



HIGH SCHOOL

Career Success Workbook

An Excerpt from the Complete Workbook

If you enjoy the content provided here, and would like access to the complete workbook, please use the links on the following page to do so.



Excellent
Content



Activities



Real World
Application

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A Word from the Texas Workforce Commission:

The content provided on the following pages is just one excerpt from a larger workbook series created by the Texas Workforce Commission's Education Outreach Career Coaches to help Texas high school students be career ready upon graduation and make better informed decisions about what they choose to do beyond high school.

If you like the content provided, and would be interested in using the entire workbook series with your students, let us know how you prefer to do so.

Click on the hyperlink in the title of the option below which you prefer, and you will be prompted with either an automatic email to be sent to our team or a link to the resource.

Please be sure to complete the following first:

- **Name:**
- **Email:**
- **Physical address:**
- **City:**
- **County:**

and send an email to careerinformation@twc.texas.gov so we know which Career Coach team to connect you to.

I would like to:

[Career Coach:](#)

Discuss a campus visit from a Workforce Career Coach who can facilitate this content to my students for free to help them become officially career ready by a representative from the workforce.

[ToT Coaching:](#)

Discuss a training-of-trainer session with a workforce Career Coach to get qualified to facilitate this content to my students myself.

[Doing it Alone:](#)

I just want to download the workbooks, portfolio, and teacher guide and attempt to facilitate this content on my own.

High School Career Success Teacher Guide

Ask the students how they would describe today's lesson to a classmate if the classmate had been absent. Have them give at least three different points that you can remember and use at least 3 – 5 sentences.

Unit 2, Step 2: Engage

Up to this point, students have brainstormed about careers using information they already knew before studying *Career Success*. They began learning what it will take to have the kind of lifestyle they want. Now, utilizing career search tools, students will be looking more directly at their abilities and how those can lead to certain activities and career paths.

Lesson Overview

In this lesson we'll be connecting students' personal characteristics and talents with related extracurriculars. For a warm-up you might ask students: “Consider how your traits and skills have influenced your participation in a project, game, play, or any other activity. How have they affected your decisions when choosing which role to play in the activity?” This can be discussed as a group, used as a writing prompt, or in a different format of your choosing.

Students will read *Career Success Workbook 1* page 17 – 23 (the Understand section); and answer questions from the *Career Portfolio* page 16 – 30.

Instructional Objectives

- Identify personal characteristics and talents to make more informed postsecondary career (or other) choices.
- Using Texas Career Check, find and explore occupations compatible with these aspects, noting: average salary, demand, level of education, etc. You can also supplement with the Texas Genuine and My Next Move tools.
- Identify classes, clubs, and/or extracurricular activities that relate to these occupations. Determine how participating in them may assist in career planning.
- Gain a deeper understanding of what it takes to succeed at different occupations.
- Determine your High School Graduation Plan, as well as which performance acknowledgements (credentials/certifications, like an AP test) you would like to pursue.
- Evaluate a sample student plan using the information you've learned so far. Be able to explain your reasoning.

Time Required

Four 50-minute class periods, or two 90-minute class periods.

Materials Required

For each student:

- *Career Success Workbook Part 1* page 17 – 23
- *Career Portfolio* page 16 – 30
- Warm-up journal/piece of paper
- Pen or pencil

For the teacher:

- *Career Success Workbook Part 1* page 17 – 23
- *Career Success Teacher Guide* (this text)

For the classroom, as needed:

- Scanned blank copies of *Career Portfolio* page 16 – 30 optional, enough for each student
- Front board
- Projector to provide visual aid to students while reading aloud and/or modeling the content
- Marker or chalk
- Extra pens/pencils
- Extra paper

Procedure

Warm-up

1. Before students arrive, have the warm-up prompt already displayed on the front board. Also displayed on the board, note that the students will need the *Career Success Workbook Part 1* and their *Career Portfolio* (or scanned blank copies).

Tip: Have pertinent supplies (like copies, maybe pens/pencils) on a front table close enough to the door so students can grab them before they are seated. Alternatively, distribute them while the students are completing their warm-up, or ask a student who finishes early to pass them out.

2. As students enter, tell them:
 - a. to grab a blank copy of the CP pages and a blank sheet of paper for the warm-up (or whatever you prefer) before they sit down,
 - b. to begin their writing prompt warm-up, and
 - c. that they have less than 10 minutes to finish the warm-up.

Be sure to tell them to ask for help if needed as they may need extra support or modifications. Students will spend the first 8 minutes of class writing in response to the prompt.

3. Announce verbally that, as displayed on the board, today they will need the *Career Success Workbook Part 1* and their copy of the *Career Portfolio*, and that they need to make sure they have them out, ready to use.
4. Take up to 2 minutes to have some students share their responses to the warm-up writing prompt and discuss.

Career Success

5. Inform the students that today we are going to identify their personal characteristics and talents and research related occupations using a tool new to us—Texas Career Check. Then, that you'll start by popcorn reading *Career Success*.
6. Choose 2 – 5 students to read aloud to the class, having students read one paragraph or one page at a time. Read **page 17 – 19** as a class, stopping before **Uncover Your Interests**. Ask one or two questions per page to highlight concepts you'd like to emphasize or that may be more difficult to understand. During this pause, ask if anyone has any questions about the sections read. This should take about 10 – 15 minutes.

Note: This is a good stopping point between lessons if you have 50-minute class periods. You may want to wait until the next day's lesson to complete the second half of the reading if you run out of time.

7. Choose 2 – 5 more students. Read **page 19 – 23** as a class, repeating the same procedure, stopping before **Step 3: Explore**. This should take about 10 – 15 minutes.

Portfolio

8. Tell the students that next you'll be working out of, and answering questions in, their *Career Portfolio*.
9. Project your blank photocopy or fillable PDF of the *Career Portfolio* onto the front board. Inform students that you will be going over questions together. Use your best judgement to determine how many questions to complete together. You can also have students work independently or complete these at home. If you do not have a projector, have students follow along in their portfolios. Time permitting, ask the class for an example response to each question type or section from **page 16 – 27**. Stop before **My Plan: Koji**. This step should take about 10 – 15 minutes.

Note: This is a good stopping point between lessons if you have 50-minute class periods. You may want to wait until the next day's lesson to complete the second half of the activity if you run out of time.

10. Choose 2 – 5 more students. Repeat for **page 27 – 30**, stopping before **Step 3: Explore**. This should take about 10 – 15 minutes.

Closure

Use the following questions in discussion, for submission, or another format of your choosing.

1. Which endorsements have you chosen? Which are you most excited to explore? List at least three.
2. Which school (and community) activities or clubs can help you prepare to pursue the endorsement(s)?

Use at least 3 – 5 sentences.

Assessment

Ask students what are some surprising aspects about endorsements (and school or community activities/clubs) they learned that they didn't expect. Have them list 3 – 5. Ask how they will utilize these in preparing for their future career(s).

Unit 3, Step 3: Explore

After discussing career exploration, how to search effectively, and student interests, we're now prepared to investigate various sectors and other employment in depth. Students will learn some occupations and important considerations of each.

Lesson Overview

Students will be exploring career clusters and different types of employment. They may have heard of, yet not have a solid grasp of, apprenticeships, internships, technical school, or the other job types we will be discussing. They likely won't know what a career cluster is either. As a warm-up, ask students to consider these terms and what they could mean. Have them share as much as they can remember of the above job types they've heard of before. This can be discussed as a group, used as a writing prompt, or in a different format of your choosing. Tip: If you need two warm-ups for two different days, ask students which less-common type(s) of employment they were most surprised by—if they had any misconceptions that were cleared up, what were they? Are they open to other types of employment now that they hadn't considered before? Which ones?

In this lesson the class will read *Career Success Workbook 2* **page 1 – 28** (the Explore section); and answer questions from the *Career Portfolio* **page 30 – 38**.

Step 2:



Understand

UNDERSTAND YOURSELF

You have now started thinking about a career direction. The next step is to understand yourself. You will want to think about your likes and dislikes, your values, personality traits, and skills, as well as considering what you are and are not good at to find the best career fit. Assessments or conversations with those who know you well can help you do this.

What Are You Good At?

Everyone on the planet is good at some things and not so good at other things. No one is good at everything, and it's okay to admit that you have weaknesses as well as strengths. In fact, it's an important step towards understanding what you could be happy doing for a living in the future. While it might be easy to recognize the things that are difficult for you, a lot of people have a hard time stepping outside of themselves and recognizing the areas where they excel. Sometimes, we need another person to tell us we're good at something before we can realize it ourselves.



TELL ME WHAT I'M GOOD AT: PART I

Find five trusted people in your life and have them answer the questions below. These individuals should include one friend your age, one parent or guardian, and one teacher. The last two can be anyone whom you know and trust.

1. What do you think I'm good at?
2. What assignments or projects have I completed well?
3. Have I ever done something that impressed you? What was it?
4. What topics do I tend to talk about often (and seem passionate about)?

Write them down now in your CP and use those strengths and abilities to guide you on your search for a career path.



"Success doesn't come from what you can do. It comes from overcoming the things you thought you couldn't."

— Rikki Rogers



TELL ME WHAT I'M GOOD AT: PART II

Now, here are a few follow-up questions that you can ask yourself to prepare for the activity coming up next. To be clear, you should be the one answering these questions, not anyone else.

1. What do you like to do on the weekends when you have nothing else going on?
2. If you were guaranteed success in life, what would you do?
3. What are your favorite subjects in school?
4. What school clubs have you joined and why?

Look for consistencies between the answers you received from the people you trust about what you're good at, and the answers you gave about what you enjoy.

UNCOVER YOUR INTERESTS

Now you're ready to visit some tools online that are designed to help you further understand what kinds of jobs might pique your interest. It is important to note that your high school email will be disabled after you graduate, and considering you will need to enter an email address to receive your results, you will want to use a personal email account to retain your results from the following activities after graduation.

Texas Career Check

1. Go to [TexasCareerCheck.com](https://www.texascareercheck.com).
2. Click "Explore Careers" at the top. In the drop-down menu, click "Interest Profiler" then follow the instructions on the screen.

The profiler will take you through 60 different example activities. When you're done, the profiler will provide you with scores based on six different types of jobs and examples of occupations that might suit you.

3. Add this information to your career portfolio (CP).

RoadTrip Nation

Visit RoadTripNation.com and select the Roadmap. Click "Choose Your Interests." This will take you quickly through an assessment in which you select the things that interest you the most. The results you receive are a customized list of interview videos of professionals talking about their careers, the paths they took to get there, and the pros and cons of those careers. Each video is selected based on the responses you provided in the assessment, but you can browse through the entire library of videos anytime you want.

O*Net—My Next Move

At ONetOnline.org hover over "Find Occupations," and select "Career Cluster" from the drop-down menu to browse possible jobs. It's good to take a variety of assessments like these and look for overlapping results. The more repetition and consistency you can find, the better idea you will get of your ideal occupation. The types of things you currently enjoy doing might just lead to your future career.



Time to Graduate

If you're a senior, your time in high school is almost over. Juniors, sophomores, and freshmen—the clock is ticking away for you. In order to graduate from a Texas high school, you must complete the Foundation High School Graduation Plan which you will find later in this section. Each subject is listed as well as the number of credits you need for each.



Will you attend college or enroll in a technical school? Will you go to a community college or enlist in the military? You have to know what type of career you want to pursue before you can answer these questions. When you research your career of interest using tools like Texas Career Check online, you will learn what the preferred level of education or training is to secure the job you want. That will help you plan your education or training. Knowing what type of career you will work toward after high school can help you create your Graduation Plan and prepare you for that career. In the following pages, you will be introduced to career clusters and other career alternatives. Use the information to help you select classes. As you complete each class, decide if the subject/career is still of interest or if you want to try something different.

TIP!

Don't take courses that you are familiar with just so you can have an "easy" class. Instead, use the opportunity to explore different subjects that may lead to your future career. Ask your counselor about earning college credit for academic classes you can take while in high school. These dual credit courses can save you money, since you won't have to pay for the same credit hours when you go to college. You might also consider technical courses that connect your high school courses with those at a local community college. There's no need to study the same material twice, and participating in a Tech Preparation program allows you to build a career by combining high school and college courses.



MY PLAN: KOJI

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



“Hi, my name is Koji and my plan is to enlist in the Air Force because I really want to fly planes. I am in JROTC at school and am researching what to do to become an Air Force pilot. I visited the Air Force website and was shocked to learn there was more to the Air Force than flying. They have many different careers. I have talked to a recruiter, and she is helping me through the process. I am working on keeping in shape so when I go to basic training, I will be able to handle anything they throw at me.”

1 2 3 4 5

“EMOTION OR LOGIC?” ACTIVITY ANSWER KEY

1. Alejandro’s answer: emotional
2. Zeena’s answer: emotional
3. Mariela’s answer: logical
4. Praneel’s answer: emotional
5. Hayao’s answer: emotional
6. Greta’s answer: logical
7. David’s answer: emotional
8. Jhumpa’s answer: emotional
9. Asher’s answer: logical

Graduation Plan

In high school, the graduation requirements are the same for all students, regardless of which endorsement you may pick. Remember, your school district can decide which courses to offer to help you earn your endorsements or meet the state graduation requirements. Check with your school counselor for more information.

COURSES REQUIRED FOR FHSP* CREDITS	FHSP* CREDITS	ENDORSEMENT + FHSP* CREDITS	DISTINGUISHED CREDITS
English English I, II, and III Advanced English course	4	4	4
Math Algebra I Geometry Advanced Math course	3	4 all FHSP +1 advanced Math	4 all FHSP + Algebra II
Science Biology Integrated Physics & Chemistry Advanced Science course	3	4 all FHSP +1 advanced Science	4 all FHSP +1 advanced Science
Social Studies U.S. History U.S. Government (1/2 credit) Economics (1/2 credit) World History or Geography	3	3	3
Physical Education	1	1	1
Languages Other Than English 2 credits in the same language or 2 credits from Computer Science I, II, & III	2	2	2
Fine Arts	1	1	1
Electives Classes available for electives will be based upon the endorsement options selected by the student	5	7	7
Speech Demonstrated proficiency	0	0	0
TOTAL CREDITS	22	26	26

***FHSP:** Foundation High School Program



CREDIT QUESTIONS?

What questions do you have about high school credits? Write them here, so you can share them later with a counselor or teacher.





HIGH SCHOOL

Career Portfolio

AN EXCEPT OF THE COMPANION PIECE
TO THE CAREER SUCCESS WORKBOOK



Excellent
Content



Activities



Real World
Application

Step 2: Understand

To discover the best occupation to fit your future, you need to do some work to learn more about yourself. Answer the following questions to start this self-discovery journey. Continue to the next page for an activity.

KNOW YOURSELF

Fill in the blanks to describe yourself in 3-5 words:

1 _____

2 _____

3 _____

4 _____

5 _____

What 3-5 words do you think others would use to describe you? Fill in the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blanks to name 3-5 activities you enjoy doing the most:

1 _____

2 _____

3 _____

4 _____

5 _____

How do you prefer to spend your free time? Fill in the blank.

Do you prefer working with muscle power or brain power more? Choose one.

_____ Muscle Power _____ Brain Power

What level of education or training *after* high school are you willing to work on/financially invest in/dedicate time and effort to complete? Fill in the blank.

WHAT ARE YOU GOOD AT?

Fill in the blank to name 3-5 things you believe you are good at:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blank to name 3-5 specific activities or projects/tasks you know you could complete and do well:

1 _____

2 _____

3 _____

4 _____

5 _____

TELL ME WHAT I AM GOOD AT

According to the conversations you had with several trusted people in your life, record some of the responses you got from them to the following questions about yourself. Compare these observations with your own responses above.

What did others think you are good at, or what were some things they noticed you do really well? Fill in the blank.

What projects or assignments at home or school have you completed well? Fill in the blank.

What did you do that others found impressive? Fill in the blank.

Continue to the next page for the rest of the activity.

What topics do you tend to talk about often (and may seem passionate about)? Fill in the blank.

Are there any other comments or observations they shared with you that you would like to save? Fill in the blank.

TELL ME WHAT I AM GOOD AT—PART II

Answer the following questions about yourself to prepare for the activity coming next:

What do you like to do on the weekends when you have nothing else going on? Fill in the blank.

If you were guaranteed success in life, what would you do? Fill in the blank.

What are your top 3 favorite school subjects? Fill in the blanks.

1 _____

2 _____

3 _____

What school clubs have you joined, and why? Fill in the blanks.

1 _____

2 _____

3 _____

[UNCOVER YOUR INTERESTS USING TEXAS CAREER CHECK AND OTHER TOOLS](#)

Go to the Texas Career Check website at [TexasCareerCheck.com](https://www.texascareercheck.com) and complete the following steps:

1. Click “Explore Careers” at the top. In the drop-down menu, click on “Interest Profiler” and follow the instructions on the screen.
2. The profiler will take you through 60 different questions/examples of work activities. Describe how willing/unwilling or interested/uninterested you are in each of these work activities.
3. When you are done, the profiler will provide you with profiler scores based on six different characteristics.

Enter your Assessment results (score number) below.

_____ Realistic

_____ Investigative

_____ Artistic

_____ Social

_____ Enterprising

_____ Conventional

Based on your assessment results, write 3 occupation titles that interest you. Fill in the blanks.

1 _____

2 _____

3 _____

Select one occupation title to explore. Fill in the blank.: _____

Go to your occupation results based on your Interest Profiler assessment and click on this occupation title.

Read the Occupation Summary Report for this job and complete the following information:

Write a 1-2 sentence basic job description. Fill in the blank.:

What is the average salary for this occupation? Fill in the blank. _____

At what rate is this occupation expected to grow? Fill in the blank. _____

What level of education do you need to do the job? Fill in the blank. _____

What endorsement is connected to this job? Fill in the blank. _____

Click on the tasks button and list the first five tasks on the summary report. Fill in the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Click on the Employment Outlook tab.

Is this career growing? Choose one. _____ Yes _____ No

What is the expected number of annual employment openings? Fill in the blank.: _____

Explore the Occupation Summary Report and name 5 things about this career you did not know. Fill in the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Scroll down to Knowledge, Skills, and Abilities; write down the top 3-5 items from these 3 lists that you think are most important. Fill in the blanks.:

Knowledge:

1 _____

2 _____

3 _____

4 _____

5 _____

Skills:

1 _____

2 _____

3 _____

4 _____

5 _____

Abilities:

1 _____

2 _____

3 _____

4 _____

5 _____

Which skill do you believe is the most important? Fill in the blank.:

Fill in the blanks to name 3 traits you have that would make this career a good fit for you.:

1 _____

2 _____

3 _____

Click on the Other Titles tab and list 3 to 5 additional careers that are related to this occupation. Highlight any job titles you may want to learn more about. Fill the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Is this career one you might like to pursue? Choose one. _____ Yes _____ No

For every additional job you are interested in, repeat the steps above and answer the same questions on separate sheets of paper and save them with this portfolio.

Feel free to complete additional career assessments using the following websites and see if you get the same or different career recommendations based on the results you get from answering different questions. Collect the same information listed above (on separate sheets of paper) based on any additional occupation titles that interest you.

RoadTrip Nation: <https://roadtripnation.com/roadmap>

My Next Move: <https://mynextmove.org/>

Map My Grad: <https://mapmygrad.org/takethequiz>

MY FUTURE ACTIVITY:

Now that you have collected information for one or more occupations you may be interested in, answer the following additional questions to see how you can start working on building your future skills right now.

What school activities or clubs can you participate in that can prepare you for your future career? Fill in the blanks.

_____	_____	_____
_____	_____	_____

What activities can you participate in within your community that may prepare you for a future job? Fill in the blanks.

_____	_____	_____
_____	_____	_____

List at least 3 courses you can take in high school to help develop your skills in this career field. Fill in the blanks.:

- 1 _____
- 2 _____
- 3 _____

Continue to next page for the rest of the activity.

Identify how participating in these activities, clubs, or classes can help you build skills, knowledge or experiences that can help prepare you for your future career. Fill in the blank.:

MY PLAN: KOJI

Hi, my name is Koji and my plan is to enlist in the Air Force because I really want to fly planes. I am in the JROTC at school and am researching what to do to become an Air Force Pilot. I visited the Air Force website and was shocked to learn there was more to the Air Force than flying. They have many different careers. I have talked to a recruiter, and she is helping me through the process. I am working on keeping in shape so when I go to basic training, I will be able to handle anything they throw at me.

Rate this plan from 1 star (needs work) to 5 stars (success) and explain why you picked this rating. Choose one.

_____ 1 Star _____ 2 Stars _____ 3 Stars _____ 4 Stars _____ 5 Stars

Why did you give Koji this rating? Fill in the blanks.

TIME TO GRADUATE

Which endorsement did you choose? Choose any that apply.

_____ Arts & Humanities

_____ Public Service

_____ Business & Industry

_____ Science, Technology, Engineering
and Mathematics (STEM)

_____ Multi-Disciplinary

Take a look at page 3 of the bulletin. List a few of your career clusters of interest that are related to the endorsement you have selected. Fill in the blank.:

Review the information provided on pages 6-7 of your bulletin and answer the following:

Which Graduation plan are you interested in? Choose any that apply.

_____ Foundation only

_____ Foundation + Endorsement

_____ Distinguished Level Credits

Continue to the next page for the rest of the activity.

Write down some important considerations or specifics that led you to select this graduation plan. Fill in the blank.:

Which Performance Acknowledgements are you interested in? Choose any that apply.

_____ AP/IB exams

_____ Bilingualism and biliteracy

_____ Business/Industry certifications or licenses

_____ Dual Credit

_____ PSAT, ACT-PLAN, SAT, or ACT

Now review page 8 of the bulletin and indicate which courses you might be interested in exploring. Fill in the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Now review the bulletin as a whole and the lists provided on pages 4-5. Write down all of the occupation titles you would like to explore using the Texas Career Check website. Be sure to go

to the site and collect information about these careers so that in the future you can compare them to other career information you have already collected. Fill in the blanks.

YOUR GRADUATION PLAN

Go to the Map My Grad website (<https://mapmygrad.org/gradplanner>) created by Texas OnCourse. Follow the prompts in the Map My Grad tool to document your own graduation plan.

When this is complete, be sure to share the information in this section, and the graduation plan you put together in Map My Grad with your school counselor.

Step 3: Explore

In your own words, what is a career cluster? Fill in the blank.:

Which career clusters interest you? Fill in the blanks.



Check us out!



ADDRESS

Texas Workforce Commission
Labor Market & Career Info.
101 E. 15th St., Room 380
Austin, TX 78778-0001



PHONE

Hotline: 1 (800) 822-7526
Fax: (512) 936-3204



EMAIL

careerinformation@twc.texas.gov



WEBSITES

www.texasrealitycheck.com
www.texascareercheck.com
www.texasworkforce.org
www.jobsyall.com

Equal
Opportunity
Employer/
Program.

Auxiliary aids &
services are
available upon
request to
individuals with
disabilities.

Relay Texas:
800-735-2989
(TTY) and 711
(Voice).