)
[Butcher](#) (RSE)
[Carpenter](#) (RCI)
[Cement Worker and Terrazzo Worker](#) (REC)
[Compositor](#) (RSI)
[Construcion Worker](#) (REC)
[Corrections Officer](#) (RES)
[Dental Assistant](#) (RES)
[Dental Laboratory Technician](#) (REC)
[Dental Technician](#) (REI)
[Diesel Mechanic](#) (REI)
[Drafter](#) (RCI)
[Electrical Engineer](#) (RIE)
[Electrician](#) (REI)
[Electroplater](#) (R)
[Excercise Careers](#) (RES)
[Farm Equipment Manager](#) (RES)
[Farmer](#) (RIS)
[Farm Manager](#) (RES)
[Firefighter](#) (RES)
[Fish Hatchery Manager](#) (RES)
[Floral Designer](#) (RAE)
[Forester](#) (RIS)
[Furnace Installer](#) (RES)
[Geodetic Surveyor](#) (RIE)
[Glazier](#) (RES)
[Groundskeeper](#) (RCE)
[Industrial Supervisor](#) (REI)
[Instrument Repair and Maintainece](#) (RIE)
[Jeweler](#) (REC)
[Laboratory Technician](#) (RIE)

[Line Installer](#) (RSE)
[Logger](#) (RES)
[Machinist](#) (RIE)
[Maintenance Repairer](#) (RES)
[Mechanical Engineer](#) (RIS)
[Metallurgical Technician](#) (RIS)
[Oceanographer](#) (RIE)
[Optician](#) (REI)

[Painter](#) (RES)
[Petroleum Engineer](#) (RIE)
[Plumber](#) (REI)
[Practical Nurse](#) (RSE)
[Printing Press Operator](#) (REI)
[Property Manager](#) (RES)
[Quality Control Manager](#) (RSE)
[Radio/T.V. Repair](#) (REI)
[Radiochemist](#) (IRE)
[Sailor](#) (REC)
[Sheet Metal Worker](#) (R)
[Structural Steelworker](#) (REI)
[Tailor](#) (RES)
[Tool and Die Maker](#) (RIE)
[Truck Driver](#) (RSE)
[Upholsterer](#) (RCS)
[Watchmaker](#) (REC)
[Water Quality Specialist](#) (REI)
[Welder](#) (RES)
[Woodworking](#) (RAE)

Investigative:

[Actuary](#) (ISE)
[Agronomist](#) (IRS)
[Anesthesiologist](#) (IRS)
[Anthropologist](#) (IRE)
[Archeologist](#) (IRE)
[Biochemist](#) (IRE)
[Biologist](#) (ISR)
[Cardiopulmonary Technician](#) (IRE)
[Cartographer](#) (IRE)
[Chemical Engineer](#) (IRE)
[Chemical Technician](#) (IRE)
[Chemist](#) (IRE)
[Chiropractor](#) (ISR)
[Civil Engineer](#) (IRS)
[Computer Engineer](#) (IRC)
[Computer Programmer](#) (IRC)
[Computer Systems Analyst](#) (IER)
[Dentist](#) (ISR)
[Ecologist](#) (IRE)

[Economist](#) (ISA)
[Electrical Engineer](#) (IRE)
[Geographer](#) (IRE)
[Geologist](#) (IRE)
[Hazardous Waste Technician](#) (IRS)
[Horticulturist](#) (IRS)
[Industrial Arts Teacher](#) (IER)
[Management Consultant](#) (ICR)
[Marketing Research Analyst](#) (IAS)
[Mathematician](#) (IER)
[Medical Lab Technologist](#) (IRE)
[Medical Technologist](#) (ISA)
[Meteorologist](#) (IRS)
[Nurse Practitioner](#) (ISA)
[Pharmacist](#) (IES)
[Physician, General Practice](#) (ISE)
[Physician Assistant](#) (ISA)
[Psychologist](#) (ISA)
[Research Analyst](#) (IRC)
[Software Engineer](#) (IRE)
[Statistician](#) (IRE)
[Technical Writer](#) (IRS)
[Veteranarian](#) (IRS)
[Web Site Developer](#) (IRE)

Artistic:

[Actor/Actress](#) (AES)
[Advertising Art Director](#) (AES)
[Advertising Manager](#) (ASE)
[Architect](#) (AIR)
[Clothing/Fashion Designer](#) (ASR)
[Copywriter](#) (ASI)
[Dancer](#) (AES)
[Choreographer](#) (AER)
[Drama Teacher](#) (ASE)
[English Teacher](#) (ASE)
[Fashion Illustrator](#) (ASR)
[Furniture Designer](#) (AES)
[Graphic Designer](#) (AES)
[Interior Designer](#) (AES)
[Journalist/Reporter](#) (ASE)
[Landscape Architect](#) (AIR)
[Medical Illustrator](#) (AIE)
[Museum Curator](#) (AES)
[Music Teacher](#) (AES)
[Photographer](#) (AES)
[Writers/Editors](#) (ASI)

Social:

[Air Traffic Controler](#) (SER)
[Athletic Trainer](#) (SRE)
[Chaplain](#) (SAI)
[City Manager](#) (SEC)
[College Professor](#) (SEI)
[Community Planner](#) (SEA)
[Counseling Psychologist](#) (SIA)
[Counselor/Therapist](#) (SAE)
[Cosmetologist](#) (SEA)
[Cruise Director](#) (SAE)
[Dental Hygienist](#) (SAI)
[Detective](#) (SER)
[Dietician](#) (SIE)
[Elementary School Teacher](#) (SEC)
[Executive House Keeper](#) (SCE)
[Family and Consumer Scientist](#) (SAE)
[Hairstylist](#) (SER)
[High School Teacher](#) (SAE)
[Historian](#) (SEI)
[Home Economist](#) (SEA)
[Home Economics Teacher](#) (SAE)
[Homemaker](#) (S)
[Hospital Administrator](#) (SER)

[Ind./Organizational Psychologist](#) (SEI)
[Insurance Claims Examiner](#) (SIE)
[Librarian](#) (SAI)
[Mail Carrier](#) (SRC)
[Medical Assistant](#) (SCR)
[Medical Record Administrator](#) (SIE)
[Minister](#) (SAI)
[Priest](#)(SAI)
[Rabbi](#)(SAI)
[Nurse/Midwife](#) (SIR)
[Occupational Therapist](#) (SRE)
[Paralegal](#) (SCE)
[Park Naturalist](#) (SEI)
[Personnel Recruiter](#) (SEC)
[Personnel, Training, and Labor Relations Specialist](#)(SEC)
[Physical Therapist](#) (SIE)
[Physical Therapy Aide](#) (SIR)
[Police Officer](#) (SER)
[Preschool Worker](#) (SEA)

[Professional Athlete](#) (SRC)
[Probation and Parole Officer](#) (SIE)

[Public Health Educator](#) (SEA)
[Radiological Technologist](#) (SRI)
[Real Estate Appraiser](#) (SCE)
[Recreation Director](#) (SER)
[Recreational Therapist](#) (SEC)
[Registered Nurse](#) (SIA)
[Relocation Counselor](#) (SAE)
[Retirement Counselor](#) (SAE)
[School Counselor](#) (SAE)
[School Principal-Administrator](#)(SEI)
[Secondary School Teacher](#)(SAE)
[Social Worker](#) (SEA)
[Sociologist](#)(SIA)
[Special Education Teacher](#) (SEC)
[Speech Pathologist](#) (SAI)
[Teacher's Aid](#) (SIC)
[Business Teacher](#)(SAE)
[Ticket Agent](#) (SCE)
[Vocational Agricultural Teacher](#)(SEC)
[Vocational-Rehab. Counselor](#)(SEC)
[X-Ray Technician](#) (SRI)

Enterprising:

[Advertising, marketing, and public relations managers](#) (ESA)
[Advertising Sales Representative](#) (ESR)
[Automobile Sales Worker](#) (ESR)
[Financial Planner](#) (ESR)
[Barber/Hairdresser](#) (ESR)
[Bartender](#) (ERC)
[Benefits Manager](#) (ESA)
[Financial Manager](#) (ESA)
[Buyer](#) (ESA)
[Computer Operator](#) (ESI)
[Cook/Chef](#) (ESR)
[Credit Analyst](#) (EAS)
[Credit Manager](#) (ERS)
[Dental Assistant](#) (E)
[Educational - Training Manager](#) (EIS)
[Educational Administrator](#) (ESA)
[Emergency Medical Technician](#) (ESI)
[Flight Attendant](#) (ESA)
[Food Service Manager](#) (ESI)
[Foreign Service Officer](#) (ESA)
[Funeral Director](#) (ESR)
[Health Services Manager](#) (ECR)
[Hotel Manager](#) (ESR)
[Housekeeper](#) (ESR)
[Industrial Engineer](#) (EIR)
[Insurance Adjuster](#) (ESR)
[Insurance Agent](#) (ECS)
[Interpreter](#) (ESA)
[Journalism](#) (EAS)

[Lawyer/Attorney](#) (ESA)
[Manufacturer's Representative](#) (ESA)
[Office Manager](#) (ESR)
[Public Relations Representative](#) (EAS)
[Real Estate Agent](#) (ESR)
[Restaurant Manager](#) (EAS)
[Retail Sales Person](#) (ESR)
[Retail Store Manager](#) (ESR)
[Sales Manager](#) (ESA)

[Legal Secretary](#) (CSA)
[Library Assistant](#) (CSE)
[Medical Records Technician](#) (CSE)
[Medical Secretary](#) (CES)
[Safety Inspector](#) (RCS)
[Service Station Attendent](#) (CER)
[Tax Consultant](#) (CES)
[Telephone Operator](#) (CSE)
[Typist](#) (CES)

[Sales Representative](#) (ERS)
[Social Service Director](#) (ESA)
[Stockbroker](#) (ESI)
[Tax Accountant](#) (ECS)
[Traffic Clerks](#) (ESC)

[Travel Agent](#) (ECS)
[Urban Planner](#) (ESI)

Conventional:

[Abstractor](#) (CSI)
[Accountant](#) (CSE)
[Accounting Clerk and Bookkeeper](#) (CSR)
[Administrative Assistant](#) (ESC)
[Bank Teller](#) (CSE)
[Budget Analyst](#) (CER)
[Building Inspector](#) (CSE)
[Business Teacher](#) (CSE)
[Cashier](#) (CSE)
[Catalog Librarian](#) (CSE)
[Clerk](#) (CSE)
[Computer Operator](#) (CSR)
[Cost Accountant](#) (CES)
[Court Reporter](#) (CSE)
[Customs Inspector](#) (CEI)
[Data processing worker](#) (CRI)
[Electronic Mail Technician](#) (CSR)
[File Clerk](#) (CSE)
[Financial Analyst](#) (CSI)
[Insurance Adjuster](#) (CSE)
[Insurance Underwriter](#) (CSE)
[Internal Auditor](#) (ICR)
[Key Punch Operator](#) (CSE)
[Kindergarten Teacher](#) (CSE)