CHAPTER 1

Making the Transition from School to Career

Activity 1.1

Getting to Know Your Classmates

Interview someone in your class. Find the answers to the following questions and ask two questions of your own. Use the information to prepare an introduction that mentions five interesting facts about the person.

1. Name of classmate: _____

2. At what grade level are you? _____

3. How long have you been a student at this school? _____

4. What other schools have you attended? _____

5. Why did you choose to take this class? _____

6. Are you presently employed? _____

   If so, where? _____

   A. How long have you worked there? _____

   B. What other employment or volunteer work have you done? _____

   _____

   C. How did you obtain your employment or volunteer work? _____

   _____

7. Do you have any hobbies or sports interests? _____

   _____

8. What do you do in your spare time? _____

   _____

9. What extracurricular activities were you involved in last year? _____

   _____

   Explain why you *were* or *were not* involved. _____

   _____

10. What extracurricular activities do you plan to pursue this school year? _____

    _____

11. What was your favorite movie in the past year? _____

    _____

12. What was the most meaningful event for you this past year? _____
   _____

13. What do you plan to do after graduation? _____
   _____

14. What are your parents' or guardians' occupations? Briefly describe their jobs.

   _____

   _____

   _____

15. List three adjectives to describe yourself:

   A. _____

   B. _____

   C. _____

16. Finish the following sentence: If I had my choice, I'd take a job in _____

   because _____

   _____

17. Who has influenced you most and in what ways? _____

   _____

   _____

18. Which two places would you like to visit? _____

   _____

   _____

19. What future trends do you think will impact your generation the most?

   _____

   _____

   _____

20. Write two additional questions here along with your classmate's responses.

   Question 1: _____

   Response: _____

   _____

   _____

   Question 2: _____

   Response: _____

   _____

   _____

▰ Activity 1.2

Exploring Occupations in the Gig Economy

Explore a gig economy occupation that interests you. Answer the following questions using information that you already know or supplement it with information from additional resources (examples: career books, interviews, and online research).

1. Occupation: _____

2. What are the entry-level requirements and education for this occupation? _____
_____
_____

3. What technology skills are required for this occupation? _____
_____
_____

4. What beginning wage would you expect to earn with this occupation? _____
_____

5. Can you make a living from this occupation? _____

   Explain why or why not. _____
   _____
   _____

6. Could this occupation be full-time? _____

   Explain why or why not. _____
   _____
   _____

7. Could this occupation be a part-time job or a second job? _____

   Explain why or why not. _____
   _____
   _____

8. Does this occupation require flexible hours or set hours? _____

   Explain. _____
   _____
   _____

9. What is the growth potential for this occupation? _____

   Explain. _____

   _____

   _____

10. What are two advantages of working in a gig economy occupation? _____

   _____

   _____

   _____

   _____

11. What are two disadvantages of working in a gig economy occupation? _____

   _____

   _____

   _____

   _____

■■■■ Activity 1.3

Exploring a Career Cluster

Explore one of the career clusters that interests you. Answer the questions that follow using information that you already know about this career cluster or supplement it with information from additional resources (examples: career books, interviews, online research).

1. Career cluster: _____

2. What are some of the occupations in this career cluster? _____
   _____
   _____

3. What are the future trends for this career cluster? _____
   _____
   _____

4. What are some of the benefits (pros) of working in an occupation in this career cluster?
   _____
   _____
   _____

5. What are some of the drawbacks (cons) of working in an occupation in this career cluster?
   _____
   _____

6. Select one career occupation from the career cluster you have chosen and supply the following information:

   A. Occupation: _____

   B. Entry-level educational requirements: _____
   _____

   C. Hourly wage for entry level: _____

   Midrange wage: _____

   Top wage: _____

   D. Specific skills/training needed: _____
   _____

   E. Technology skills needed: _____
   _____

   F. Personal skills needed: _____
   _____

   G. Interpersonal skills needed: _____
   _____

Activity 1.4

The Benefits of School-to-Career Programs

Alecia graduated from East High School in June. The week after graduation, Alecia was employed in a full-time job that offered an opportunity for advancement. She wrote the following letter to her former school-to-career coordinator. Read Alecia's letter and answer the questions that follow.

612 W. Maple Drive
Newland, AZ 85011
June 20, 20XX

Dear Mr. Hudson:

It's only one week after graduation, and I have some good news to share with you. I already have a job as a technician at the Edison Electronic Company! My new manager, Enrique Hendricks, was glad to get someone with my skills and work experience. It's a great job, and I even have a chance to be promoted if I get more training and do well on the job.

Actually, the reason I'm writing is to let you know that your Industrial Cooperative Education class helped me get the job. Your class meant a great deal to me. It gave me a chance to work in industrial electronics during my senior year. I appreciate the opportunity to obtain the industry certification needed for this position while in high school.

I remember you told us that most adults spend much of their lives working. That made me realize a person's work should be a good experience. For that reason, I wanted to get some work experience before graduating from high school. I also wanted to find out if I would like electronics work. By participating in the school-to-career program, I found that I enjoyed the work very much. The work experience gave me a chance to apply some of the skills I learned in your electronics classes. By listening and learning on the job, I also gained new skills. Of course, earning a paycheck was nice too!

That school-to-career experience was important for another reason—it gave me the feeling of being an important part of the workforce. I felt I was treated not just as a student, but also as an adult with a job that mattered. I was able to work as part of a team with my supervisors and coworkers.

I know my on-the-job experience in high school persuaded my current employer to hire me over other job applicants. I also know that my school-to-career experience will help me advance in the future. Thank you for helping me.

Sincerely,

Alecia McDaniel

1. Why did Alecia write to Mr. Hudson? _____

   _____

   _____

2. What high school subject did Mr. Hudson teach Alecia? _____

   _____

3. For what reason did Alecia want to participate in the school-to-career program?

_____

_____

_____

4. Did Alecia earn money during her school-to-career experience? _____

5. Why did Alecia feel adult-like in her school-to-career program? _____

_____

_____

6. List five benefits Alecia received from her on-the-job experience.

_____

_____

_____

_____

_____

7. Imagine you are Alecia's current employer and need one more entry-level employee. Write an e-mail to Mr. Hudson requesting referrals of other former students who would be interested in applying for a technical position. Share your expectations of the entry-level skills you are seeking.

To: _____

From: _____

Subject: _____

Message: _____

_____

_____

_____

_____

_____

_____

Activity 1.5

What Are Your Workplace Skills?

Review the knowledge and skills listed and rate your workplace readiness by entering one of the following ratings for each item: Very Good, Good, Fair, Poor, *or* Need to Gain. *Then answer the questions that follow.*

Workplace Skills

Academic Foundations

A. Read and comprehend written material.

_____

B. Compose neatly and accurately written messages.

_____

C. Calculate a percentage discount on an item.

_____

D. Apply basic measurement methods.

_____

E. Correctly demonstrate common lab or workshop procedures.

_____

Communication

A. Make oral presentations well.

_____

B. Write an effective letter and e-mail.

_____

C. Listen to instructions to complete a new task.

_____

D. Use nonverbal communication well.

_____

E. Summarize complex facts into charts and diagrams.

_____

Problem Solving and Critical Thinking

A. Prioritize work assignments.

_____

B. Apply established procedures to new projects.

_____

C. Identify problems and form possible answers.

_____

D. Compare and evaluate alternative solutions.

_____

E. Form new, creative approaches to challenges.

_____

Information Technology Applications

A. Use technology to create various documents and diagrams.

_____

B. Research and collect data from reliable Internet sources.

_____

C. Organize, maintain, and transfer computer files correctly.

_____

D. Use word processing software to create documents with no errors.

_____

E. Use presentation software for effective communication.

_____

F. Use spreadsheet and database applications correctly.

_____

Systems

A. Explain and draw an organizational chart.

_____

B. Diagram the steps of a problem's possible solutions.

_____

C. Monitor, correct, and improve your work performance.

_____

D. Break down a complex task into component parts.

_____

E. Understand roles within teams and work units.

_____

Safety, Health, and Environment

A. Know and follow all safety rules.

_____

B. Wear personal protective equipment.

_____

C. Identify common safety hazards and emergency procedures they require.

_____

D. Identify personal behaviors that are unsafe.

_____

E. Educate others about health and safety awareness.

_____

Leadership and Teamwork

A. Contribute to positive group efforts.

_____

B. Teach others new work skills.

_____

C. Eliminate barriers in work relationships.

_____

D. Negotiate to gain an agreement.

_____

E. Work well with others from different cultures.

_____

Ethics and Legal Responsibilities

A. Distinguish between ethical and unethical conduct at work.

_____

B. Explain plagiarism.

_____

C. Identify when permission is needed before certain information is used.

_____

D. Name the laws that regulate your workplace.

_____

E. Identify situations that may pose legal problems.

_____

Employability and Career Development

A. Develop a career plan.

_____

B. Know and understand the value of transferable skills.

_____

C. Explain the qualifications needed before entering the career of your choice.

_____

D. Identify the importance of workplace dress and appearance standards.

_____

E. Explain what you must do to get a promotion.

_____

Technical Skills

    A. Judge the best procedures, tools, or machines to use.

_____

    B. Examine new technology's impact on your work.

_____

    C. Operate equipment according to guidelines.

_____

    D. Identify reasons for wrong results when using tools or machines.

_____

    E. Follow maintenance procedures to prevent failures.

_____

1. How can you improve the *Fair* or *Poor* skills you identified?

_____

_____

_____

_____

_____

2. How can you acquire the skills you do *not* possess?

_____

_____

_____

_____

_____

3. How will your skills influence your career choice?

_____

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Notes

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