

Be Alert, Be Aware!



CAREERS ARE EVERYWHERE!

Activity Workbook

About the Careers Are Everywhere Activities Workbook

Careers are everywhere. More than just the title of this career-related elementary level activities workbook, the fact is that children start the process of exploring the world of work as early as the elementary grades. With each class they take, with each life experience, they gain a greater awareness of the nature of work and begin to form ideas about their future career roles.

The activities in this workbook are intended to be fun and challenging. They have been designed around the building blocks of the elementary National Career Development Guidelines with the goal of raising career awareness. Specific objectives of the workbook include the concept of self-knowledge, the development of a basic understanding of interests, likes and dislikes and how to interact with others. The various activities are also designed to raise awareness of the relationship between work and learning, the awareness of how work relates to the needs and functions of society and the interrelationship of life roles. The elementary grades are also a good time to introduce the importance of personal responsibility and good work habits and the benefits of educational achievement.

This is the first edition of the Career Activities workbook from the Labor Market and Career Information (LMCI) department of the Texas Workforce Commission. We encourage counselors and teachers to use this workbook with students and share with us any unique teaching methods or lesson plans you develop so that we might share them with your colleagues in the state. If students would like to know more about a particular occupation they see in this workbook, they can view short video clips on their computer from the Career Clusters Digital Video Show product also available from LMCI. The Video Show provides roughly two-minute clips on the duties, interactions and workplace environments of over 350 occupations, 180 of which also have Spanish language narration.

Special recognition is due to Jane Herrmann, LMCI Finance Manager, as the driving force in conceptualizing and designing this Workbook. Additional recognition is owed to Roger Gonzales for his creative drawings and to Gary Tucker for the sterling layout design. Each of these contributors has shown extraordinary talents and dedication in turning this idea into reality. Thanks also to the National Association of State Directors of Career & Technical Education Consortium, State's Career Cluster Initiative for use of the 16 career cluster icons.

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Introduction

Awareness is the first process for students to begin exploring career possibilities. This activity book tries to help them develop Self-knowledge, Educational and Occupational Exploration, and Career Planning awareness while exploring sixteen career clusters. Career Clusters are groupings of jobs that share common characteristics. By looking at clusters of jobs, a student may find a variety of careers with similar characteristics in which they may be interested. The Career Clusters shown in this activity book were developed by the US Department of Education. These clusters and associated careers and pathways can be viewed online at www.careerclusters.org.

The activities in this book were prepared with the National Career Development Guidelines (NCDG) in mind to help students achieve the following twelve goals for elementary grades.

Self-Knowledge:

1. Knowledge of the importance of self concept
(Self-Knowledge, pg.5; My First Resume, pg.9; Work Environment, pg.23)
2. Skills to interact with others
(Assembly Line, pg. 29)
3. Awareness of the importance of growth and change
(The Future, pg.7)

Educational and Occupational Exploration:

4. Awareness of the benefits of educational achievement
(Interview, pg.35)
5. Awareness of the relationship between work and learning
(Doghouse, pg.11; Choose an Occupation, pg.17; Interview, pg.35)
6. Skills to understand and use career information
(Matching, pg.13; Choose an Occupation, pg.17; Maze, pg.25)
7. Awareness of the importance of personal responsibility and good work habits
(Assembly Line, pg.29; Work Habits, pg.33)
8. Awareness of how work relates to the needs and functions of society
(Definitions, pg.21)

Career Planning:

9. Understand how to make decisions
(Interview, pg.35; True/False Quiz, pg.38)
10. Awareness of the interrelationship of life roles
(Multiple Roles, pg.27)
11. Awareness of different occupations and changing male/female roles
(The Future, pg.7; Definitions, pg.21)
12. Awareness of the career planning process
(Interview, pg.35; True/False Quiz, pg.38)

The activities can stand alone or be incorporated into a career curriculum. Self-knowledge, exploration and planning are life-long activities that begin at an early age.

Be Alert, Be Aware.....Careers are EVERYWHERE! Get started now!



Sample Careers

1. Pest Controller
2. Farm Equipment Mechanic
3. Veterinarian
4. Grounds Keeper
5. _____

Can you think of another?

Careers in the Agriculture, Food & Natural Resources cluster help us to wisely utilize what Mother Nature gave us. People in these kinds of occupations can work with plants, trees and animals. They work on farms, in veterinary offices, forests or even out at sea. They mow laws, catch fish, grow food and raise animals. You can be an engineer, pest control worker, farmer, tree pruner or forest worker and be in this career cluster.



SELF-KNOWLEDGE

1. Things that interest me at home:

2. Things that interest me at school:

3. Things that I am good at doing:

4. Subjects I have to work hard at:

5. Subjects that are easy for me:

(circle one)

6. I like to solve number problems yes no

7. I like to write about my ideas yes no

8. I am very organized yes no

9. What careers might use some of these interests and abilities?



Sample Careers

1. Radio Announcer
2. Photographer
3. Jeweler
4. Writer
5. _____

Can you think of another?

Careers in the Arts, Audio/Visual Technology & Communications cluster usually utilize a person's creativity. People in these occupations can work with cameras, musical instruments or small tools. They may work in TV studios, jewelry stores and theaters or be self-employed. You can be an illustrator, writer, musician, radio announcer, reporter or film editor and be in this career cluster.





Sample Careers

1. Mail Clerk
2. Receptionist
3. Accountant
4. Human Resources Administrator
5. _____

Can you think of another?

Careers in the Business, Management & Administration cluster help to run businesses smoothly. People in these occupations can work with math, grammar, money, people and computers. They work to connect business people and provide services that help make businesses successful. They may work in banks, insurance offices or just about ANY business you can think of. You can be a bookkeeper, stock clerk, purchasing agent or manager and be in this career cluster.



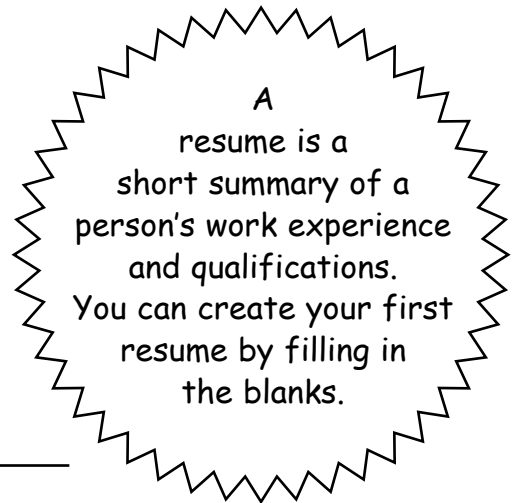
MY FIRST RESUME

Your Name

Address

City State Zip

Telephone



Position Sought: _____
(A job you might want to have)

Abilities and Talents: (list positive character traits and things you are good at. For example: good listener, reliable, computer skills, good in math, great speller)

★ _____
★ _____
★ _____
★ _____
★ _____
★ _____

Achievements and Awards: (list awards you have received and when. For example; Honor Roll for 4th Grade, Perfect Attendance 2nd Grade, Scouting Award 2004, Citizenship Award.)

★ _____
★ _____
★ _____
★ _____

Work Experience: (list jobs you had or currently have. For example: dog walker, babysitter, plant waterer, salesperson at school store. These do not have to be jobs you receive pay for.)

★ _____
★ _____
★ _____

Education: ★ _____
Grade Name of School

References: (list people who will say good things about you)

★ _____
★ _____



Sample Careers

1. Roofer
2. Electrician
3. Plumber
4. Architect
5. _____

Can you think of another?

Careers in the Architecture & Construction cluster design and build things. People in these occupations can work with many different tools to help them do their special jobs. They may build or design houses and buildings out of wood, steel or stone. They build highways and bridges too. You can be an engineer, electrician, carpenter or drafter and be in this career cluster.

