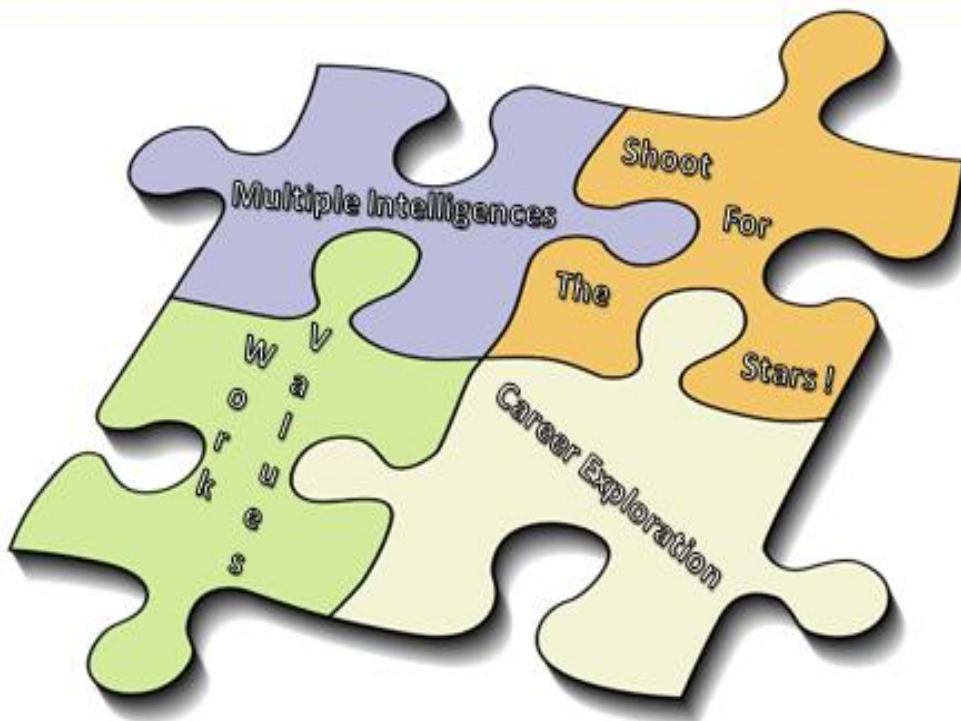


Name _____
School _____
Teacher/Period # _____

STARTING TO SOLVE YOUR CAREER PUZZLE



Career & Educational Planning Unit Student Booklet Grade 7



A Project of

**The Grand Forks Public Schools
Counseling and Career Education Departments**

2400 47th Avenue South
Grand Forks, North Dakota 58201
www.gfschools.org/careereducation

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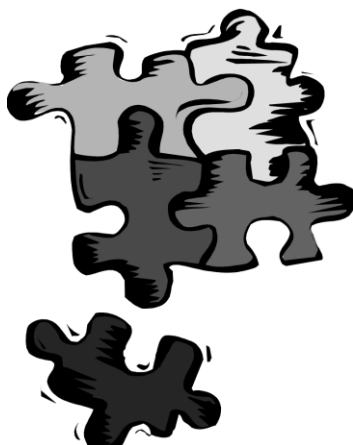


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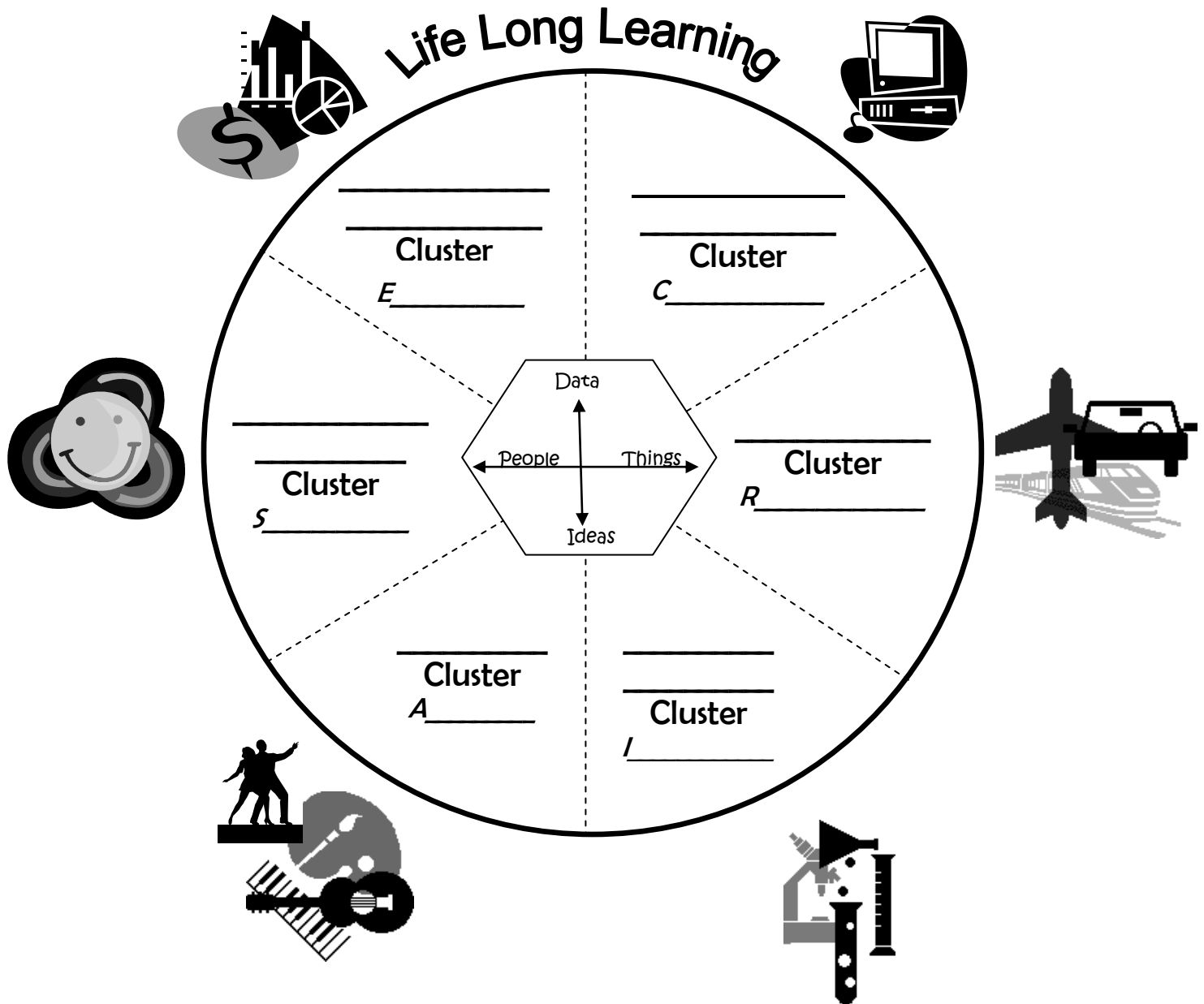
Grade 7 Unit Goals



- You will identify several ways to classify occupations.
- You will give examples of how occupational classification systems can be used in career planning.
- You will identify in which of the “Eight Kinds of Smarts” you show the most strength and careers related to each smart.
- You will show how individual learning style information can improve educational achievement and advancement.
- You will demonstrate the ability to use different types of career information resources to support career planning.
- You will update your online career portfolio.

Name That Cluster!

DIRECTIONS: On the blank lines preceding the word “cluster” write the name of the cluster which belongs there and deals with the work tasks indicated. On the line following a single letter, write the name of the Holland personality type that relates to that particular cluster.



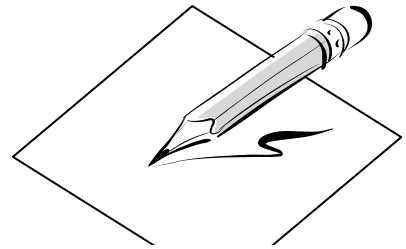
Find someone who.....



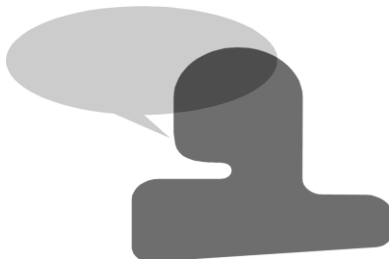
can explain how to
resolve a conflict
between friends



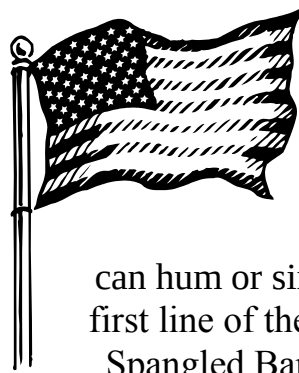
has participated in
a nature hike – and
enjoyed it!



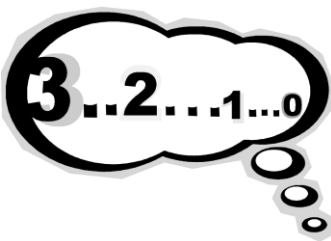
keeps a diary, journal, or
daily planner



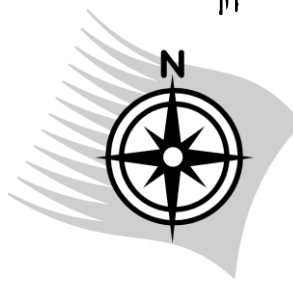
can recite a poem



can hum or sing the
first line of the “Star
Spangled Banner”



can explain the following pattern:
3, 5, 15, 4, 6, 24, 5, 7, 35



can give directions or
draw a map to the nearest
shopping mall



can act out part of a
favorite movie or book

YOU ARE 100% SMART!

Multiple Intelligences: Self-Assessment

Research shows that all human beings have at least eight different types of intelligences. Depending on your background and age, some intelligences are more developed than others. This activity will help you find out what your strengths are. Knowing this, you can work to strengthen the other intelligences that you do not use as often.

NOTE: You may choose to take the online assessment instead at the following web address:

<http://www.literacynet.org/mi/assessment/findyourstrengths.html>

DIRECTIONS: Rate each statement using the following scale. Write your score for each statement on the line provided.

1 = rarely, 2 = sometimes, 3 = usually, 4 = almost always

A 1 ____ My favorite class is gym since I like sports. 2 ____ When looking at things, I like touching them 3 ____ I have trouble sitting still for any length of time. 4 ____ I use a lot of body and hand movements when talking. 5 ____ I enjoy activities such as woodworking, sewing or building models. 6 ____ I tend to tap my fingers or play with my pencil during class. 7 ____ If I have to memorize something I write it out a number of times until I know it. 8 ____ In an argument I tend to strike out and hit or run away. ____ TOTAL for A	B 9 ____ I prefer a map to written directions 10 ____ I daydream a lot. 11 ____ I like to doodle on paper. 12 ____ I enjoy drawing or photography. 13 ____ I tend to put an object together by looking at the diagrams 14 ____ In a magazine, I prefer looking at the pictures rather than reading the text. 15 ____ If I have to memorize something I draw a diagram to help. 16 ____ In an argument I try to keep my distance, keep silent or visualize some solution. ____ TOTAL for B
C 17 ____ I enjoy telling stories and jokes. 18 ____ I have a good memory for trivia 19 ____ I enjoy word games (ex. Crosswords) 20 ____ I read just for fun 21 ____ I like talking & writing about my ideas 22 ____ I am usually a good speller. 23 ____ If I have to memorize something I create a rhyme or saying to help. 24 ____ In an argument I tend to use put-downs and sarcasm. ____ TOTAL for C	D 25 ____ I enjoy taking math in school. 26 ____ I like brain-teaser type puzzles 27 ____ I like looking at charts & graphs in reading materials. 28 ____ I question how things work. 29 ____ I enjoy planning or designing something new. 30 ____ I am able to fix things. 31 ____ If I have to memorize something I tend to place events in a logical order. 32 ____ In an argument I try to find a fair and logical solution. ____ TOTAL for D

1 = rarely, 2 = sometimes, 3 = usually, 4 = almost always

E 33 ____ I enjoy listening to music. 34 ____ I tend to hum to myself when working. 35 ____ I like to sing or play a musical instrument.. 36 ____ I like to have music playing when doing homework. 37 ____ If something breaks and won't work I tend to tap my fingers to a beat while I figure it out. 38 ____ I can remember the melodies of many songs. 39 ____ If I have something to memorize I try to create a rhyme about the event. 40 ____ In an argument I tend to shout or punch or move in some sort of rhythm ____ TOTAL for E	F 41 ____ I get along well with others. 42 ____ I like to belong to clubs and organizations. 43 ____ I have several very close friends. 44 ____ I like helping others. 45 ____ I like working with others in groups. 46 ____ Friends ask my advice because I seem to be a natural leader. 47 ____ If I have to memorize something I ask someone to quiz me 48 ____ In an argument I tend to ask a friend or some person in authority who can help me. ____ TOTAL for F
G 49 ____ I need quiet time to think. 50 ____ I find that I'm strong-willed, independent, and don't follow the crowd. 51 ____ I like to keep a diary or journal. 52 ____ I understand my thoughts and feelings. 53 ____ I know what I'm good at and what I am weak at. 54 ____ I prefer to work on projects alone. 55 ____ If I have to memorize something I tend to close my eyes and feel the situation or event. 56 ____ In an argument I usually walk away until I calm down. ____ TOTAL for G	H 57 ____ I enjoy nature whenever possible. 58 ____ I am keenly aware of my surroundings and of what goes on around me. 59 ____ I enjoy gardening. 60 ____ I like to collect things (e.g., rocks, sports cards, stamps, etc.) 61 ____ As an adult, I think I would like to get away from the city and enjoy nature. 62 ____ I enjoy learning the names of living things in our environment, such as flowers and trees. 63 ____ If I have to memorize something, I tend to organize it into categories. 64 ____ In an argument I tend to compare my opponent to someone I have read or heard about and react accordingly. ____ TOTAL for H

Resource: www.ldrc.ca/projects/miinventory/mitest.html

When you have completed all eight boxes, go back and total each set of six statements, writing the sum of each box on the line in front of **TOTAL for x**.

You Are 100% Smart! Scoring Sheet

Adapted from "Keys to Effective Learning"

Joyce Bishop, Ph.D. (1997)

DIRECTIONS: On the blank next to each letter write the corresponding score from the self-assessment on the previous two pages. Numbers should total between 8 and 32.

___ A

___ B

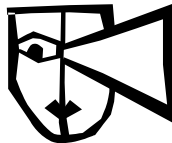
___ C

___ D

Body Smart



Picture Smart



Word Smart



Number Smart



___ E

___ F

___ G

___ H

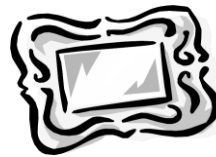
Music Smart



People Smart



Self Smart



Nature Smart



Using the numbers listed above, fill in this chart.

Individual Smart Strengths	Body Smart					
	Picture Smart					
	Word Smart					
	Number Smart					
	Music Smart					
	People Smart					
	Self Smart					
	Nature Smart					
		0	8	16	24	32

Higher scores indicate areas of possible strength. In most cases user profiles will include one or more areas of strength, or peaks in the bar chart. Review your own results for "peaks". Do those results parallel the understanding you have of yourself?

Eight Smarts on the Job

Figure out how each of the eight smarts could be used at a sports event. Write the name of one or two of the smarts in the right column that the person with each job listed in the left column could use.



Person	The "Smart" Used
Performer who sings the "National Anthem"	_____
Person who figured out what to charge for the tickets	_____
Star athlete	_____
Coach	_____
Person who designed the scoreboard graphics	_____
Equipment manager	_____
Newspaper reporter	_____
Designer of the team's uniforms	_____
Team doctor	_____
Radio or TV announcer	_____
Person who figures out how to care for the grounds without damaging the environment	_____
Person working alone to invent better ways to play the game	_____
Fan who can recite every statistic for every player	_____

* THE EIGHT KINDS OF SMART *			
<i>WORD</i>	NUMBER	PICTURE	NATURE
MUSIC	BODY	PEOPLE	<i>SELF</i>

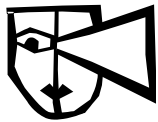
Imagine what the world would be like if everyone were good at writing words to songs but no one could sing or play in a band. What if everyone were good at sports but nobody could make sports equipment? What if everyone could do science experiments but no one could help people who were unhappy?

DIRECTIONS: Brainstorm and list a number of different jobs related to each of the smarts.

Number Smart: uses numbers effectively and can reason well



Word Smart: is good at understanding and using words, either orally or in writing



Picture Smart: can picture things in the mind really well, even from various perspectives

Nature Smart: recognizes, appreciates, and is drawn to the natural world



Music Smart: notices music, rhythm, and sounds more than most

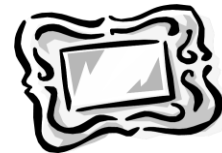
Body Smart: ability to use the body to express emotion, to play a game, or to create a new product





People Smart: gets along well with others; good at understanding and communicating with other people

Self Smart: self knowledge; involves understanding one's self, including feelings and thought processes





Time to Think

 Write down two to five same or similar occupations that you could consider that are within your Career Cluster areas, personality types (from the previous lesson), and would use your strongest areas of Multiple Intelligence.



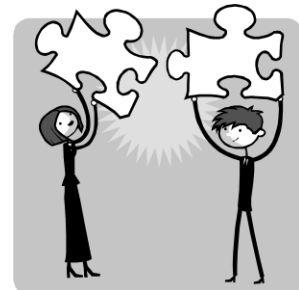
Work Values Assessment

Throughout your life you acquire a set of values—beliefs and ideas that are important to you. For example you may believe that one should always be honest or that one must always be a loyal friend. You live your life according to this set of values. In order to have a happy, successful and fulfilling life, you must act upon your values, both in your personal life and at work. Taking your values into account when you choose a career could be the most important factor that determines whether you will or won't be satisfied with that aspect of your life.

- Dawn McKay, *Identifying Your Work Values*

Directions: Think about each statement. Place a check on the line in front of each statement that describes you well.

- _____ 1. I wish I could help homeless people.
- _____ 2. I like doing different, not routine, kinds of things.
- _____ 3. It would be exciting to be famous.
- _____ 4. Family birthday parties are important.
- _____ 5. A high salary is more important than an interesting job.
- _____ 6. I almost always stick up for my brother/sister or someone younger than me.
- _____ 7. If my friend needed me, I would not worry about finishing my homework. I would help my friend.
- _____ 8. I would like to go to new places all over the world.
- _____ 9. It is important for me to try to do the right thing.
- _____ 10. I like winning in sports.
- _____ 11. I always want to have beautiful things around me.
- _____ 12. I tend to always tell the truth.
- _____ 13. It is important for me to be popular.
- _____ 14. I would like to help elderly people or children.
- _____ 15. I wish I could paint beautiful pictures.



- _____ 16. Having a lot of money would make me happy.
- _____ 17. People come to me for advice.
- _____ 18. I like the fact that I am a responsible person.
- _____ 19. If I had money, I would help other people.
- _____ 20. Even if my friend makes different decisions, I always do what is right for me.
- _____ 21. Independence is really important to me.
- _____ 22. I admire people who have expensive cars and houses.
- _____ 23. I tend to keep friendships for a long time.
- _____ 24. I judge people's self worth by how much money they have.
- _____ 25. I would not be afraid to travel alone. I would even go around the world alone.
- _____ 26. I would like to succeed in my own business and not work for anyone else.
- _____ 27. I would like to associate with famous people.
- _____ 28. I like being a leader.
- _____ 29. I would like to be a famous writer because I like making up stories.
- _____ 30. I would like to be a famous writer because I would make a lot of money.
- _____ 31. I choose my clothes carefully, because colors affect how I feel and look.
- _____ 32. If I get bored I quickly change what I am doing. I do something else.
- _____ 33. If someone were hurt I would find help right away. I would never just watch or walk away.
- _____ 34. I would rather paint my own design than copy somebody else's.
- _____ 35. I would not feel good about myself if I cheated on a test, even if nobody else knew about it.



Values Assessment: Work Related Interpretation

DIRECTIONS: Circle each number that you checked on the previous two pages.

Helping

1 14 17 19 33

You are very aware of the needs of others and want to do more to make the world a better place.

Careers: _____

Adventure

2 8 21 25 32

Adventure is very important to you. You enjoy risk, new people, new things, and new places.

Careers: _____

Fame

3 10 26 27 28

You want to be well-known or famous.

Careers: _____

Relationships

4 6 7 13 23

You like people. Your family and friends are most important to you.

Careers: _____

Money

5 16 22 24 30

You might choose a good salary over job satisfaction.

Careers: _____

Honesty

9 12 18 20 35

You feel it is very important to be trustworthy and always honest.

Careers: _____

Creativity

11 15 29 31 34

You like artistic things, such as music, art, and literature.

Careers: _____

Which career cluster is most related to **your** top-ranking values? (Perhaps there are two clusters.)

Brainstorm several occupations within that career cluster that would be compatible with **all of your top-ranking work values**.

Starting to Solve Your Career Puzzle With RUMReadyND.com

As with anything important in life, we want to know that our results are accurate. The same goes for your assessment of work values. To check the validity of your Work Values Assessment results, we will now do a fun activity in RUMReady.com. Follow the instruction below.

1. On the Internet, go to www.RUMReadyND.com

2. Sign in

- **Account name**

- Use this format:

- nd.lastname.firstname.mmddyyyy

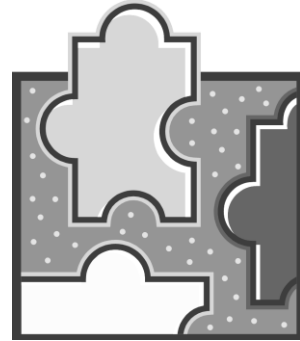
- For example: nd.doe.john.05292002

- **Password**

- Your password will be your student lunch number.

- NOTE: If this is the first time you have logged into your account your password will be your 8 digit birthday: mmddyyyy

- You will then be prompted to enter a new password. This will be your student lunch number. You will also need to create an easy to remember security question and answer.



3. Click on the **YOUR PORTFOLIO** tab found on the green toolbar at the top of your screen.

4. Click on **My Online Portfolio**.

5. Select the **6th, 7th & 8th Grades** quick tab under the blue “My Online Portfolio” heading.

6. Now scroll to the WORK VALUES box and click on **Try the Work Values Sorter**.

7. Begin the activity by clicking the blue **Get Started** tab. Read and follow the directions given. Once you have completed placing your work value tiles, click on the orange **Continue to your Results** button that will appear in the directions area.

8. Once you’ve completed the Work Values Sorter, you will be shown a results page which lists your top Work Values. Write your top 2 matches on the lines below. Next to each, write a brief description of the attributes listed that best describe you.

Top Work Values

Description

1. _____	_____

2. _____	_____

9. Under the section labeled **YOUR REFLECTIONS ON YOUR WORK VALUES SORTER RESULTS** input the following information.
- Your top two work values from page 11. Type: “Work Values Assessment Results.” then list your top two work values.
 - Answer the following questions:
 - Were the results from the 2 assessments similar or different?
 - What are your thoughts on the results from the 2 assessments? Were you surprised at all?
 - Click “Save” when done.
10. Now click on the **View Careers** tab to see a list of jobs that match with your identified work values. Notice that on the job chart provided, the final column lists related Work Values. As you skim the list of careers, compare the work values from both of your assessment activities with the list provided. Look for careers that catch your interest and seem to match your work values.
11. For additional information about any career or to save it in your portfolio simply click on the green career name.
- Use the tabs on the left side of the screen to locate detailed information by category such as salaries, working conditions, etc.
 - To save this career to your portfolio for quick reference in the future, simply click on the green **Add to Portfolio** tab on the bottom left of your screen.
 - You can quickly access all of your saved careers by selecting the **Career Exploration & Job Shadowing** quick tab at the top of your Online Portfolio page.
12. Once you have spent a little time exploring careers, we would like you to input the results of your Multiple Intelligence Assessment into your Online Portfolio. Follow the instructions below.
- Select the **YOUR PORTFOLIO** tab from the green toolbar at the top of the page.
 - Click on **My Online Portfolio.**
 - Select the green **My Journal** quick tab under the blue **My Online Portfolio** heading. It is the last one on the far right.
 - Click on the **Add a new journal entry** tab.
 - Type: “Multiple Intelligence Strengths:” followed by your two highest ranked intelligences from the assessment results on **page 5**.

CONGRATULATIONS! You have completed updating your RUPReadyND.com Online Portfolio. We encourage you to visit your online portfolio frequently. There are many great tools and resources available to you through your RUPReadyND.com account. You do not need to wait for your next career unit to go in and explore.





Shoot for the Stars!



If I could be anything in the world,
I would be ...

___ a doctor

___ a professional athlete

___ the next 'Bill Gates'

___ a famous performer

___ a game warden

___ president of a large corporation



Aim high!

Shoot for the Stars!

Dream Big!

Have you heard those phrases of encouragement before? No one wants you to aim low, shoot for the ground, or to dream small. But, it **is** important to be realistic when thinking about your future, too. You might want to consider that becoming a professional athlete with a multi-million dollar contract or a super-star performer is as likely to happen to you as getting hit by lightning.

So, though we do want you to shoot for the stars, we also want you to be grounded in reality. Be realistic, have a plan B, *just in case* you don't make it big.

Also, think about your individual abilities as well as your interests. What's the likelihood of becoming a pro-athlete if you don't get on a Division I college team? What's the possibility of becoming a doctor if you're failing science and math classes?

DIRECTIONS:

Choose one of the '*big star*' occupations listed above. Write it in the middle of a page of paper. Think of all kinds of jobs and careers that are related to your '*big star*' job. Be creative! Make a web connecting the various related jobs following the directions of your teacher. Share them with your classmates when instructed to do so.



YOUR IDEAL CAREER



SEARCHING...

There is more to consider than just the work when searching for a career.

You should consider such things as:

- physical setting (climate, city)
- conditions (work longer days, work indoors, seasonal work)
- working relationships (work with large numbers of people, work alone)
- psychological rewards (helping the elderly or children)
- family (single, married, children)
- financial rewards (income needs to support a certain number of people, hobbies...)

In the following exercises, you will find a brief description of a particular category of career choices. A list of options follows each of the choices.

PHYSICAL SETTINGS



By the setting of a job, we mean its geographic location as well as its specific working environment. Job satisfaction depends greatly on how you feel about where you work and where your job forces you to live. Check the statements below that appeal to you.

- _____ I would like to work in a city.
- _____ I would like to work in the country.
- _____ I would like to work in a small to medium-sized town.
- _____ I would like to work in another country.
- _____ I would like a career that will let me stay in one place.
- _____ I would like a career that keeps me "on the road," traveling from place to place.
- _____ I would like to work outdoors
- _____ I would like to work in an office setting.
- _____ I would like to work in or from my home.



WORKING CONDITIONS

Working Conditions involve such things as what you like to work with and how you like to do your job. Consider your personality when you look at this list. Check the statements that appeal to you.

- _____ I would like a career that requires me to dress up (wear a suit).
- _____ I would like a career that requires me to wear a uniform or costume.
- _____ I would like a career that lets me dress casually.
- _____ I would like a career that lets me work alone most of the time.
- _____ I would like a career that lets me work with the same group of people.
- _____ I would like a career that lets me work with many different clients.
- _____ I would like a career that lets me work with ideas.
- _____ I would like a career that lets me work with machines.
- _____ I would like a career that lets me work with tools.
- _____ I would like a career that lets me be creative.
- _____ I would like a career with structured working hours.
- _____ I would like a career with somewhat flexible hours.
- _____ I would like a career that involves a variety of tasks and duties.

RELATIONSHIPS AT WORK



This section looks who you would like to work with - the social aspect. For many people, the social aspect of a job is one of its most important parts. How much social contact would you like or expect from your career? Check the statements that appeal to you.

- _____ I would like to work alone.
- _____ I would like to work in a group or on a team.
- _____ I would like to be the boss.
- _____ I would like to be supervised by others.
- _____ I would like to work for myself.
- _____ I would like to work with adults.
- _____ I would like to work with children.
- _____ I would like to work with sick people.
- _____ I would like to work with handicapped people.

- _____ I would like to work with older people.
- _____ I would like to work with people who speak a different language.
- _____ I would like to run for election to office.
- _____ I would like to work in a competitive environment.



PSYCHOLOGICAL REWARDS OF WORKING



The psychological rewards of working relate to your passions and your values. For many people these mean much more than financial gain. What do you expect to get from your job besides money? Check the statements below that appeal to you.

- _____ I would like a career where I am free to make my own decisions.
- _____ I would like a career that furthers my mission in life.
- _____ I would like a career that helps less fortunate members of the community.
- _____ I would like a career that offers thrills and adventure.
- _____ I would like a career that lets me put my family duties first.
- _____ I would like a career in which I am continually learning something new.
- _____ I want to work with people I admire and respect.
- _____ I would like to work for something I believe in, even if it is unpopular or puts me in danger.
- _____ I would like a job that adds beauty in the world.
- _____ I would like a career that adds to the safety of the world.
- _____ I would like a position of power.
- _____ I would like a job that gives me a lot of freedom.



MIXING CAREER AND FAMILY

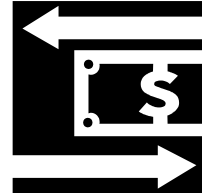
While you are making career decisions, it is important to think about the kind of family life you want to have. Careers that demand a great deal of travel or many evening and weekend hours in the office are usually not compatible with a close family life. On the other hand, if you want to have seven children, you need to think about careers that will financially support a family of that size. Today, both men and women have to be concerned about blending their careers and family needs.

- _____ I want to be single.
- _____ I want to be married.



- _____ I want to have children.
- _____ I would like both a rewarding career and a happy family life.
- _____ I would like a career with flexible hours so I can be available for my family.
- _____ I would expect my family to help out with household chores.

FINANCIAL REWARDS



Financial rewards include not just how much money you make, but how you are paid, job security, and so on. Check the statements below that appeal to you.

- _____ I would like a monthly salary that doesn't vary with the number of hours I work.
- _____ I would like to work on a commission basis.
- _____ Money isn't important to me -- I just need enough to get by.
- _____ I want a career with good benefits (health insurance, pension plan, paid vacations).
- _____ I would like to be paid for the things I create or produce (i.e. paintings, articles).
- _____ I would like a career that offers bonuses or other incentives.

Now, based on what you have chosen from each category,
describe *your* Ideal Career.



Balancing home and school responsibilities with other interests and hobbies can be tricky! Talk to your parents, teachers, or counselor for help or suggestions on how to do it!