



Career Exploration Project



Paper Due: 12/20/18

Presentations Begin: 12/18/18

Introduction:

Over the next couple of weeks, you will be completing a research paper and presenting your findings to your classmates. The topic will be centered on a career of your choice (must be pre-approved by Mr. King).

Topic:

You will select a career and begin to research everything you can about that career including the **PATH** that will lead to a successful placement in this field.

Part 1: Career Research Paper (3-4 pages)

Research Paper Requirements (MLA Standard Format)

- 3-4 pages typed _____
- Work Cited Page (not included in final page count) _____
- Minimum of 3 credible sources _____
- 10-12 point font (Times New Roman/Calibri/Arial) _____
- Double-spaced _____
- MLA format _____

Some questions to consider:

- *What does one need to know and be able to do for this career?*
- *What type of education or training is needed? (Explain type of education, where one can get it and how long it would take.)*
- *How much experience does one need?*
- *Are there any additional certifications needed for this career?*
- *What is the expected salary for this career?*
- *What is their average starting salary?*
- *What daily hours would one work?*
- *What type of vacation can one expect?*
- *What type of work does one do in this career? Are you required to work with your hand in a physical sense or is it more with your mind?*
- *What are the working conditions? What are some of the hazards or disadvantages (i.e. health risks, moving to other locations for advancement, temporary or seasonal employment, etc.) of the job?*
- *Are most of the workers in this field male or female? (Would this make a difference to you in choosing this occupation? Why or why not?)*
- *What is the nature of the work?*
- *What are the responsibilities of the job?*
- *Are there opportunities for advancement in this career? How does one advance?*
- *Who are the largest employers for this career /field?*
- *Where can one find work in this field? (i.e. factories – hospitals – gov't – schools – etc.)*
- *What is the average starting salary?*
- *What is the average ten-year salary?*
- *In which areas of the country could/would one live?*
- *Where can one move within the company (i.e. Are there overseas locations?)?*
- *What is the long-term outlook for this career? (Will the need increase, decrease, stay the same, be eliminated?)*
- *What is the turnover rate for this career?*
- *Are there any professional associations that are necessary for one to join in this profession?*
- *Does one have to join a union? How? Explain.*
- *What are some related occupations?*
- *What do three people in the career say about their jobs? (You may research your answer to this question and/or briefly interview someone you know in this career. Remember, this should be written in quote form.)*
- *When do they hire?*
- *What are their requirements for hiring?*
- *Do they have allowances? (i.e. car allowance – travel expenses – moving allowances.)*
- *What are their family leave, maternity, sick and education policies?*

Please note: You may vastly expand the scope of this section in order to clarify this career. All of these questions DO NOT need to be answered. Some questions might not be applicable or important depending on the chosen career field.

SAMPLE OUTLINE: You can use this outline as an example to follow to help you format your paper and keep your thoughts organized.

Career Research Paper

I. Name of career field and reasons for studying this particular career.

II. History of this career

III. People in this career

- a. Approximately how many people are now employed in this career field?
- b. Briefly discuss current employment trends relating to this career.
- c. Where are jobs related to this career most often found? Why?

IV. Duties of this career

- a. General duties
- b. Specific duties
- c. Hours of work ordinarily required
- d. Is there anything unusual about the number of hours or nature of the work schedule which might relate to this job field? (Seasonal fluctuations, days, nights, split shifts, etc...)

V. Qualifications of workers in this field

- a. Sex
- b. Age
- c. Health and physical
- d. Personality
- e. Experience
- f. Aptitude
- g. Education
- h. Other
- i. What are the most common methods of entry into this career? Which one would you choose? Why?

VI. Education planning

- a. Develop your own education plan, including preparation for this career, including courses you have taken or will take to prepare.
- b. If you decide to attend a post-secondary school, what entrance requirements might you expect? What is the length of training? Cost of training?
- c. Briefly describe any armed forces training opportunities that relate to this career.
- d. What are the scholarships, loans, or grants that you could apply for to help with the cost of this training?
- e. Other training-apprenticeship, company, or on-the-job training?

VII. Finding a job in this career field

- a. List and briefly describe seven career fields related to the one you have chosen to explore.
- b. Job advertisement. Clip and attach on a separate sheet a job ad from the local newspaper, magazine, or other source to your paper.
- c. If you were to apply for this job, whom would you ask for recommendations? List three people.

- d. Attach your resume and cover letter to this paper.

IX. Earnings

- a. How much can you expect to make from this career?
 - 1. Beginning salary?
 - 2. Average salary?
 - 3. Exceptional salary?
- b. What expenses might you have to meet in following this career?

X. Nature of the job

- a. List some benefits, other than salary, that you would expect to gain from this career.
- b. What hazards can you anticipate in this job field?

XI. Career advancement

- a. What are the chances for advancement in this field?
- b. Would advancement require additional training?
- c. Would advancement require additional duties? Explain.
- d. Is there a need for continuing education to hold this position? Explain.

XII. Interview

- a. Arrange an interview with someone employed in this career field.
- b. Ask this person the same questions you have been exploring for this project and any additional ones you may have.
- c. Write a summary of this interview

XIII. Reflection

- a. After studying this career in depth, state why you would or would not be interested in making this your own career objective

CAREER PROJECT RESEARCH PAPER RUBRIC

CATEGORY	4	3	2	1
Focus & Sequencing	All material clearly related to subtopic, main topic. Strong organization and integration of material within subtopics. Strong transitions linking subtopics, and main topic. Writing is flowing and easy to follow.	All material clearly related to subtopic, main topic and logically organized within subtopics. Clear, varied transitions linking subtopics, and main topic. Writing has minimal awkward or unclear passages.	Most material clearly related to subtopic, main topic. Material may not be organized within subtopics. Attempts to provide variety of transitions. Writing has a few awkward or unclear passages.	Little evidence material is logically organized into topic, subtopics or related to topic. Many transitions are unclear or nonexistent. Writing is choppy, with many awkward or unclear passages.
Support	Strong peer- reviewed research based support for thesis.	Sources well selected to support thesis with some research in support of thesis.	Sources generally acceptable but not peer-reviewed research (evidence) based.	Few sources supporting thesis. Sources insignificant or unsubstantiated.
Grammar & Mechanics	The paper is free of grammatical errors and spelling & punctuation.	Grammatical errors or spelling & punctuation are rare and do not detract from the paper.	Very few grammatical, spelling or punctuation errors interfere with reading the paper.	Grammatical errors or spelling & punctuation substantially detract from the paper.
MLA Format	No errors in MLA format. All references and citations are correctly written and present.	Rare errors in MLA style that do not detract from the paper. One reference or citations missing or incorrectly written.	Errors in MLA style are noticeable. Two references or citations missing or incorrectly written.	Errors in MLA style detract substantially from the paper. Reference and citation errors detract significantly from paper.

Part II: Presenting Your Learning (5 Minutes)

All students will be required to present their learning in a class presentation.

- **Must include a slideshow presentation**

Remember* You will be graded on the quality of your presentation, including such elements as eye contact, body language, speech clarity and projection. Just reading PowerPoint's directly off the screen to your class will result in a low grade for this category.

CAREER PROJECT ORAL PRESENTATION RUBRIC

CATEGORY	4	3	2	1
Preparedness	Student is completely prepared, has obviously rehearsed.	Student seems pretty prepared.	Student is somewhat prepared.	Student is minimally prepared.
Enthusiasm	Facial expressions and body language generate a strong interest about the career in others. The career presented is clearly one with which the student can see him or herself pursuing.	Facial expressions and body language sometimes generate an interest about the career in others. The career presented is clearly one with which the student can see him or herself pursuing.	Facial expressions and body language seem faked. The career presented is one with which the student can see him or herself pursuing.	No engaging facial expressions or body language attempted. Student did not generate much interest in the career being presented. Presenter is leaning on furniture or not looking at the audience.
Visuals	Student's presentation is neat, appealing to the eye and reflects considerable effort and creativity.	Student's presentation is neat, appealing to the eye and reflects moderate effort and creativity.	Student's presentation is neat, appealing to the eye.	The student had very minimal visuals.
Time-Limit	Presentation is 10-15 minutes long.	Presentation is less than 10 minutes long.	Presentation is less than 8 minutes long.	Presentation is less than 5 minutes long.