Introduction

As a student, an important key to your success will be preparing for the transition from middle school to high school to your career. *Discovering Careers* is designed to introduce you to the 21st century career skills you will need to succeed in school, on the job, and in your personal life. It will serve as a guide as you prepare for a career and become a productive member of the workforce.

As you begin your career journey, it is important to be aware of the important changes taking place in today's workplace, such as technology advancements, changing workplace environments, new methods of communication, and globalization. You will learn how these changes in the workplace may affect you.

Success in a career begins with an understanding of yourself, including your traits, interests, and strengths. As you study this text, you will learn more about yourself, which will help you define the type of work that is a good fit for you. Finding work that you enjoy can lead to a satisfying and successful career.

Once you know what type of work you are interested in pursuing, you are ready to begin exploring job options. The text covers a variety of career opportunities available to you and explains how to explore them. You will learn how to find work suitable for your skills, personality, and values. Different ways to meet education and training needs will also be identified. In addition, you will learn 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 covered. By studying this text, you will gain the knowledge needed to become successful at work, advance in your career, and succeed in your personal life.

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About the Authors

Dr. Candy Ho is an international award-winning career development educator and scholar whose expertise has been recognized through keynotes, media appearances, and consulting work. She currently serves as the Chancellor's Chair and faculty member in Educational Studies at Kwantlen Polytechnic University, where she integrates sustainability and career development in teaching and research. Candy also teaches in the Career Development Practitioner Program at Douglas College and serves as Past Chair of CERIC, a national organization advancing career development in Canada. Prior to becoming a faculty member, Candy has worked extensively in university student affairs in areas such as first year experience and student transition, campus and residence life, career and volunteer services, cooperative education, academic advising, and university advancement. Committed to global engagement, Candy advocates for inclusive, future-focused career practices and regularly contributes to national strategies, international conferences, and scholarly publications.

John A. Wanat was the former executive director of the Monmouth County Division on Aging, Disabilities, and Veterans' Interment and author of numerous textbooks, articles, and audiovisual materials. He managed several New Jersey State Department of Education bureaus. John's career included coordinating degree and nondegree programs for the Center for Occupational Education at Jersey City State College. He also served as vice president of a security training institute, director of an adult learning center, and publisher/editor of two national education magazines.

E. Weston Pfeiffer provided consulting services to major corporations, the World Bank, and numerous education agencies. Wes taught at the secondary and postsecondary levels of education. He joined the New Jersey Department of Education's Division of Vocational Education as the state supervisor of cooperative industrial education, lead program specialist for trade and industrial education, and state director for apprenticeship training. His career led him to serving as an advisor for the U.S. Department of Labor on technical and vocational training programs in Saudi Arabia and Europe.

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New to This Edition

The 11th edition of *Discovering Careers* has been updated with both the student and instructor in mind. Overarching changes in this edition include the following:

- Modernized National Career Clusters® Framework offers exposure to a wide variety of career fields.
- *Career Snapshot* feature in each chapter presents information about potential career opportunities.
- Over 300 new application-centric questions added at the lesson and chapter levels.
- Lesson and chapter assessments address all levels of Bloom's Taxonomy.
- Unit-opener vignette, *Roadmap to Success*, illustrates real-world applications of chapter concepts.
- Project-based activity, *Classroom to Careers*, at the end of each chapter, provides additional opportunities for career development.
- New *21st Century Career Skills* and *Trend Alert* features spark classroom discussion.
- Animations library and student activities provide more opportunities to explore topics and extend learning (available as part of the digital package).
- Enhanced instructor resources, including Lesson Plans and Presentations for PowerPoint®, supplement classroom instruction and student learning.

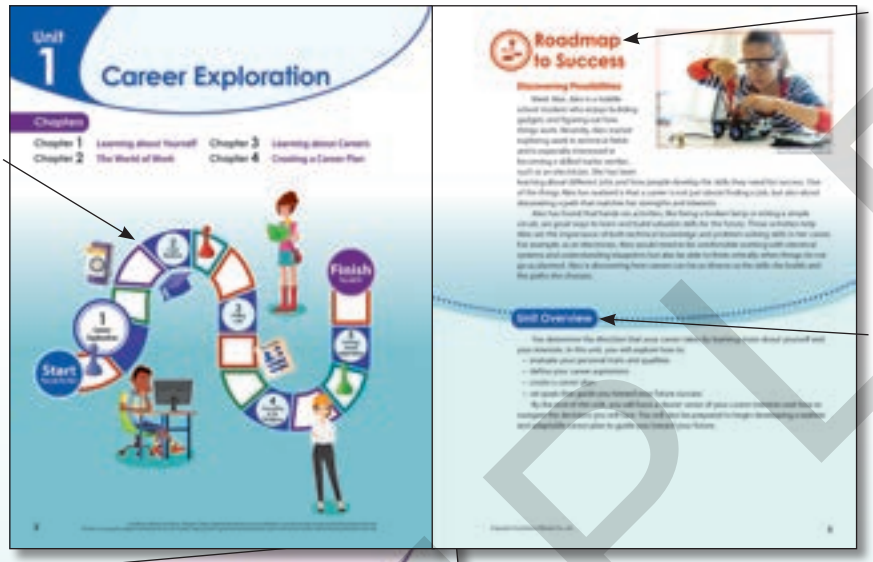
In addition to the changes described above, all text and figures have been revised for currency and relevancy. The chapters have been reorganized for a more logical flow, now emphasizing the importance of exploring personal traits, interests, and strengths in the very first chapter. A new, colorful design with more engaging visuals helps bring the concepts to life. Key revisions include the following:

- Chapter 1: Added a new lesson about real-world settings, real-world applications, and personal success.
- Chapter 4: Introduced the new Career Clusters Framework, describing the 14 newly named clusters and the sub-clusters within each one.
- Chapter 5: Introduced and explained the concept of transferable skills.
- Chapter 10: Added virtual interview tips, expanded the coverage on interview questions, and added a new section about interview formats.
- Chapter 11: Streamlined and merged content about workplace expectations and workplace success, formerly covered in Chapters 9 and 16 of the previous edition, to remove redundancy. In addition, revamped the discussion about productive workplace relationships.
- Chapter 12: Streamlined and merged content about workplace laws, formerly covered in Chapters 10 and 16 of the previous edition, to keep coverage in a single chapter.
- Chapter 14: Expanded coverage of artificial intelligence and added a new discussion about virtual collaboration tools.

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Guided Tour

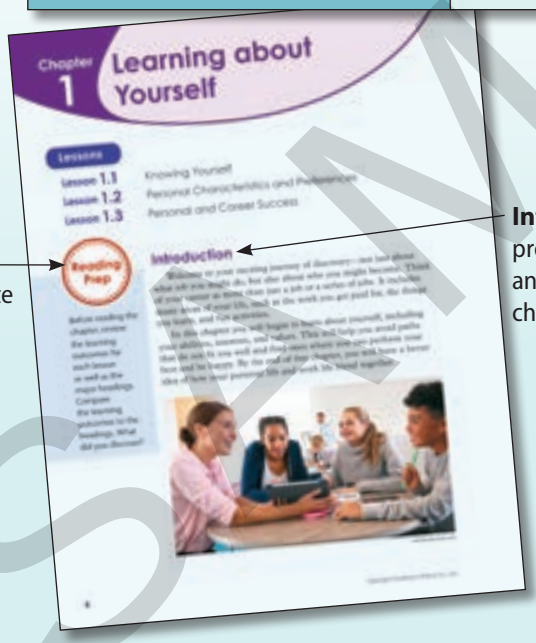
The instructional design includes student-focused learning tools to help students succeed. This visual guide highlights the features designed for the textbook.



NEW! Unit-Opener Graphic shows new sequence of units that logically guide you through your career journey and beyond.

NEW! Roadmap to Success unit-opener vignette includes real-world applications of chapter concepts to help you envision your own path to career discovery.

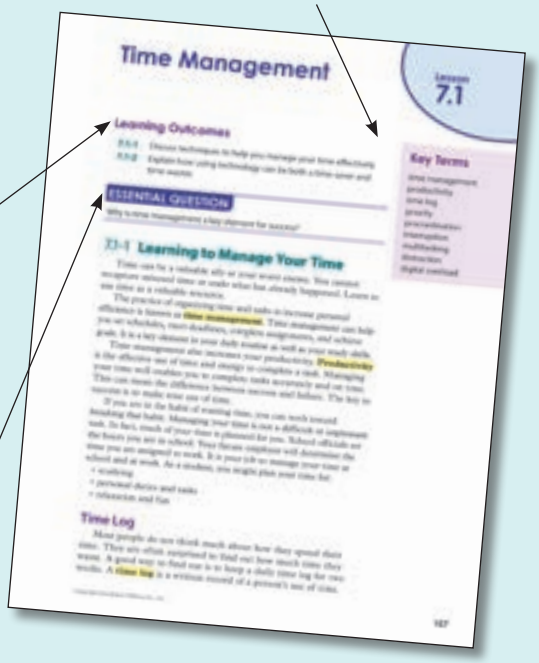
Unit Overview provides a preview of the unit content.



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

Introduction provides an overview and preview of the chapter content.

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



Learning Outcomes clearly identify the knowledge and skills to be obtained when the chapter is completed. These outcomes are aligned with the main headings in each lesson and correlated to related assessment elements to facilitate reporting and remediation.

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

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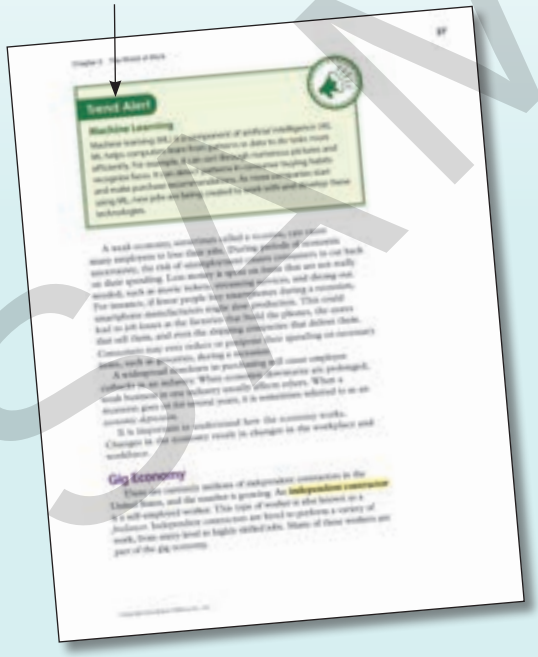
NEW! 21st Century Career Skills features present essential employability skills to prepare you for the workplace.



NEW! Career Snapshot features present information about potential career opportunities within the career clusters. By studying these careers, you can explore career opportunities for your future.



NEW! Trend Alert features spotlight business, technology, and career trends.

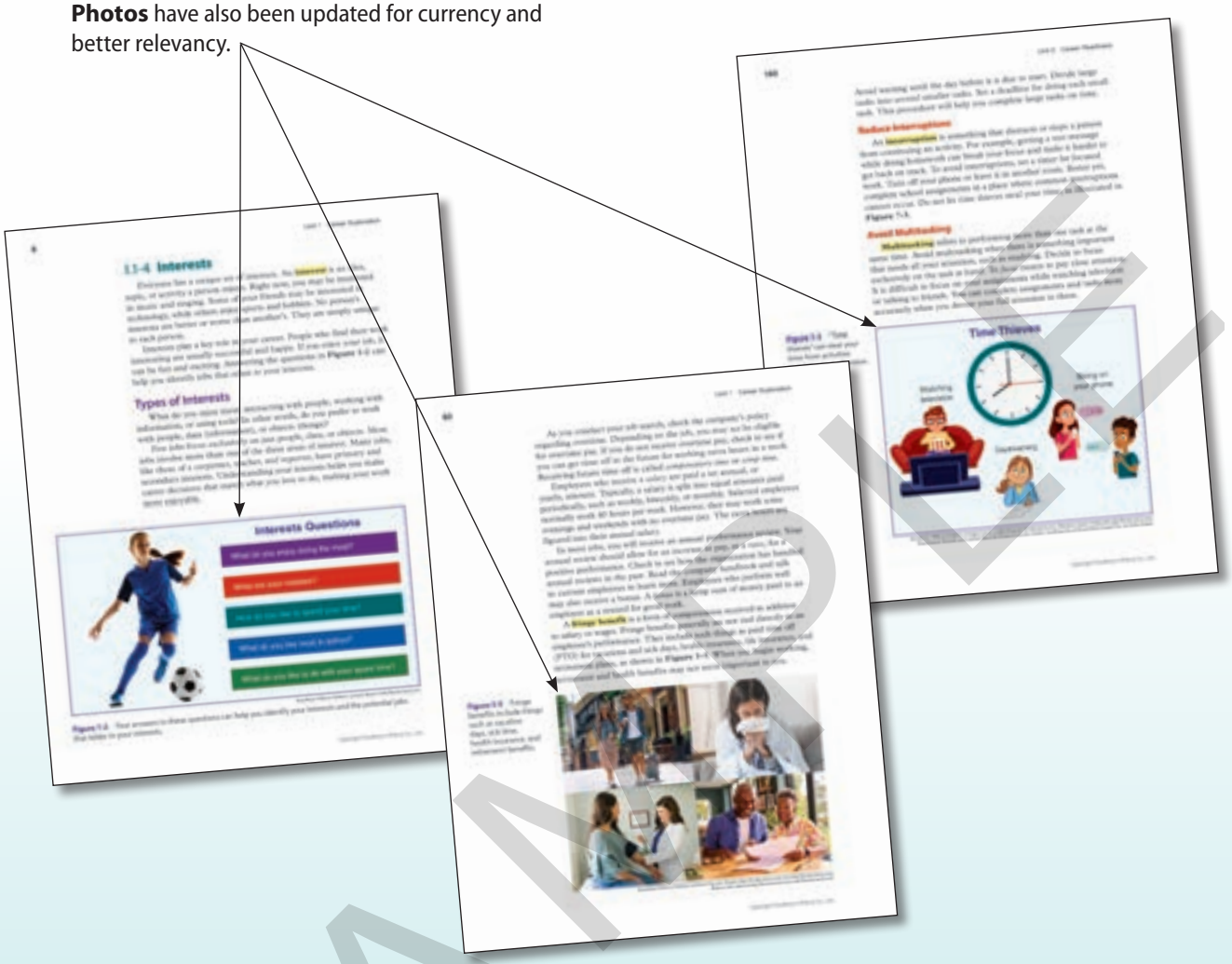


Ethics features offer insight into ethical issues and decisions that you may confront as you prepare for your future.



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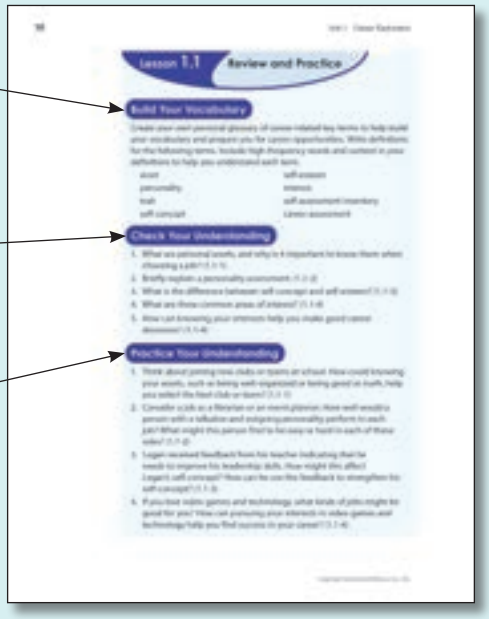
Illustrations have been designed to clearly and simply communicate the specific topic. Many Illustrations have been replaced and updated for this edition. **Photos** have also been updated for currency and better relevancy.



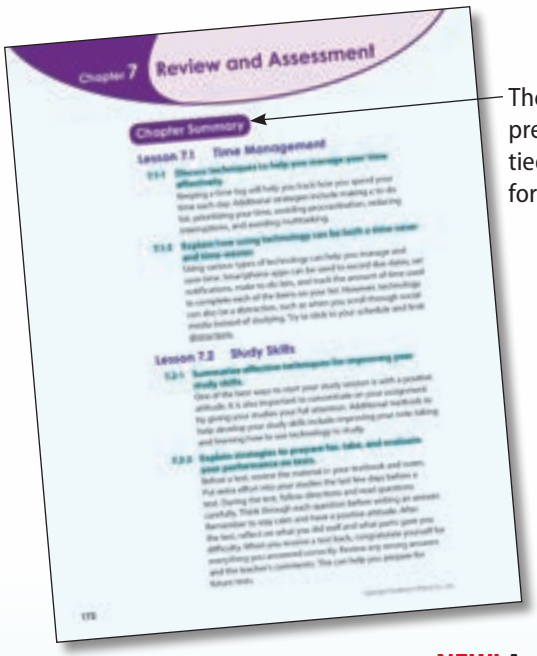
Build Your Vocabulary activities review the key terms presented in each lesson. By completing these activities, you will be able to demonstrate your understanding of vocabulary terms.

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

NEW! Practice Your Understanding activities allow you to apply concepts discussed in each lesson in a real and meaningful way.

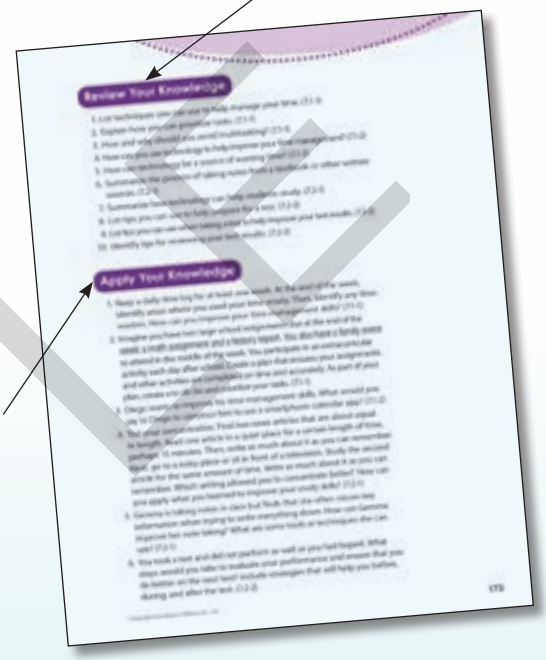


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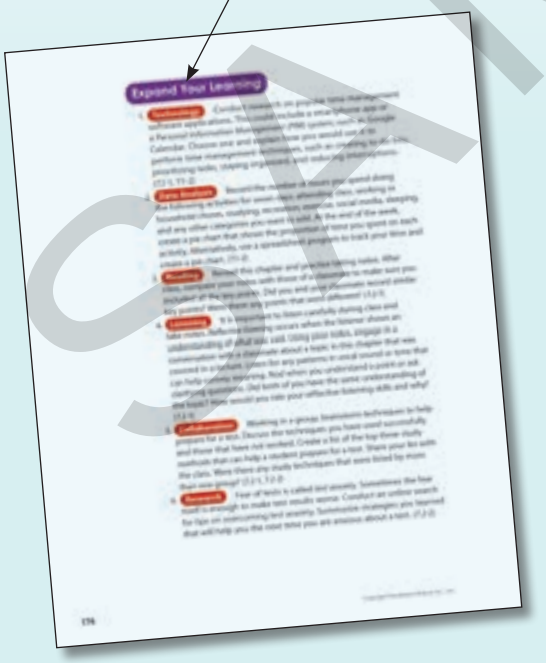
The **Chapter Summary** presents key chapter concepts tied to each learning outcome for quick review.

Review Your Knowledge questions allow you to demonstrate knowledge, identification, and comprehension of chapter material.

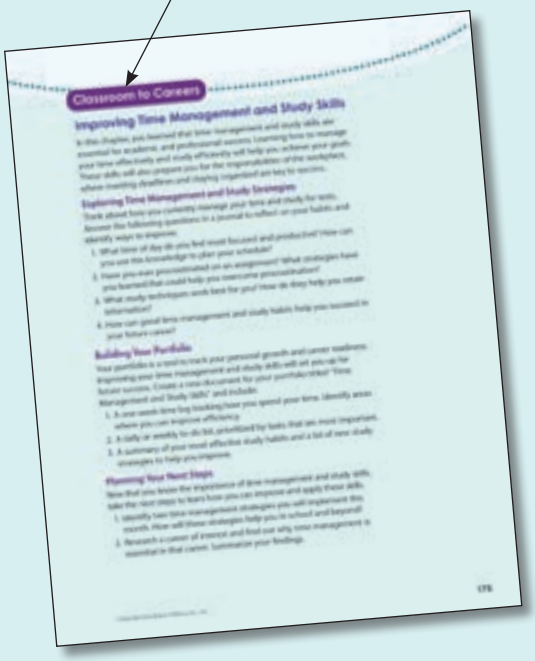


NEW! Apply Your Knowledge questions challenge you to relate what you learned in the chapter, often through scenarios or other real-world applications.

NEW! Expand Your Learning activities allow you to apply specific skills that are crucial for success in the workplace.



NEW! Classroom to Careers is a project-based activity at the end of each chapter that provides the opportunity to further explore chapter concepts, build a portfolio, and plan the next steps of career development.



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TOOLS FOR STUDENT AND INSTRUCTOR SUCCESS

Student Tools

Student Text



Available in print and digital, *Discovering Careers* is a comprehensive text that focuses on 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.

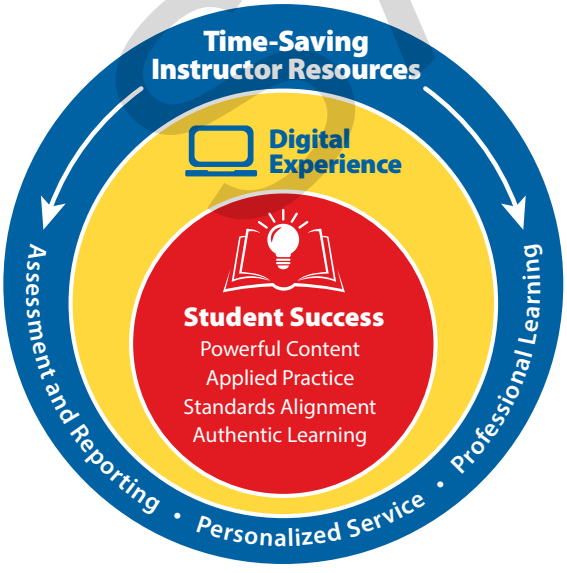
G-W Digital Companion

E-flash cards and vocabulary exercises allow interaction with content to create opportunities to master terminology.

EduHub LMS-Ready Content

- Students will enjoy intuitive digital resources in your school's preferred platform.
- The digital platform encourages application and discovery.

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Instructor Tools

LMS Integration

Integrate EduHub LMS-Ready Content into your preferred platform for a seamless user experience for both you and your students.

A Complete Teaching and Learning Package

- The Online Textbook builds student knowledge and allows students to learn on the go.
- Activities available as part of the digital package help reinforce concepts through practice. There are two activities per lesson: One helps students explore the concepts presented in the lesson, and the other elaborates on concepts or extends student learning.
- Animations and drill and practice activities help your students remain engaged and learn effectively.
- G-W Assessment provides easy access to assignments, tests and quizzes, instant feedback, and grades.

Online Instructor Resources

- Tap into time-saving preparation tools: answer keys, editable lesson plans, and other teaching aids.
- Take advantage of Instructor's Presentations for PowerPoint® with fully customizable, richly illustrated slides that help you teach and visually reinforce the key concepts from each chapter.
- Easily create, customize, edit, and print prebuilt questions and tests using G-W Assessment, our cloud-based platform. No more downloads, uploads, or imports needed! Student assessments are auto graded and flow automatically into your gradebook when you integrate with your LMS.

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See www.g-w.com/discovering-careers-2027 for a list of all available formats.

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