

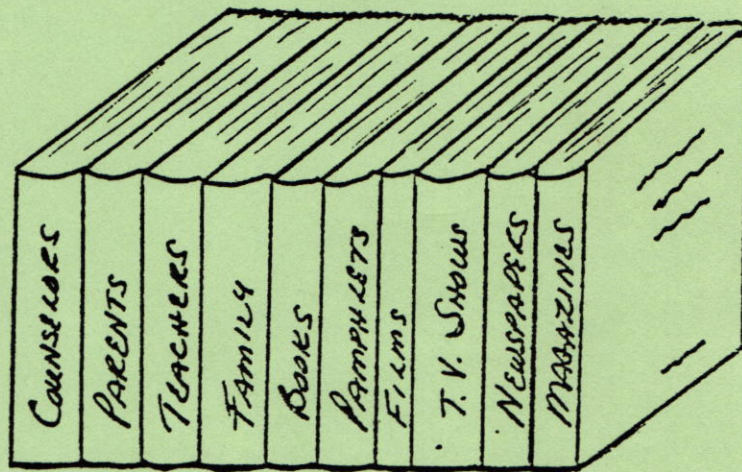
CALHOUN AREA VOCATIONAL CENTER

MISSION: DEVELOPING A CAREER

GOAL: EXPANDING

OBJECTIVE: EXPANDING OCCUPATIONAL
INFORMATION SOURCES

MODULE NUMBER: THREE



* ADAPTED FROM CARKHUFF ASSOCIATES "CAREER DEVELOPMENT MODEL"

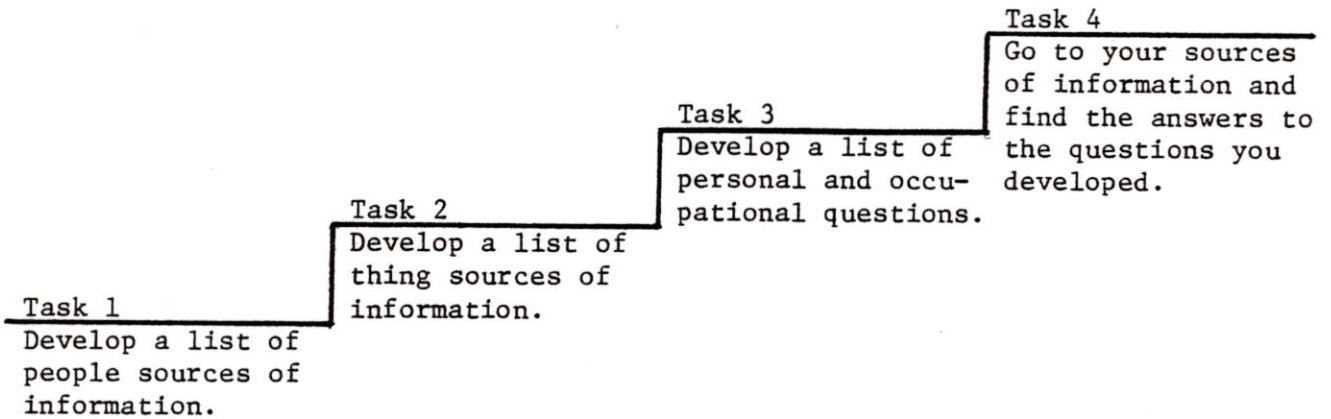
Written by: Nathan Avani
Data Processing Manager
Business/Office Cluster Coordinator
Revised: March 1977

INTRODUCTION

In this module you will identify both "people" and "thing" sources of information. In other words, sources you can go to and get information about the careers that interest you.

You will also develop questions that will help you identify the physical, intellectual, and emotional requirements for the job. If you can make the list of sources of information and the questions, then you will be able to get the questions answered so that you will have a better basis on which to choose a job. Begin this module by reading the tasks on the next page. Completing the task will enable you to complete the objective -- expanding occupational information sources. When you have read the task, then begin with Task 1 on page 3.

MISSION: Developing a Career
GOAL: Expanding
OBJECTIVE: Expanding Occupational Information Sources



TASK 1:

Below is a list of people sources of information. Next to each source write the name of a person(s) that you can use to get more career information from. List any additional sources and specific names that you can use or know of.

"People Sources"

Name

Counselors

Parents

Teachers

Family and Relatives

Friends

Ministers/Priests/Rabbis

Employment Interviewers

People in the Job

People Who Work with People
in the Job

People Who Know People in
the Job

Where Can I Take Guided Tours
About the Occupations

Where Can I Hear Speakers
about the Job

On-The-Job Experience

TASK 2:

Below is a list of thing sources of information. Next to each source write the name of a specific resource. List any additional sources that you can use and/or know about.

<u>"Thing Sources"</u>	<u>Specific Resources</u>
Books about Occupations	_____
Pamphlets about Occupations	_____
Films about Occupations	_____
Television Shows about Occupations	_____
Newspapers/Magazines	_____
Articles about Occupations	_____
Michigan Occupational Information Sources (MOIS)*	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Michigan Occupational Information System, Michigan Department of Education. A set of microfiche on occupational and educational information located in the Learning Resource Center.

TASK 3:

Our next task is to develop a list of personal and occupational questions so that we can go to our sources and find the information we need to know about the occupations we are interested in. We need to develop questions that will get at the physical, intellectual, and emotional requirements of the job. Let's take a look at some sample questions under each of these areas.

SAMPLE QUESTIONS:

Physical Requirements (P)

Do I have to stand on my feet all day or most of the time?

Will I be working indoors/outdoors or a combination of both?

Will I be lifting, bending, etc. 50% of the time on the job?

Intellectual Requirements (I)

What are the educational and/or training requirements for the job?

Will I specialize in one or more areas?

What activities will I perform?

Emotional Requirements (E)

What attitudes do I need to be a good worker in this field?

Will I work under a lot of stress, time pressure, etc.?

Can you think of questions you might ask?

On the next page develop your list of questions. After each question put the letter (P), (I), or (E) to indicate what type of requirement the question is.

LIST OF PERSONAL AND OCCUPATIONAL QUESTIONS

1. What are the personal qualifications for the job? P
2. What are the education and training requirements for the job? I
3. What activities will I perform? P
4. What major task will I do? P
5. What do I need to know? What must I understand to do the task? I
6. What areas will I specialize in? I
7. How much money will I earn in this job? P
8. What opportunities will I have for advancement? I
9. What type of employer will I work for? E
10. What type of working conditions will I work in? P
11. What is the supply and demand outlook for this job?
12. What are the alternative ways to enter this job?
13. Will I travel in this job? P
14. Will I be required to go to school in this job? I
15. Will I be in charge of other people in this job? P
16. What kinds of benefits will I receive? P
17. Will I meet many people in this type of work? E
18. What is the background (history) of the type of work I am interested in?

P = Do
I = Know
E = Feel

DEVELOP YOUR LIST OF PERSONAL AND OCCUPATIONAL QUESTIONS

1. _____ ()
2. _____ ()
3. _____ ()
4. _____ ()
5. _____ ()
6. _____ ()
7. _____ ()
8. _____ ()
9. _____ ()
10. _____ ()
11. _____ ()
12. _____ ()
13. _____ ()
14. _____ ()
15. _____ ()
16. _____ ()
17. _____ ()
18. _____ ()
19. _____ ()
20. _____ ()

On the next page is a list of personal and occupational questions. Review the list and see if you can use them.

TASK 4: Develop questions for your occupational choices; go to the sources and answer questions.

In this task you will use the three occupational choices that you identified in Module 2, page 6. Rewrite each occupation on the blanks in the next three sheets and answer the questions for each of your occupations. Use all or any of the sources you have listed in Task 1 and 2 of this module to help answer the career questions.

Basic Career Questions

Occupational Alternative

Who does the work?

Personal Qualifications

Education and Training

Personal

Personal

What do they do?

Activities:

Do

Know

Feel

Areas of Specialization

Personal

Personal

Why do they do it?

Salary

Opportunities for Advancement

Personal

Personal

When and where do they do it?

Where Employed

Working Conditions

Personal

Personal

How do they do it?

Alternative Ways to Enter

Supply and Demand

Personal

Occupational Alternative

Basic Career Questions

Who does the work?

Personal
Qualifications

Education and
Training

Personal

Personal

What do they do?

Activities:

Do

Know

Feel

Areas of
Specialization

Personal

Personal

Why do they do it?

Salary

Opportunities for
Advancement

Personal

Personal

When and where do they do it?

Where Employed

Working Conditions

Personal

Personal

How do they do it?

Alternative Ways
to Enter

Supply and Demand

Personal

Personal

Occupational Alternative

Basic Career Questions

Who does the work?

Personal
Qualifications

Education and
Training

Personal

Personal

What do they do?

Activities:

Do

Know

Feel

Areas of
Specialization

Personal

Personal

Why do they do it?

Salary

Opportunities for
Advancement

Personal

Personal

When and where do they do it?

Where Employed

Working Conditions

Personal

Personal

How do they do it?

Alternative Ways
to Enter

Supply and Demand

Personal

Personal