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Begin to Organize Career Information



TRANSITION OBJECTIVE

Students will learn a process to organize information that will support a future career decision.

RELEVANCE TO SUCCESSFUL TRANSITION

To make an informed decision about a career, students need information about themselves. If this information is organized and gathered in a systematic manner, it becomes the foundation for a meaningful and realistic decision.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

Deciding on a career is easy if . . .

❑ STEP 2: Convene Roundtable

"Facing the future is ____."

❑ STEP 3: Advance Organizer

"Today you will learn the kind of information you will need to make a career decision and how to organize that information."

determine or validate their career goal. They will be involved in a wide variety of activities that will provide useful information. To help organize this information, students should complete the **Personal Career Profile**. Each section of the profile corresponds to a lesson in Unit 3 and provides an organized summary of the student's values, strengths, learning style, preferences, abilities, accommodations and career interests.

Have students complete page one of the **Personal Career Profile**. Using a screen image, go over the information they need to complete this page. Provide support to students who may have difficulty completing this form.

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PERSONAL MANAGEMENT: Unit 2
LESSON 2

Personal Career Profile

Personal Information

Name: _____ Date: _____

Birthdate: _____ Age: _____ SS #: _____

Address: _____

Phone: _____

Parent Name: _____ Phone: _____

Address: _____

Relative or friend who does not live with you:

Name: _____ Phone: _____

Address: _____

School Information

Teacher: _____ Phone: _____

School: _____ District: _____

Address: _____

Grades Completed (circle): 7 8 9 10 11 12

Vocational Training: _____

Graduation Date: _____ Grade: _____ Certificate: ☐ Yes ☐ No

Personal documents

☐ Birth Certificate

☐ Driver's License

☐ Official (State) Picture ID

☐ School Picture ID

☐ Social Security Card

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❑ STEP 4: Activity - 20 Minutes

Tell students that they are beginning a process to set their goals and prepare for adulthood. As part of this process, they will be gathering and organizing information to

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PERSONAL MANAGEMENT: Unit 2
LESSON 2

Personal Career Profile

Page 2

1. My dreams for the future:

☐ ☐ ☐
2. Three things I value most:

☐ ☐ ☐
3. Three things I do well or my greatest strengths:

☐ ☐ ☐
4. Five activities that interest me:

☐ ☐ ☐ ☐ ☐
5. My work preferences:

Work environment:

☐ ☐ ☐

Employment conditions:

☐ ☐ ☐

Personal feelings:

☐ ☐ ☐

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□ STEP 5: Activity - 25 Minutes

Have students look at the list of careers they considered in Lesson 1. Divide students into groups of three. On large pieces of paper, have students complete a collage of careers that interest them. Hang the collages in the room to remind students of the many career options open to them.

□ STEP 6: Evaluate Outcomes

One reason I need a personal career profile is "_____."

□ STEP 7: Connecting Activity

Collect the personal documents listed in the key words. Make copies and keep all originals and copies in a safe place.

Remind students not to share personal identification information.



PERSONAL MANAGEMENT: Unit 2
LESSON 2

Personal Career Profile

Page 3

6. One work experience I liked best:
7. My top three aptitude skills are:
8. Three jobs I might like from my top aptitude areas on the job list are:
9. My learning style is:
10. Two ways I can use my learning style on a job:
11. Three accommodations I will use on a job:
12. Three jobs from my career assessment in which I am interested:
13. My top career choice is:

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KEY WORDS

planning

birth certificate

driver's license

birth date

relative

MATERIALS AND PREPARATION

- Student Handout: **Personal Career Profile**, pages 57-59.
- Become familiar with the career profile.
- Provide supplies for collage activity, such as poster board, markers, magazines, catalogues, glue, colored paper.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing
- Thinking Skills: Visualizing, Knowing How to Learn
- Personal Qualities: Responsibility, Self-Esteem, Sociability, Self-Management, Integrity/Honesty