

School to Career

12TH EDITION



Brian Hutchison, Ph.D., LPC
Walden University
Minneapolis, Minnesota

Grace W. Wambu, Ed.D., LAC, NCC
New Jersey City University
Jersey City, New Jersey

Katheryne T. Leigh-Osroosh, Ph.D., NCC
University at Buffalo
Buffalo, New York

J.J. Littrell, Ed.D.
Arizona State University
Tempe, Arizona

James H. Lorenz, Ed.D.
Middle Tennessee State University
Murfreesboro, Tennessee

Harry T. Smith, Ed.D.
Tennessee Technological University
Cookeville, Tennessee

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Introduction

As a young adult, an important key to your success will be preparing for the transition from high school to your first career. To help you make this transition, *School to Career* will guide you through essential 21st century life and career skills that you will need after you graduate from high school.

By studying this text, you will learn personal, decision-making, and employability skills that will give you a solid foundation for your future. Skills for success such as teamwork and problem solving, communicating on the job, and leadership are also covered. You will have an opportunity to research and learn about careers to help you define your future goals. As part of the learning process, you will assess your skills and abilities to help make decisions about a career that is a good fit for you. Included in your exploration will be information about college and other postsecondary programs that can help you reach your goals.

About the Authors

Brian Hutchison is core faculty in the School of Counseling at Walden University. Hutchison has worked as a teacher, administrator, and counselor as well as a career and mental health counselor. His focus is on helping students and adults find a career that interests them while helping build a better life. Hutchison received his doctorate and master degrees from Pennsylvania State University and his bachelor degree from Lock Haven University.

Grace W. Wambu is an associate professor of counseling in the Department of Counselor Education at New Jersey City University. Wambu began her career as a high school teacher and school counselor and currently is a counselor educator. She has taught several courses, including career counseling and development. Wambu obtained her doctorate degree from Northern Illinois University. She also obtained a certificate of Graduate Study in Career Development.

Katheryne T. Leigh-Osroosh is an assistant professor of school counseling at University at Buffalo. Her experience in K-12 education included serving as a direct support professional and an elementary school counselor. As a university faculty member, she has taught courses in theory, human development, and learning and instruction. Leigh-Osroosh received her doctorate degree from the University of Missouri-St. Louis. She is also a certified school counselor in New York State.

Joseph J. Littrell, the original author of this text, taught industrial and vocational education to teachers-in-training at Arizona State University. Littrell began his career teaching industrial education in Nebraska and Oregon public schools. Later he taught engineering at the University of Missouri. He earned degrees from Peru State College in Nebraska, the University of Minnesota, and the University of Missouri.

James H. Lorenz is professor emeritus and former chair of the department of engineering technology at Middle Tennessee State University. He taught graduate and undergraduate teacher certification courses and undergraduate drafting courses for over 25 years. Lorenz holds degrees from the University of Wisconsin-Stout, the University of Minnesota, and the University of Georgia.

Harry T. Smith is professor emeritus of curriculum and instruction at Tennessee Technological University. Smith's primary responsibility was teaching instructional media technology and occupational education licensure courses to undergraduate and graduate students in the college of education. Smith holds degrees from Northeast Missouri State University, Central Missouri State University, and Michigan State University.

Reviewers

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Emily Allen

Llano High School
Llano, TX

Terry Aunchman

District School Board of
Pasco County
Land O'Lakes, FL

Cheryl Berryman-Burkett

Hereford High School
Baltimore, MD

Rula Bilbeisi

Hamtramck High School
Hamtramck, MI

Tammy Brinkley

Dawson County Hightower
Academy
Dawsonville, GA

Sharon Burleson Ray

Holly Pond High School
Holly Pond, AL

Regina Butler

Battery Creek High School
Beaufort, SC

Debbie Castles

Stratford High School
Goose Creek, SC

Paula Colvin

Poplar Bluff High School
Poplar Bluff, MO

Andrea Cooper

Riverside High School
Durham, NC

Jane Dill

North Zulch ISD
North Zulch, TX

William Ellis

EduCon, Educational
Consultants
Four Oaks, NC

Rhia Garza

John Jay High School
San Antonio, TX

Kelli Harris

John Horn High School
Mesquite, TX

Ronita Jacobsen

Plainview High School
Plainview, NE

Catina Jones

Durham Public Schools
Durham, NC

Molly D. Kyler

Pioneer Technology Center
Ponca City, OK

Rick Larsen

Flexial Corporation
Cookeville, TN

Dr. Jeraline M. Marsh

School District of Palm Beach
County
West Palm Beach, FL

Barney McClure

Agriculture Teacher's Association
Austin, TX

Amanda Miller

Eldorado High School
Albuquerque, NM

Sharon S. Murphy

Carmel Middle School
Charlotte, NC

Paulette Nadel

Farmingdale State College
Melville, NY

Courtney P. Nelson

Corsicana High School
Corsicana, TX

Christy Norris

Jeff Davis High School
Hazlehurst, GA

Robin Painovich

Career and Technology
Association of Texas
Austin, TX

David Robinson

Riverside High School
Durham, NC

Lori Shaffer

Prairie Heights High School
LaGrange, IN

Marsha Simon

Aldine Senior High School
Houston, TX

Carrie Anne Smith

Lapeer County Ed-Tech Center
Attica, MI

Avil Snow

Heber Springs High School
Heber Springs, AK

Craig Spreiter

Tartan High School
Oakdale, MN

Catherine Summers

Community Schools of
Frankfort
Frankfort, IN

Shirley R. Voran

Dodge City High School
Dodge City, KS

Kristal Young

Gainesville High School
Gainesville, TX

Cynthia Zartuche

San Benito High School
San Benito, TX

Claire Zevnik-Cline

Oklahoma Department of
Career and Technology
Education
Stillwater, OK

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To see how *School to Career* correlates to credentialing and certification standards, visit the Correlations tab at www.g-w.com/school-to-career-2023.

Guided Tour

The instructional design includes student-focused learning tools to help students succeed. This visual guide highlights the features designed for the textbook.

Unit 1 Career Exploration

CHAPTERS

- 1 Making the Transition from School to Career
- 2 Understanding Work-Based Learning
- 3 What Your Employer Expects

Lifespan Plan

Getting Started

How do you meet your long-term goals? It is often easier to imagine where you want to be than to see the steps needed to get there. A lifespan plan is an effective way to set goals and identify the steps you must take to achieve them. Your lifespan consists of the time between birth and death. The lifespan plan you develop throughout this course will have five elements that directly relate to achieving your life goals. The elements are career selection, education and training, skills, financial resources, and lifestyle goals.

Activity

1. The first step in creating your plan is to set goals. Create a list of ten goals you would like to accomplish over your lifetime. Include both short-term and long-term goals. A short-term goal is a goal you want to reach tomorrow, next week, or over the next few months. A long-term goal is a goal that might take a year or more to achieve. These goals will be the purpose of your lifespan plan.
2. Review both your short-term and long-term goals after you read each chapter in this unit.
3. Save your list of goals according to your instructor's specifications.

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Lifespan Plan activities provide a project-based, hands-on learning experience with real-world applications. By completing a Lifespan Plan, you will develop a route to help you achieve your goals.

The **Unit Overview** provides a preview of the unit content.

UNIT OVERVIEW

At this point, no one expects you to make a final decision on one specific career. You still have lots of time. Consider using this time in your life to develop your skills and assess your career interests. The information in this unit will help you do this. In addition, you will learn strategies for researching and finding information about jobs. Of course, once you find a job that interests you, you will need to know what to do to get hired. The employment application and interviewing processes discussed in this unit will help you get the job!

PICTURE SUCCESS

Carmen loves to work on small engines around the house. She has helped her mom fix a lawn mower and blender and has even changed the oil in the family car. Now that it is time to choose a program track at school, Carmen is seriously considering automotive repair. However, she is worried that she may not have the technical skills and abilities to succeed. This makes Carmen question whether this career is a good fit for her.

After speaking with her school counselor, Carmen decides she should talk to some auto repair technicians to find out more about the skills required for this occupation. Carmen's counselor encourages her to prepare a list of questions that will help her learn as much as possible about the field of auto repair. The counselor also provides a list of technicians whom Carmen can contact.

Carmen is able to meet with two auto mechanics at two different shops. Mason works at a local service station making minor car repairs. Shenece engines. Both mechanics answer Carmen's questions and share information about their skills, training, and experiences. Carmen also observes them while working. Afterward, Carmen has a much better understanding of what it will take to become an auto repair technician. Shenece even helps Carmen apply for a summer job in the parts department at the car dealership. Carmen has an interview with the manager next week!

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Picture Success scenarios at the start of each unit illustrate real-world applications of the concepts covered in the chapters.

Chapter 5 Making Career Decisions and Plans

SECTIONS

- 5.1 Career Decisions
- 5.2 Your Career Plan

Reading Prep

The summary at the end of the chapter highlights the most important concepts. Read the summary first. Then, make sure you understand those concepts as you read the chapter.

Introduction

Choosing a career path that will suit you for a lifetime may seem like a tall order right now. However, approaching the different options available to you in a logical way helps in the decision-making process. This may make the task seem less overwhelming.

One of the biggest decisions you will have to make is what career to pursue. The decisions you make every day will have an effect on your ability to reach your career goal. For example, you may choose to take college preparatory classes. You also may choose to do the work required to get good grades in those classes. Those decisions will have a positive impact on your ability to get into a good college.

You should practice making careful choices daily. Consider your opinions as well as the results of your final choice. As you develop decision-making skills, you improve your ability to make wise choices for your future.

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Reading Prep activities incorporate English/Language Arts standards for reading, writing, speaking, and listening.

The **Introduction** provides an overview and preview of the chapter content.

CAREER SNAPSHOT

Dental Hygienist

Responsibilities

A dental hygienist removes soft and hard deposits from teeth, teaches patients how to practice good oral hygiene, and provides other preventive dental care. Dental hygienists also examine patients' teeth and gums, recording the presence of oral diseases or abnormalities. They report their findings to dentists. A dental hygienist must:

- Use hand and rotary instruments and ultrasonic devices to clean and polish teeth, which involves removing tartar, stains, and plaque
- Apply cavity-preventive agents such as fluorides and pit and fissure sealants
- Take, develop, and examine x-rays
- Use models of teeth to explain oral hygiene and perform root planning as a periodontal therapy

Work Environment

Dental hygienists work in an environmentally controlled atmosphere, which is very comfortable and usually relatively quiet. They must wear safety glasses, surgical masks, and gloves to prevent the spread of infectious diseases. They must also take the proper precautions to protect themselves and patients from radiation when taking x-rays. Dental hygienists may find it necessary to calm very apprehensive children, as well as some adults. They may work chair-side with the dentist during treatments.

Education and Skills

- Associate degree in dental hygiene
- License from the state in which they practice, requiring passage of written and clinical exams
- Continuing education to maintain license
- Good dexterity skills
- Strong communication and problem-solving skills

Expected Growth and Pay

- 0% growth in jobs through 2029
- 226,500 employed in the occupation in 2019
- Median annual wage of \$77,090 in 2020

Adapted from the U.S. Bureau of Labor Statistics

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Career Snapshot features present information about potential career opportunities in the Career Clusters. By studying these careers, you can explore career possibilities for your future.

The **Essential Question** at the beginning of each section will engage you as you uncover the important points presented in the content.

Section 4.1 Exploring Who You Are

ESSENTIAL QUESTION
How can a person's values change with age?

LEARNING OBJECTIVES
After completing this section, you will be able to:

- LO 4.1-1** Identify how personal characteristics may influence life choices.
- LO 4.1-2** Explain how your values and ethics influence your behavior.
- LO 4.1-3** Describe the importance of setting goals.

LO 4.1-1 Personal Characteristics
Personal characteristics are the distinguishing features or qualities that make a person unique. Your personal characteristics are a combination of your personality traits, attitudes, and habits. Even your learning style is unique to you. Your personal characteristics make you distinct from everyone else.

Personality is the sum total of the physical, emotional, and social characteristics of a person. Everyone has a personality. Your personality influences the way other people feel about you. It also influences how you make decisions.

Personality Traits
A trait is a distinguishing characteristic or quality. Different careers require different personality traits. That is why you need to consider your personality when establishing your career goals. Suppose a person has a quiet, reserved personality and likes to spend time alone reading. This person probably would not enjoy a career in sales. Success in sales requires an outgoing personality and spending time talking with others. Knowing your personality will make it easier to establish career goals that are comfortable to you. You may be happier if you select a career that suits your personality traits. Figure 4-1 shows a list of personality traits and some career areas that complement each.

Personality Trait	Ideal Career Area
Artistic	Decorating, creative writing, performing
Detail-oriented	Accounting, bookkeeping, engineering
Entreprising	Sales, promotions, demonstrations
Helpful	Food, hotel, and passenger services
Protective	Childcare, law enforcement, emergency services
Questioning	Inspections, research, repair services
Social	Teaching, interviewing, coaching

Figure 4-1
You may be happier if you select a career that suits your personality traits.

Learning Objectives define the goals for learning the section content and align with the main headings in the section.

Terms provide a list of important business and academic terms to create a framework for you to build a personal glossary.

Ethical Leadership features offer insight into ethical issues with which you will be confronted as you prepare for your future.

Ethical Leadership

Character
Knowledge will give you power, but character respects. —Bruce Lee

Your character is what determines the kind of person you are, how you react to situations, and how you live your life. Your character is closely tied to your ethics and moral values. Leaders need to make decisions daily that reflect their character. Character is on display at work and in your everyday life. For example, while checking out at a store, you pay for your purchase with a \$10 bill. The cashier counts out your change based on receiving a \$20 bill instead. The cashier thanks you and turns to the next customer. As a person of good character, you immediately tell the clerk you received too much in change. This is true whether it is a \$100 mistake or a \$1 mistake.

When measuring, it is usually best to measure to the smallest fraction marked on your ruler. Most rulers are divided into sixteenths. Unless you need greater precision, measuring to within 1/16 inch is acceptable.

Remember, too, fractional measurements are always reduced to their lowest terms. For example, a measurement of 12/16 is expressed as 3/4, 4/16 as 1/4, and 2/4 as 1/2. When taking any measurements, follow the advice in the old phrase "measure twice, cut once." It is better to take your time to ensure accuracy rather than act quickly and make a mistake.

Area Measurement
An area measurement is the calculation of the amount of space within the borders of a geometric shape. The area may be a simple as shown in Figure 10-4. You need to take linear measurements carefully to calculate area measurements accurately.

Four-Sided Shapes
A square has four sides, all the same length. A rectangle and a parallelogram have two pairs of sides of different lengths. All three of these shapes use the same formula for measuring area.

If your employer wants you to measure a wall for new wallpaper, you will need to know the total wall area. If the windowless wall is 18 feet wide and 7 feet 6 inches high, the equation is written as:

$$\text{area} = 18 \text{ feet} \times 7.5 \text{ feet} = 135 \text{ square feet}$$

Note: the linear measurement 7 feet 6 inches was converted to the decimal 7.5 to make multiplication easier. Area is always expressed in square units.

Sample Jobs by Educational Requirements

High School Diploma	Associate Degree	Bachelor Degree
Administrative Assistant	Computer Operator	Information Systems Manager
Animal Caretaker/Officer	Veterinary Technician	Park Ranger
Carpenter	Construction Manager	Construction Engineer
Childcare Worker	Preschool Teacher	Elementary School Teacher
Customer Service Representative	Digital Marketing Assistant	Public Relations Manager
Home Health Aide	Registered Nurse	Biomedical Engineer
Meat Cutter	Assistant Chef	Dietician

Figure 1-3
Jobs requiring varying levels of education are found in all career clusters.

Career Exploration
Making a career decision is not always easy because there are hundreds of choices to consider and many strategies you can use. Taking a few career-guidance tests can help you understand different aspects of yourself, including your interests, personality, values, and skills. The results of these tests can be useful in deciding on which career clusters to focus your efforts.

Career Case
Stephanie Wants to Be an Architect

Stephanie was just finishing junior high school and very excited about entering high school the following fall. The high school counselor, Mrs. Walsh, visited Stephanie's school one day to meet with the students. Mrs. Walsh met individually with students to help them decide which courses they would take during their freshman year at North High School.

The counselor suggested that the students take some exploratory classes to help them decide which careers fit their interests. Stephanie said, "Oh, I don't need that. I already know that I want to be an architect. I've loved to draw and design to be an architect since I was young. My dad even built me a miniature house from drawings I made."

The counselor tried to convince Stephanie to at least consider some other areas, but Stephanie stood firm. Mrs. Walsh reluctantly agreed to set up a program of study based on Stephanie's wishes. "We will enroll you in the college-preparatory track with a heavy emphasis on math and sciences," said Mrs. Walsh. "Oh, no!" cried Stephanie. "I hate math, and I'm not very good in science. I don't want to go to college. I just want to get through high school and go to work as soon as possible."

Critical Thinking

1. Do you think Stephanie had a realistic picture of what an architect does?
2. Why would an architect need math and science?
3. Are there occupations in the "Architecture & Construction" career cluster that might not require a lot of math and science?
4. Do you think Stephanie might learn to like math and science by examining how an architect uses those skills?

Career Cases simulate real-world scenarios to give context to issues that arise in the workplace.

Event Prep features focus on preparing you for CTSO competitive events, helping you to succeed in your CTSO and preparing you for your career.

Event Prep

Proper Attire

Some competitive events for Career and Technical Student Organizations (CTSOs) require appropriate business attire from all students and those attending the competition. This requirement is in keeping with the mission of CTSOs: to prepare students for their chosen careers. To make certain the event requirements, complete the following:

1. Visit the organization's website and look for the most current dress code. The dress code requirements are very detailed. A conservative style may be best. Some CTSOs require a chapter blazer be worn when competing.
2. Do a dress rehearsal when practicing for your event. Are you comfortable in the clothes you have chosen? Do you present a professional appearance?
3. In addition to the kinds of clothes you can wear, be sure the clothes are clean and pressed. You do not want to undermine your appearance or event performance with wrinkled clothes that may distract judges.
4. Make sure your overall appearance is neat. Again, you do not want anything about your appearance detracting from your performance.
5. As far in advance of the event as is feasible, share your clothing choice with your organization's sponsor to make sure you are dressed appropriately.

recipient can reach you to follow up as needed. It is good practice to write an important e-mail, save it as a draft, and then go back later to review it before sending.

Social Etiquette
Social etiquette is using good manners to interact with people in person or virtually (for example, in an online meeting). It includes the ways you meet, greet, dine with, have conversations with, and say goodbye to others in a professional setting. As a new employee, it is always good to observe others who are more experienced to learn the expectations. Some common rules for social etiquette include:

- **Make eye contact and smile.** When you first walk into a room and approach others, good eye contact and a smile show you are interested in talking with them.
- **Greet others in an appropriate manner.** For example, for centuries professionals in many Asian countries have been bowing their heads when meeting in person. In many countries, it was common to shake hands when meeting in person. Given the global COVID-19 Pandemic of 2020, it is important to understand the correct norms as well as set your own boundaries for personal safety.

Section 14.1 Understanding Diversity

LEARNING OBJECTIVES
After completing this section, you will be able to:

- LO 14.1-1** Discuss the importance of diversity and cultural identity in the workplace.
- LO 14.1-2** Explain how life roles and values affect behaviors.
- LO 14.1-3** Describe ways to improve cross-cultural communication.

LO 14.1-1 Diversity and Cultural Identity

Most workplaces have some level of diversity, which is a representation of different backgrounds, cultures, or demographics. Diversity involves respecting a person's unique experiences and worldview. Your worldview is how you see and understand the world around you. When diversity is supported, people feel safe to be who they are.

Culture is an important part of diversity. Culture consists of shared beliefs, customs, practices, and social behavior of a particular group or nation. Culture also involves a group's history, religious practices, and language. Culture is passed down through generations, practices, and language. Culture influences that make one person different from another. Culture influences that make one person different from another. Culture influences that make one person different from another. Culture influences that make one person different from another.

Soft Skills

Resilience
Resilience is a person's ability to cope with and recover from change or adversity. Resilient people are able to handle challenges in one aspect of their lives while not letting it affect other aspects. They can bounce back even when they feel as if they have been knocked down. Cultural resilience comes from the strengths tied to the values, traditions, and history of your culture. Your culture may give you some of the tools and knowledge you need to cope with life's challenges.

Go Green features focus on respecting, protecting, and preserving the environment in school and the workplace.

Section 1.1 Importance of Work 9

Big Work Opportunities

Art and Design	Computer and Information Technology	Construction and Infrastructure	Media and Communications	Transportation and Material Moving
<ul style="list-style-type: none"> Graphic designers Musicians Craft and fine artists 	<ul style="list-style-type: none"> Web developers Software and app developers Information technology support Computer programmers 	<ul style="list-style-type: none"> Carpenters Painters Energy workers Construction workers 	<ul style="list-style-type: none"> Technical writers Interpreters and translators Photographers 	<ul style="list-style-type: none"> Delivery drivers for on-demand shopping Diners for ride-sharing apps

Figure 1-1 Gig work is expected to grow in many occupational areas in the next ten years.

to manage your own career and watch for new opportunities. Keep career flexibility in mind as you explore various occupations and careers.

Career Clusters
Thinking about the world of work even five years into the future can be confusing and overwhelming. Luckily, even with all of the changes that can help you determine your best fit.

One of the best ways to learn about careers is by studying career specialties. The clusters are developed by educators, employers, and professional groups. These experts carefully examine what students prepared for college and career success. As changes occur in the workplace, career clusters can also change. Currently, there are 16 career clusters, as shown in Figure 1-2.

Each career cluster shows a grouping of careers and skills required. Career pathways are subgroups within the career clusters that reflect various occupations ranging from entry-level to advanced. Each step forward likely requires additional training and experience.

Go Green

It is important to take time to reflect and assess your current feelings about the "go green" concept. In other words, how do you feel about adopting an environmentally friendly lifestyle by recycling, buying local, reusing, minimizing driving, and so forth? Are you willing to make the extra effort to sort plastics, paper, glass, and metals from your household trash? Are you committed to buying local when possible, and are you really willing to walk or ride a bike when it might be a bit more convenient to drive?


Soft Skills features present essential employability skills to prepare you for the workplace.

Check Your Understanding questions at the end of each chapter section provide an opportunity to review what you have learned before moving on to additional content.

Photos with Critical-Thinking Questions placed throughout the chapters add visual interest and pose questions that help you dig deeper into the chapter concepts.

Section 16.1 Entrepreneurship 379

Entrepreneurs have many options when it comes to choosing a business to start. *Which type of business do you think would be successful in your city?*



Purchasing a Franchise
One type of entrepreneurial opportunity you might explore is a franchise. A franchise is the right to sell another company's product or service in a certain area for profit. Purchasing this right usually costs thousands or even tens of thousands of dollars. Restaurants, convenience stores, and dry cleaners are businesses that are often sold through franchises. The franchisor is the one who sells a franchise. Purchasing a franchise has several advantages and disadvantages, as listed in Figure 16-1.

Purchasing a Franchise: Advantages and Disadvantages

Advantages	Disadvantages
<ul style="list-style-type: none"> You can buy a business with a proven track record of success. You may be granted exclusivity, which means no one else can buy the same franchise in the same area. You will receive business assistance and support from the franchisor. The franchisor may help you find a good location. 	<ul style="list-style-type: none"> Your initial investment can be costly. You likely will have to pay ongoing fees to retain the right to use the company's name. You may be required to follow company guidelines and cannot run the business as you wish. You may have to purchase the franchisor's equipment and products for resale.

Figure 16.1 Consider all the advantages and disadvantages before purchasing a franchise.

Section 1.1 Importance of Work 13

Attending career events at school and listening to guest speakers are activities that can help expand your awareness and understanding of the hundreds of possible careers for you. Speakers can provide practical information on what it takes to enter their fields. Another way to explore the workplace is by participating in field trips to different employers in your community. You can help arrange field trips as part of a class project. Most employers are happy to conduct group tours. **Job shadowing** is following a worker on the job and observing what that job involves. If you know someone who has a job that sounds interesting, ask if it is possible to spend some time with the person at work. The experience may last a few hours or a couple of days. Permission from the employer is always required. Volunteering is another way to learn about work. Animal shelters, recycling centers, and many other nonprofit operations rely on volunteer help. By volunteering, you can observe different types of work while contributing to activities that benefit your community. There are few things more personal than a career decision. What your friends decide should not affect your decision. Your final choice must result in a career that takes full advantage of your unique interests and abilities.

Section 1.1 Review

CHECK YOUR UNDERSTANDING

- Why is work important?
- Explain the difference between an associate degree and a bachelor degree.
- What do occupational trends tell us about jobs?
- Why are career clusters important?
- List two ways to explore career opportunities.

BUILD YOUR VOCABULARY
As you progress through this text, develop a personal glossary of career-related terms and add it to your portfolio. This will help build your vocabulary and prepare you for your career of choice. Write a definition for each of the following terms, and add it to your personal career glossary.

job	career clusters
occupation	career pathway
career	associate degree
occupational trend	bachelor degree
gig economy	job shadowing

Build Your Vocabulary activities review the key terms presented in each section. By completing these activities, you will be able to demonstrate your understanding of vocabulary terms.

Chapter Summary

Section 5.1 Career Decisions

LO 5.1-1 Compare and contrast routine decisions and major decisions.
You make many types of decisions every day. While some decisions are routine and require little thought, major decisions can be difficult to make and may greatly influence your life.

LO 5.1-2 List the seven steps of the decision-making process.
When making any major decision, you can use the decision-making process to help you evaluate your options. By following each step, you can proceed to help you evaluate your options. By following each step, you can determine the best choice and work toward the results you want.

LO 5.1-3 Apply the decision-making process to your personal, work, and consumer decisions.
The decision-making process can be used when making choices about your personal life, work, and consumer choices. Personal decisions may involve your lifestyle and health. Work decisions can affect your job performance. Consumer decisions may involve purchases, budgets, and investments.

Section 5.2 Your Career Plan

LO 5.2-1 Explain the thought process involved in making a career decision.
Your career decision will affect your future. Making a career decision takes careful thought and planning. Both critical thinking and creative thinking can help you fully analyze a career choice.

LO 5.2-2 Discuss the considerations in evaluating a potential career.
You need to evaluate every aspect of a career to see if it meets your expectations, including work hours, work conditions, pay, fringe benefits, opportunities for growth and change, and lifestyle and goals.

LO 5.2-3 Describe how to create a career plan.
A career plan outlines the steps you need to take to attain your chosen career. First, you must recognize what you know about yourself, including your interests, aptitudes, strengths, and weaknesses. Then you must provide specific details that will help you achieve your career goal at every step, including extracurricular activities, work experience, and education requirements.

LO 5.2-4 Identify the purpose of a career ladder.
A career ladder offers a logical progression from one level to the next along a specific career path. Often, you will start in an entry-level job and be promoted to an advanced-level job.

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The **Chapter Summary** presents key chapter concepts tied to each learning objective for quick review.

Teamwork activities encourage a collaborative experience to help you learn how to interact with other students in a productive manner.

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8. Select a position for which you would be interested in applying. Create a list of ten questions to ask during the interview. Then come to class the next day dressed for an interview for that position. Explain why your appearance would be considered appropriate for the interview. What impression might your attire have on the interviewer? Finally, write a thank-you letter as a way to follow up with the interviewer.

9. With a teammate, discuss factors that would influence your decision to accept a job. Rank these factors in the order of importance. Identify those factors you might consider negotiable or unimportant to your decision.

10. You have been offered the position of regional sales representative for the National Gumbo Distributor Company. Write a letter of intent informing the national sales manager you will accept the position.

Teamwork

Role-play and video-record a mock interview for the job of your dreams. One person on the team serves as the potential employer, and one person serves as the person being interviewed. Before the interview, record important information on note cards. List three questions to ask the interviewer. List five questions that the interviewer is likely to ask the interviewee. After the interview is complete, switch roles. View and discuss the interviews in class.

College and Career Readiness Activities

Speaking. The way you communicate with friends and family is different than the way you should communicate in a business setting. With the person next to you, take turns relating three things each of you does well. Consider if the three things you shared would be the same three things you would share with a prospective employer. Explain why they would be the same and why they might be different.

Reading. Locate two different articles related to preemployment psychological tests, such as a personality test. Read the articles closely. List three facts you were able to learn from the articles. Then list three inferences you were able to draw from them. What evidence in the text supports your inferences?

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College and Career Readiness Activities provide ways for you to demonstrate the literacy and career readiness skills you have mastered.

Apply Your Knowledge activities challenge you to relate what you learned in the chapter with your own ideas, experiences, and goals.

Review Your Knowledge questions cover the basic concepts presented in the chapter so you can evaluate your understanding of the material.

Chapter 1 Making the Transition from School to Career 19

Review Your Knowledge

1. Explain why most people work.
2. Compare and contrast the terms job, occupation, and career.
3. What is required in order to make a good career decision?
4. Why should a person study career clusters?
5. How does a career cluster differ from a career pathway?
6. List two ways students can gain actual exposure to the workplace other than holding a job.
7. Why are 21st century skills important in the workplace?
8. Why are technical skills considered essential by employers?
9. Why is a beneficial to have transferable skills?
10. Give examples of soft skills that can help you succeed on the job.

Apply Your Knowledge

1. Interview at least five people in different occupations to determine why they work. Try to identify specific reasons. Think about them if they enjoy and why people work, is there a relationship between work satisfaction they do and how much they enjoy it? Summarize your findings in a one-page paper.
2. Investigate volunteer opportunities in your community. Report on one that appeals to you. Identify how the volunteer activity contributes to preparing individuals for a future job.
3. Which do you see more often—people treating work as a problem or as an opportunity? Discuss what may inspire workers to view work as fun and exciting.
4. Select a career cluster that is of interest to you. Analyze the future employment outlook for the careers in that cluster. Summarize what new facts you learned during your search. Did your research help you move closer to making a career decision?
5. Think of a job in which you might be interested. Arrange to spend a few hours visiting a company and observing a person who does that type of work. You may want to ask your teacher to help you arrange the visit. Prepare a list of questions you want answered or things you want to see before you visit. Share your experience in a written oral report to your class.
6. Consider career options for your future. List three jobs you might want to have as an adult. Using a three-column chart, make a list of five things that you must do in the next two years to prepare yourself for each job.
7. Review Figure 1-1 in this chapter. From the information provided, what experience growth in the future? Which jobs, if any, do you think will be in less demand? What do you think will account for the growth or lack of growth?

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Apply Your Technology Skills activities include downloadable files that provide opportunities to engage with technology and the text material.

Chapter 17 Understanding Your Money 435

Apply Your Technology Skills

Access the G-W Learning companion website for this text at www.g-wlearning.com/careereducation/72338. Download each activity file for this chapter. Follow the instructions to complete an activity to practice what you have learned.

Activity File 17-1 Computing Tax Return Options

Activity File 17-2 Comparing Tax Return Software

Activity File 17-3 Maintaining a Checking Account Register

College and Career Readiness Portfolio

When you apply for a job, a volunteer position, or admission to a college, you may be asked to complete an application. An application is a form or document used to request admission, membership, or hiring. The length of an application varies, but all applications require specific information from the applicant. For example, an application will have spaces for you to enter your name, address, phone number, and other contact data. Spaces for your education, skills, and work history are also typically included. Always be honest when completing an application. Do not give false information or overstate your skills or experience.

You may be asked to complete the application while at the business. This means you will have to fill it out by hand. Completing an application by application electronically by keying information into a form in a program such as Microsoft Word or Adobe Acrobat. Another way to complete an application online is to key data into fields on a screen of a website. When business.

1. Download an application from the Internet or obtain one from another source. Practice completing the application by hand. Your goal is for the application to be complete and accurate. It should also have a clean, neat appearance.
2. Locate another application on the Internet for a job, college, or volunteer service. Practice completing the form online, but stop there. DO NOT submit the form since this is only a practice activity. If possible, print the completed form.
3. Place the application completed by hand in the container for your print portfolio.
4. Save or scan the application completed online for your e-portfolio.

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College and Career Readiness Portfolio activities provide guidance to create a personal portfolio for use when exploring volunteer, education and training, and career opportunities.

TOOLS FOR STUDENT AND INSTRUCTOR SUCCESS

Student Tools

Student Text

School to Career is a contemporary text that presents the skills for success that are vitally important in today's workplace. The basics of career exploration are introduced in an easy-to-understand manner, which helps students make connections to the concepts.

By studying this text, students will learn personal, decision-making, and employability skills that will help create a foundation for independence. Students will learn how to become valuable employees and responsible citizens. Personal financial management information is also presented to help students become knowledgeable consumers and financially literate individuals.



Workbook

The workbook that accompanies *School to Career* includes instructor-created activities to help students recall, review, and apply concepts introduced in the book.

Online Learning Suite

The Online Learning Suite provides the foundation of instruction and learning for digital and blended classrooms. An easy-to-manage shared classroom subscription makes it a hassle-free solution for both students and instructors. An online student text and workbook, along with rich supplemental content, brings digital learning to the classroom. All instructional materials are found on a convenient online bookshelf and are accessible at home, at school, or on the go.

Online Learning Suite/Student Text Bundle

Looking for a blended solution? Goodheart-Willcox offers the Online Learning Suite bundled with the printed text in one easy-to-access package. Students have the flexibility to use the printed text, the Online Learning Suite, or a combination of both components to meet their individual learning styles. The convenient packaging makes managing and accessing content easy and efficient.



Instructor Tools

LMS Integration

Integrate Goodheart-Willcox content within your Learning Management System for a seamless user experience for both you and your students. LMS-ready content in Common Cartridge® format facilitates single sign-on integration and gives you control of student enrollment and data. With a Common Cartridge integration, you can access the LMS features and tools you are accustomed to using and G-W course resources in one convenient location—your LMS.

To provide a complete learning package for you and your students, G-W Common Cartridge includes the Online Learning Suite and Online Instructor Resources. When you incorporate G-W content into your courses via Common Cartridge, you have the flexibility to customize and structure the content to meet the educational needs of your students. You may also choose to add your own content to the course.

QTI® question banks are available within the Online Instructor Resources for import into your LMS. These prebuilt assessments help you measure student knowledge and track results in your LMS gradebook. Questions and tests can be customized to meet your assessment needs.

Online Instructor Resources (OIR)

Online Instructor Resources provide all the support needed to make preparation and classroom instruction easier than ever. Available in one accessible location, the OIR includes Instructor Resources, Instructor's Presentations for PowerPoint®, and Assessment Software with Question Banks. The OIR is available as a subscription and can be accessed at school, at home, or on the go.

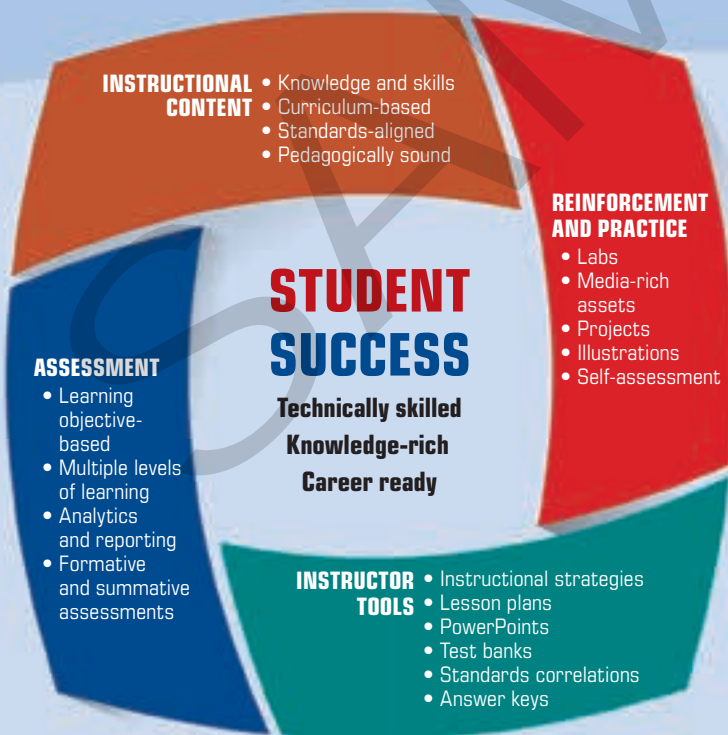


Instructor Resources One resource provides instructors with time-saving preparation tools such as answer keys, editable lesson plans, and other teaching aids.

Instructor's Presentations for PowerPoint® These fully customizable, richly illustrated slides help you teach and visually reinforce the key concepts from each chapter.

Assessment Software with Question Banks Administer and manage assessments to meet your classroom needs. The question banks that accompany this textbook include hundreds of matching, true/false, completion, multiple choice, and short answer questions to assess student knowledge of the content in each chapter. Using the assessment software simplifies the process of creating, managing, administering, and grading tests. You can have the software generate a test for you with randomly selected questions. You may also choose specific questions from the question banks and, if you wish, add your own questions to create customized tests to meet your classroom needs.

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