

19 Learn Research Options to Find Your Career

TRANSITION OBJECTIVE

Students will learn about and choose three methods for researching the career options they are considering, with special emphasis on Internet research.

RELEVANCE TO SUCCESSFUL TRANSITION

Most young people have limited information about most available careers. To understand a career, students need to learn and practice job search skills with special focus on finding and updating information through Internet research.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

A career I want to know more about is . . .

❑ STEP 2: Convene Roundtable

"One thing I want from my career is ____."

❑ STEP 3: Advance Organizer

"Today you will learn how to complete a career research project."

❑ STEP 4: Activity - 25 Minutes

Using the **Teacher Information Notes**, explain each career research option as students look at **Research a Career**. Use a computer to demonstrate online research and provide a list of current websites that will be helpful to students. See Appendix 14. Have samples of the resources available to show students.

PERSONAL MANAGEMENT: Appendix A

UNIT 2: LESSON 19

Teacher Information Notes

- Online:** Career information can be found on the website for the Department of Labor, The Bureau of Labor Statistics, O*Net Resource Center, and the web pages for various colleges and technical schools. In addition a wide variety of websites post and describe duties of job openings. Demonstrate by going to a search engine and typing in phrases such as "social jobs in Atlanta, jobs.com, find a job, employment opportunities," etc.
- Resource Books:** Helpful resources are often found in the library or career center and include the career encyclopedia, the Job Box, etc. Each site will contain information about hundreds of jobs. Students will use the Job Research Report form to collect information from these sources. Change is occurring rapidly, so some information may be outdated.
- Computerized Career Programs:** Career Finder or the Discover Program provides information on-screen for a variety of careers. Many career centers have other computerized systems that will provide career information. Students may also access the Internet for information about careers. Students will collect information on the computer print out and then transfer it to the Job Research Report form.
- Career Videos:** There are a variety of up to date career videos available describing many jobs and career areas. Look for these in the school career center, district or county school resource library, or public library. Students will use the Job Research Report form to collect information from these sources.
- Job Shadow:** Students can do hands-on research by visiting a job site to watch a worker on the job. Students are responsible for obtaining information and completing a report using the Job Interview Report form. All students are encouraged to participate in a job shadow experience.
- Interviews:** Students can talk to a career counselor, or specialist about specific jobs. Students will use the Job Interview Report to collect information about the job.
- Volunteer:** Students may volunteer in nonprofit organizations, schools, hospitals and nursing homes with permission from their parents and the school. They will gain experience as well as learn about jobs at the facility. Students will use either the Job Interview Report or the Job Research Report form to collect information about the job.
- Work Experience:** Students may want to work part time for experience and also to gain information about the jobs in that business. Students will use either the Job Interview Report or the Job Research Report form to collect information about the job.
- Job Interview:** Interview a worker in person or over the phone to get specific information about the business, job requirements, wages, etc. Students will use the Job Interview Report to collect information about the job. Making the call or interview with an employed former student makes it even better.

© Used by permission of the James Stanfield Company, Santa Barbara, CA 93103

THE TRANSITIONS CURRICULUM

A14

99



PERSONAL MANAGEMENT: Unit 2

LESSON 19

Research A Career

List three careers/jobs you would like to consider:

- _____
- _____
- _____

Check three ways you will find out more about these careers/jobs and complete a report for each:

- ☐ Go to the United States Department of Labor website and look up the occupation, career or job of your interest under the Standard Occupation Classification (SOC)
- ☐ At the computer go to your favorite search site and enter the name of your career or occupation of interest, then investigate details such as skills needed, job duties or education and training.
- ☐ Watch video tapes about specific careers (ask for these at the career center or library). Use the Job Research Report form to complete your report.
- ☐ Job-shadow a person who does this job for two to three hours. Use the Job Interview Report form to complete your report.
- ☐ Talk to a counselor or career specialist to get information about this job. Use the Job Research Report form to complete your report.
- ☐ Volunteer with a nonprofit organization in a position like the one you are interested in. Use the Job Research Report form to complete your report.
- ☐ Sign up for Work Experience in a position like the one you are interested in. Use the Job Research Report form to complete your report.
- ☐ Interview someone who has this career/job. Use the Job Interview Report form to complete your report.

© Used by permission of the James Stanfield Company, Santa Barbara, CA 93103

THE TRANSITIONS CURRICULUM

99

❑ STEP 5: Activity - 20 Minutes

After going over the career research information, have students complete **Research a Career** by checking three activities they will complete as part of their career research. Encourage students to choose job-shadowing as one of the three. Review the **Job Research Report** and **Job Interview Report** forms. Give students a timeline for completing all of their research reports. Spend part of each class period over the next two weeks checking on their progress and assisting them with set-up of job-shadows or interviews.

100

PERSONAL MANAGEMENT: Unit 2 LESSON 19

JOB RESEARCH REPORT

To do this report, use resource books, career computer programs, career videos or talk with a teacher or counselor about this job.

1. What source are you using for your research?

2. Job title: _____
3. List job duties:
a. _____
b. _____
c. _____
d. _____
e. _____
4. What education or training is needed to do this job?

5. How long will it take to complete the education or training?

6. Is this job available in this area?

7. What kind of tools or machines are used in this job?

8. What is the work setting for this job?
☐ indoor ☐ outdoor
☐ warm ☐ cold
☐ noisy ☐ quiet
☐ formal ☐ informal
9. What is the starting wage for this job?
Hourly: _____ Monthly: _____ Annually: _____
10. Is this a job you would like to have? ☐ yes ☐ no

© Used by permission of the James Starfield Company, Santa Barbara, CA 93103 THE TRANSITION CURRICULUM

100

101

PERSONAL MANAGEMENT: Unit 2 LESSON 19

Job Interview Report

Ask the following questions of an employee or employer while job shadowing, volunteering or completing work experience. Complete as a written and oral report.

Person interviewed: _____ Interviewer: _____

1. What is the main thing you do each day?
2. What kind of tools, machines or equipment do you use?
3. What do you like most about your job?
4. What do you like least about your job?
5. What kind of special training or education did you have to get this job?
6. What school subjects or experiences have helped you with this job?
7. How does your job affect your personal life?
8. What is the starting wage for this job?
9. What kind of jobs did you have before this one?
10. What do you think you will be doing five years from now?

© Used by permission of the James Starfield Company, Santa Barbara, CA 93103 THE TRANSITION CURRICULUM

101

❑ STEP 6: Evaluate Outcomes

The best way to get information about a job is “_____.”

❑ STEP 7: Connecting Activity

Students visit the career center and locate the resources for career research.

KEY WORDS

options

counselor

specialist

interview

volunteer

MATERIALS AND PREPARATION

- Student Handouts: **Research a Career**, page 99; **Job Research Report**, page 100; **Job Interview Report**, page 101; **Teacher Information Notes**, Appendix A, page A14.
- Become familiar with the **Teacher Information Notes**. Encourage students to choose career research activities that will give them new experiences.
- Prepare to discuss the report forms. Set timelines and directions for career reports.
- This lesson can be extended to two days.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing
- Thinking Skills: Decision-Making
- Personal Qualities: Self-Esteem, Integrity/Honesty