Module 8

Duration: 55 minutes

Refining the Destinations

This module focuses on detailed exploration of three occupations selected by students, making use of *Kuder® Navigator* and/or print resources.

Objectives

At the end of this module, students will be able to:

- Name at least three favorite occupations, selected from their highest interest clusters.
- Detail the work tasks, training requirements, employment outlook, and earnings for these three occupations.
Module 8: Overview

Components

- **Introduction:**
  What Career Deciders Need to Know
  10 minutes
- **Activity 15: Learning About Favorite Occupations**
  30 minutes
- **Summarizing What You Have Learned**
  15 minutes

Homework Assignment

Have students identify a person who works in the occupation that they think is the first choice of those researched today. Make an appointment to interview that person either by phone or in person. Use Activity 16: Information Interview as a guide for the interview. Complete that worksheet after the interview and bring it to the next class.

Optional Activity

Ask students to research occupations of their interest in the school library if it is not practical for them to use Kuder Navigator in a classroom setting. If you assign this activity, provide students with a copy of Handout 7: Useful Resources.

National Career Development Guidelines Addressed

- Indicator CM3.A2: Demonstrate the ability to use different types of career information resources.

ASCA National Standards for School Counseling Programs Addressed

- Indicator C:A1.1: Develop skills to locate, evaluate, and interpret career information.
- Indicator C:B1.5: Use research and information resources to obtain career information.
- Indicator C:B1.6: Learn to use the Internet to access career planning information.

Facilitator Preparation

- Read the lesson plan and resource material.
- Duplicate materials for Handout 6: Using Kuder® Navigator to Explore Occupations, Handout 7: Useful Resources, Activity 15: Learning About Favorite Occupations (three copies for each student), and Activity 16: Information Interview.
- Arrange for use of a computer lab, ideally with one computer per student and access to Kuder Navigator.
- If it is not possible to do this lesson by using Kuder Navigator, take students to the career center, library, or guidance office. Multiple copies of books listed at the end of this lesson plan will be needed.
- Arrange for a computer and display device to show the PowerPoint® presentation. This presentation can be accessed online from the Kuder® Administrative Database Management System.
Introduction: What Career Deciders Need to Know
(10 minutes)

In previous sessions you identified many occupations that could be possibilities in the future. In this lesson you will learn in depth about occupations chosen from your two highest ranking clusters. You should be able to leave this session with detailed information about three occupations that are of highest priority for you.

Just as we thoroughly research types of cars or houses when we are going to buy one, we need to research the occupations we are considering. Since we spend at least one-third of our time at work, and it influences our lives so much, it is important to have as much information as possible before making career choices.

Continue with these questions:

• **What are some of the things you need to know about an occupation (job) before you seriously consider it?**
  What you do on the job each day, the conditions of work, what skills and education you need, how much you will be paid, whether there is a possibility to move from that occupation to another that may have more benefits, whether there will be job openings in the future, the good things and the bad things about the occupation, where to learn more, etc.

• **Why is it important to know these things?**
  To decide whether you want to continue considering that occupation, and to know how to plan high school courses and further education.

We will use Kuder® Navigator, and you will summarize the information you find on copies of the worksheets that I will give you now. You should have one worksheet for each occupation you are considering. You used this system when you took the interest and skills assessments.

Distribute copies of Activity 15: Learning about Favorite Occupations.
Activity 15: Learning About Favorite Occupations
(30 minutes)

Kuder Navigator integrates occupational information from several authoritative governmental resources into one database. These occupational descriptions are connected to the results of your interests and skills assessments.

If students have access to the Internet, ask all students to access Kuder Navigator at www.kudernavigator.com (or your state-specific site), following the instructions on Handout 6, as shown below.

- Sign on to Kuder Navigator as a returning user, entering the user name and password you created at your first use. (If you have not registered, click on New Users to complete the process.)
- Select Explore Occupations, and then By Assessment Results in the upper left-hand menu.
- Click on the title of any occupations on the list that you want to learn about. Especially consider occupations suggested by both the interest and skills assessments, as well as the work values assessment if you have taken it.

Read about the occupation including its description, typical education, annual salary, and work conditions. You may also watch the video about this occupation, if one is offered.

Inform high school students that they also have access to information regarding the occupation’s employment outlook, related occupations, and associated interests, skills, and work values. If they have time, they should use this information to fill out the additional questions on the worksheet.

- Complete your worksheet for this occupation, and store its title in your Favorites List if you want to continue to consider this occupation.
- Repeat this process for two other occupations on the list.

Note: If students have not completed the Kuder assessments, they can use either of the two other options under the tab Explore Occupations and then, the upper left-hand menu options By Clusters and Pathways or By Title or Keyword. If you cannot do this activity on the Internet, use any reference books or files of occupational information available to you. A list of these is provided later in this lesson plan.
Kuder Navigator is a valuable source of information about occupations, one that you can use again and again. If you were unable to research all of the occupations you wanted to today because of time restraints, please continue your exploration at home or in another place where you can access the Internet.

**Summarizing What You Have Learned**
(15 minutes)

Lead a discussion, using questions such as the following:

- Which occupation(s) appealed to you most? Why?
- Which occupation(s) appealed to you least? Why?
- What did you learn that surprised you?
- What did you learn that will affect your education plans?
- What did you learn about the day-to-day activities of the occupation?
- What did you learn about the working hours and conditions?
- If you begin work in this occupation, what kinds of career moves might you make later?
- What opportunities are there for advancement or expansion?
- Does the U.S. Department of Labor predict that the number of people needed in the occupation will grow, stay steady, or decline?

You will have an opportunity to learn more about one of the occupations you are considering by talking to someone who actually works in it. You may need the assistance of your parents to find someone who does this kind of work. If possible, visit this person so that you can see where she/he works. If you cannot visit in person, talk to the person on the phone.

**Homework Assignment**

Choose one occupation that you researched today that appeals to you. Identify a person who works in that occupation. Make an appointment to interview that person either by phone or in person. Use Activity 16: Information Interview as a guide for the interview. Complete that worksheet after you have had the interview, and bring it to the next class session.

**Optional Activity**

Ask students to research occupations of their interest through additional web sites or resource books. If you assign this activity, provide students with a copy of Handout 7: Useful Resources.
As noted in Module 3, collecting information about alternatives is an essential step in the career planning process. One class period is insufficient time to do this since students may have a long list of occupations. One purpose of this session is to acquaint students with *Kuder® Navigator* or, if Internet access is not possible, with reference books and other materials in your career center, guidance office, or library. After students become aware of these resources, they may become motivated to spend more time with them and will rely on them as informational resources for years to come.

Students created an electronic career portfolio when they signed on to *Kuder Navigator*. This system combines the research-based assessment results with comprehensive career exploration and planning. The system integrates state-specific data from several trusted online resources into a single database of more than 1,000 occupational descriptions. These resources include the O*NET, the *Occupational Outlook Handbook*, Career InfoNet, Military Occupation and Training Data, and the Classification of Instructional Programs.

One of the resources included as part of *Kuder Navigator*, the *Occupational Outlook Handbook (OOH)*, is available both in print form and on its own web site (www.bls.gov/oco). This resource, updated every two years, provides extensive data on approximately 270 occupations, covering over 100 million jobs. Lengthy descriptions include all of the following topics: duties and nature of the work, work settings and conditions, preparation required for entry, special requirements or considerations, methods of entry, earnings and other benefits, usual advancement possibilities, employment outlook, opportunities for experience and exploration, related occupations, and sources of additional information. The content of this book is updated and expanded on a quarterly basis in the *Occupational Outlook Quarterly*, a publication available by subscription and on the OOH web site.

The most detailed database of occupational information developed by the U.S. Department of Labor is called O*NET. It contains descriptions of over 1,000 occupations. O*NET data is available on its web site at www.online.onetcenter.org and in *Kuder Navigator*. Career InfoNet (www.acinet.org) is a third authoritative site developed...
and maintained by the U.S. Department of Labor. This site provides a keyword search capability for hundreds of occupations as well as extensive descriptions of them, including detailed data about their employment outlook and salary range as a national average and by state. In addition, short videos showing typical work tasks and environments are accessible for most of the occupations.

In addition to the publications, web sites, and databases developed by the government, many private publishers offer high-quality material. Examples of these are listed below for your information. If you need to use printed material for this lesson, you may include some of those listed in order to have sufficient resources for all students.

Representative printed resources:

- *Career Discovery Encyclopedia* (8 volumes) (J.G. Ferguson, 2009)
- *Guide for Occupational Exploration* (Farr & Shatkin, 2005)
- *O*NET *Dictionary of Occupational Titles* (Farr & Shatkin, 2007).

Students at your school may have access to a computer-based career guidance system other than *Kuder Navigator*. If so, this system may also be an excellent source of occupational information.

Exposing students to some combination of the resources listed above will provide valuable information to assist them in narrowing their options based on a planful decision-making process. It will be extremely valuable, however, to move them closer to the reality of an occupation through the assignment to complete an informational interview or through other programs available at your school, such as job shadowing or career days. Encourage students to use multiple sources of information.

**Resources**


Handout 6:
Using Kuder® Navigator to Explore Occupations

Access Kuder Navigator at www.kudernavigator.com (or your state-specific site), and follow the instructions shown below.

• Log in to Kuder Navigator, using the same user name and password as you have used in previous sessions.

• Choose the tab Explore Occupations.

• Select By Assessment Results from the upper left-hand menu. This will take you to a suggested list of occupations based off of your assessment results.

• From the list provided there, choose the title of any occupation. If you have some titles marked under all three columns (i.e., identified by your interests, skills, and work values) explore those first, then move on to those marked in the two columns of interest and skills.

• After you choose a title, look at the video and then at all sections of the description. High school students may utilize the upper right-hand links on the occupation page to learn more.

• If the occupation appeals to you, click on the star in the upper left of the screen to save it in your portfolio as a favorite.

• After looking at the descriptions of several occupations, print out the complete description of three that you like best if your instructor says that you can print.

• Complete Activity 15: Learning About Favorite Occupations for these three occupations.
Handout 7: Useful Resources

Reference Books

- Career Discovery Encyclopedia (8 volumes) (J.G. Ferguson, 2009)
- Encyclopedia of Careers and Vocational Guidance (J.G. Ferguson, 2008)
- Guide for Occupational Exploration (Farr & Shatkin, 2005)
- O*NET Dictionary of Occupational Titles (Farr & Shatkin, 2007)

Additional Web Sites

- Occupational Outlook Handbook: www.bls.gov/oco
- Career InfoNet: www.acinet.org
- O*NET Online: http://online.onetcenter.org
Activity 15: Learning About Favorite Occupations

As you research occupations, fill out this sheet for careers that catch your interest and appeal to you.

Name of Occupation

1. List three duties or tasks involved in this occupation.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Describe the work setting and working conditions.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Describe the preparation required for entry into this occupation.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Write down the typical salary range for this occupation (from entry level to experienced level) nationally and in your state.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Do you think you would be interested in pursuing this occupation? Why or why not?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Activity 15:  
Learning About Favorite Occupations, cont’d

If you are in high school, you have access to additional information regarding occupations you are researching. If you have time, answer the questions below.

6. List any special requirements for entry into this occupation – i.e., licenses, etc.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

7. What is the employment outlook for this occupation in your state and nationally?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

8. List kinds of advancement that may be possible.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

9. Name one related occupation.

________________________________________________________________________________

10. List skills and/or abilities required for this occupation.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

11. List values you may attain for this occupation – are they among those you rated most important?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Activity 16: Information Interview

Name ________________________________

Class ________________________________

Name of Person Interviewed: ________________________________

Job Title: ________________________________

General Duties of Job: ________________________________

Work Setting: ________________________________

Preparation for Entry into Job: ________________________________

Special Requirements (licenses, certifications, etc.): ________________________________

Benefits Other Than Salary: ________________________________
Activity 16: Information Interview, cont’d

Name ____________________________________________

Class ____________________________________________

Opportunities for Advancement:

____________________________________________________________________

____________________________________________________________________

Skills Required for the Job:

____________________________________________________________________

____________________________________________________________________

Satisfiers (job characteristics):

____________________________________________________________________

____________________________________________________________________

Salary Range (entry-level to experienced):

Employment Outlook:

____________________________________________________________________

____________________________________________________________________

Would the interviewee enter this occupation again if she/he were your age? Why or why not?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________