

Personal Development: Online, Self-Paced Career  
Exploration Project Assignments to Help Students Explore, Plan, and  
Design a Successful Career Strategy

Michael Brown

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## **Acknowledgement and Dedication**

This Personal Development class is dedicated to all students, regardless of age, who dream and search for their futures. May each of you find the strength of your individual personality, find careers that match your creativity, and find and design diverse paths to fulfill your career goals. This class is also dedicated to those teachers, counselors, mentors, and administrators who inspire and give permission for all students to explore what they want to be when they grow up. And this career exploration is dedicated to the farsighted people at Sierra College CTE Community Collaborative “Sierra STEM” project, including Carol Pepper-Kittredge, Christina Hinderman, and Jenny Cooper from Santa Barbara City College.

“Our primary message to schools is this: Look beyond the schoolhouse to the roles students will play when they leave to become workers, parents, and citizens. To teachers we say this: Look beyond your discipline and your classroom to the other courses your students take, to your community, and to the lives of your students outside of school. Help your students connect what they learn in class to the world outside” (Learning a Living 17).

“Students who can project themselves into the future and understand the consequences of their actions today are far less likely to become teen parents, drop out of school, or abuse harmful substances” (University of Minnesota).

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# Outline for Personal Development Assignments

- 1. Personal Development: Preview Questionnaires**
  - Preview questions for anticipatory set
- 2. Personal Development: Self-Assessments**
  - Explore and complete all the online self-assessment surveys
  - Review, edit, and save results
  - Use of the following sites: [careercruising.com](http://careercruising.com) , [cacareerzone.com](http://cacareerzone.com) , [keirseych.com](http://keirseych.com), [HumanMetrics.com](http://HumanMetrics.com)
  - Answer questions relevant to self-assessments
- 3. Personal Development: Career Exploration**
  - Review self-assessment recommendations for career (s)
  - Explore careers of interest and passion
  - Explore job descriptions, salary, work environment, etc.
  - Narrow focus to careers of your calling, interest, passion, subject, cluster, or industry
  - Use of the following sites: [careercruising.com](http://careercruising.com) , [cacareerzone.com](http://cacareerzone.com) , [californiacolleges.edu](http://californiacolleges.edu) , [sierracollege.edu](http://sierracollege.edu)
  - Answer questions relevant to career exploration
- 4. Personal Development: Action Plan**
  - Explore the multiple pathways to career goals
  - Choosing post-secondary strategies of further education/training by planning for the university, college, technical school, military,
  - Use of the following sites: [careercruising.com](http://careercruising.com) , [cacareerzone.com](http://cacareerzone.com) , [californiacolleges.edu](http://californiacolleges.edu), [csumentor.edu](http://csumentor.edu), [ca.gov](http://ca.gov), and more
  - Answer questions relevant to exploring steps necessary for career success
  - Design, create, and save a resume to career portfolio
- 5. Personal Development: Essay**
  - Write a personal and formal two or more page synthesis/evaluative essay with six paragraphs describing one's personal strategy of success by reviewing the information provided in this Personal Development exploration
- 6. Personal Development: Presentation**
  - Additional assignment for students to present their findings in a formal and personal presentation to peers, teachers, and administrators

## Personal Development: Preview Questionnaire

**Directions:** Before you start the Personal Development assignments, complete the **Preview** questionnaire.

1. Make a list of passions, interests, school subjects you like, and hobbies that you wish could be a career.
2. Examine to see if there are any patterns in question #1. What are the patterns or what are the diversities?
3. Make a list of values you hold dear such as adventure, family, money, security, independence, etc. Make a list of as many as you can.
4. Describe your personality strengths. For instance, would your best friend describe you as creative, sociable, thoughtful, reserved, humorous, quiet, intellectual, responsible, etc? List as many as you can.
5. What skills do you have right now? Do you have any special talents? Skills working with people? Computers, communication skills in writing and speaking, leadership skills, math skills, technical skills, skills working in small groups and independently? Skills with machinery and tools? Artistic skills? Musical skills, language skills, etc.
6. What skills would you like to add to your life?
7. List the short-term job or summer job that you enjoyed such as yard work, babysitting, pet sitting, and house sitting. What made this job enjoyable?
8. Describe the working environment of your perfect career. Where would this job be located geographically? What kind of salary would make you happy? Do you prefer working alone, in small groups, or in large groups? Do you think you would like routines or would you like variety? Do you want room to advance in your career? Do you want to work indoors, outdoors, or both?
9. How much education beyond high school are you willing to acquire to land the career of your dreams?
10. In your own words, what does this quote mean to you? "Choose a job you love, and you will never have to work a day in your life."-- Confucius

# Personal Development Preview

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## CALIFORNIA CTE SECTORS and PATHWAY OPTIONS

Name \_\_\_\_\_

**Directions:** Circle, mark, or highlight **all** the career pathways that appeal to your heart/mind.

### 1. Agriculture and Natural Resources Industry Sector

- A. Agricultural Business
- B. Agricultural Mechanics
- C. Agriscience
- D. Animal Science
- E. Forestry and Natural Resources
- F. Ornamental Horticulture
- G. Plant and Soil Science

### 2. Arts, Media, and Entertainment Industry Sector

- A. Media and Design Arts
- B. Performing Arts
- C. Production and Managerial Arts

### 3. Building Trades and Construction Industry Sector

- A. Cabinetmaking and Wood Products
- B. Engineering and Heavy Construction
- C. Mechanical Construction
- D. Residential and Commercial Construction

### 4. Education, Child Development, and Family Services Industry Sector

- A. Child Development
- B. Consumer Services
- C. Education
- D. Family and Human Services

### 5. Energy and Utilities Industry Sector

- A. Electromechanical Installation and Maintenance
- B. Energy and Environmental Technology
- C. Public Utilities
- D. Residential and Commercial Energy and Utilities

### 6. Engineering and Design Industry Sector

- A. Architectural and Structural Engineering
- B. Computer Hardware, Electrical, and Networking Engineering
- C. Engineering Design
- D. Engineering Technology
- E. Environmental and Natural Science Engineering

### 7. Fashion and Interior Design Industry Sector

- A. Fashion Design, Manufacturing, and Merchandising
- B. Interior Design, Furnishings, and Maintenance

**8. Finance and Business Industry Sector Pathway Options**

- A. Accounting Services
- B. Banking and Related Services
- C. Business Financial Management

**9. Health Science and Medical Technology Industry Sector**

- A. Biotechnology Research and Development
- B. Diagnostic Services
- C. Health Informatics
- D. Support Services
- E. Therapeutic Services

**10. Hospitality, Tourism, and Recreation Industry Sector Pathway Options**

- A. Food Science, Dietetics, and Nutrition
- B. Food Service and Hospitality
- C. Hospitality, Tourism, and Recreation

**11. Information Technology Industry Sector**

- A. Information Support and Services
- B. Media Support and Services
- C. Network Communications
- D. Program and Systems Development

**12. Manufacturing and Product Development Industry Sector**

- A. Graphic Arts Technology
- B. Integrated Graphics Technology
- C. Machine and Forming Technology
- D. Welding Technology

**13. Marketing, Sales, and Service Industry Sector**

- A. E-commerce
- B. Entrepreneurship
- C. International Trade
- D. Professional Sales and Marketing

**14. Public Service Industry Sector**

- A. Human Services
- B. Legal and Government Services
- C. Protective Services

**15. Transportation Industry Sector**

- A. Aviation and Aerospace Transportation Services
- B. Collision Repair and Refinishing
- C. Vehicle Maintenance, Service, and Repair

*“A man can succeed at almost anything for which he has unlimited enthusiasm.” Charles Schwab*

## **Saving and Documenting All Internet User Names and Passwords**

**Directions:** List all User Names and Passwords used in the Personal Development internet searches.

### **1. careercruising.com Home Page**

- School Site User name: \_\_\_\_\_
- School Site Password: \_\_\_\_\_

### **Career Cruising Portfolio**

- User name: \_\_\_\_\_
- Password: \_\_\_\_\_

### **2. cacareerzone.com**

- User name: \_\_\_\_\_
- Password: \_\_\_\_\_

### **3. californiacolleges.edu and csumentor.edu**

- User name: \_\_\_\_\_
- Password: \_\_\_\_\_

### **List Other Significant Sites You Feel Are Important**

#### **4. \_\_\_\_\_**

- User name: \_\_\_\_\_
- Password \_\_\_\_\_

#### **5. \_\_\_\_\_**

- User name: \_\_\_\_\_
- Password \_\_\_\_\_



## Personal Development: Self-Assessments

**Directions:** Follow the steps by taking the Career Cruising self-assessments. Remember to save all the results to your **Portfolio**.

**Step 1:** Log onto [www.careercruising.com](http://www.careercruising.com) and enter the **Username** and **Password** for your school site

• <b>School site Username:</b>
• <b>School site Password:</b>

**Step 2:** Find **Portfolio** in the purple search box across the top and establish your **Portfolio**. Remember to save all results to your portfolio

• <b>Portfolio Username:</b>
• <b>Portfolio Password:</b>

\*Because you will be able to keep all of your saved results in this portfolio for your entire high school experience, your portfolio will be one of the most important resource available, especially your senior year. \*

**Step 3:** Take all three **Career Cruising** self-assessments and save all results to your **Portfolio**. At any time you can **Review my answers** and change the results

Career Matchmaker	My Skills	Learning Styles Inventory
<ul style="list-style-type: none"> <li>• Complete the Career Matchmaker assessments</li> <li>• Save results to your Portfolio</li> <li>• In your Portfolio, you can continue to taking this assessment with 116 questions</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the My Skills assessment</li> <li>• Save results to your Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the Learning Styles Inventory</li> <li>• Save results to your portfolio</li> </ul>

## Personal Development: Self-Assessments

**Directions:** Continue to follow the steps. Remember to save all the results to your **Portfolio**.

**Step 4:** While in your portfolio, in the blue left hand search column, find **Assessment Results** and scroll down to “Other Assessments.” This is where you can enter in surveys and test results. For instance, you can enter in your Myers-Briggs, Multiple Intelligence, ACT Plan test, PSAT, PACT, ACT, SAT, or other test results.

**Step 5:** Go to [www.cacareerzone.org](http://www.cacareerzone.org) and use either the **text, graphic or flash**. Find “**Assess Yourself**” and create a Career Zone Portfolio where you can save your results.

<ul style="list-style-type: none"> <li>• <b>Career Zone Portfolio Username:</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Career Zone Portfolio Password:</b></li> </ul>

Complete the **Quick Assessment** and view possible occupations. You would be wise to add the career zone webpage to your **Career Cruising Portfolio** by entering in the information to the “**Add a New Link**.”

**Step 6:** While still in **Career Zone’s** “**Assess Yourself**,” continue with the self-assessments by completing the **Interest Profiler** and **Work Importance Profiler**. Save your results to the Career Zone Portfolio.

**Step 7:** Go to [www.keirsev.com](http://www.keirsev.com) to take the free, on-line survey Keisey Temperament-Sorter-II in the upper right-hand corner. You can save the results to your email, flash drive, school account such as Xythos, or make a hard copy. Add this link to your Career Cruising Portfolio for future access.

**Step 8:** After you have completed the free survey, log on to [www.typellogic.com/](http://www.typellogic.com/) for further information about your personality strengths. **Save** the information and **add** this link to your **Career Cruising Portfolio**.

**Step 9:** To further validate and examine your personality type, you can go to [www.HumanMetrics.com](http://www.HumanMetrics.com) and take the 72-question survey, and then explore your “Type Descriptions” and “Identify Your Career.” **Save** the information and **add** this link to your **Career Cruising Portfolio**.

*“There are no short cuts to any place worth going.” Beverly Sills*

## Personal Development: Self-Assessments

**Directions:** After completing all the steps, answer the six questions. Include the proper heading for your name, teacher's name, class, date, and title. Send to your teacher by the designated due date. Remember to save your answers in multiple storage areas such as your school's account, your thumb drive, or your email.

**Step 10:** Answer the following six questions in short paragraphs of 6 or more full sentences for each question. **Type** your answers and send to your teacher via email or hand deliver the assignment by the approved due date. Save your answers in multiple storage sites.

**Question 1:** Before you took these self-assessments, list what you think and feel are your personality strengths. You may want to consider how people describe you and what your heart and your mind tells you. Consider such traits (a.k.a. soft skills or people skills) as loyalty, honesty, creativity, fairness, insightfulness, compassion, integrity, humor, resourcefulness, imaginativeness, etc. List the people you would consider as mentors or those who have insights into your personality with whom you would seek personal and career advice.

**Question 2:** What are your **interests** and **passions** right now for your life? Are any of these interests or passions a possible career opportunity? Explain your answer with specific details, thoughts, and feelings.

**Question 3:** According to all the self-assessments found on [careercuising.com](http://careercuising.com), [cacareerzone.com](http://cacareerzone.com), [keirse.com](http://keirse.com), and [HumanMetrics.com](http://HumanMetrics.com), describe what each self-assessment reveals about your personality strengths. Include the name of each self-assessment with specific results. Do you agree with the results? Why or why not? What are three suggested careers that appear in the self-assessments that might appeal to you, and why do these careers appeal to you?

**Question 4:** From what you know about yourself right now, what are your academic strengths, (a.k.a. hard skills) and how can these skills benefit you in your future career? Consider such skills as math, language, communications skills in writing and speaking, art, computer literacy, music, etc. In addition, discuss what academic strengths you want to develop for your future.

**Question 5:** What are your hopes and dreams for your life in the future? Begin discussing your personal dreams and goals. Then discuss your career dreams and goals that include further education whether in college, the military, technical school, or a university.

**Question 6:** What are some careers that you know of or have thought about that you think and feel will fit your personality, your interests, your passions, your values, and your natural skills?

*“More important than talent, strength, or knowledge is the ability to laugh at yourself and enjoy the pursuit of your dreams.” Amy Grant*

## Personal Development: Career Exploration

**Directions:** Follow the steps to explore careers on Career Cruising. Remember to save all the results to your **Portfolio**.

**Step 1:** Log onto [www.careercruising.com](http://www.careercruising.com) and enter the **Username** and **Password** for your school site. Remember to save all results to your portfolio.

Click on the **Explore Careers** icon on the left hand side. Explore each section of **Search by Index**, **Search by School Subject**, **California Industry Sectors**, **Search by Cluster**, and **Explore Industries**. If appropriate for you, explore **Military Careers** and note that military careers have much to offer in civilian careers. Save your career results to your portfolio. Save all results that are potential careers for your future.

\* For **Green Career Resource Guide** find and click on the icon of a small “i” in the search bar across the top between **Search** and **Logout**. Scroll to the very bottom of the page and explore a plethora of environmental opportunities.

**Step 2:** Go to Career Cruising portfolio’s link to [www.cacareerzone.org](http://www.cacareerzone.org) and go to the middle section **Explore Industry Sectors**. Explore and save all of your career results to your California Career Zone Portfolio. Go back to the homepage and find **Get a Reality Check** and complete **Get a Reality Check**, **Future Salary**, and **Occupation Direct**.

**Step 3:** Go to [www.californiacolleges.edu](http://www.californiacolleges.edu) and create an account by going to the upper right-hand side of the California Colleges site and complete the information and document your user name and password. **Add this link to you Career Cruising portfolio** as a future reference and resource for the present and future.

<b>Username:</b>
<b>Password:</b>

In the search bar across the top, find **Career** and explore all the resources available to you such as **General Career Information**. Save all appropriate information.

## Personal Development: Career Exploration

**Directions:** Continue to explore the following Internet sites to add to your career search.

**Step 4:** Go to [www.bls.gov/oco](http://www.bls.gov/oco) and explore the careers by going to the upper left-hand side and find **INDEX**, which will take you to an alphabetical search of a myriad of careers to read about the Nature of the Work, Training, Employment, Job Outlook, Projections Data, Earnings, and other Internet sources. **Add this link to your Career Cruising Portfolio.**

**Step 5:** Go to [www.mappingyourfuture.org](http://www.mappingyourfuture.org) and find “**middle/hs students**” in the search bar. Once there, explore the following “Take the Right Classes in High School”, High School Students: Prepare for life after Graduation,” Junior: Review College Planning Tips,” and Seniors: Follow the College Planning Calendar.” **Add this link to your Career Cruising Portfolio.**

**Step 6:** For another look at career searching, go to [www.statecenter.com/industrysectors](http://www.statecenter.com/industrysectors) and examine the 15 Career Pathways. Add this link to your Career Cruising Portfolio.

**Step 7:** An additional site that explores the 15 Career Pathways is [www.whodoyouwant2b.com](http://www.whodoyouwant2b.com) with some added features such as CCCApply to search community colleges. **Add this link to your Career Cruising Portfolio**

**Step 8:** Young women who are interested in science, technology, engineering, and math (STEM) should visit the following sites:

- <http://aspire.swe.org/>
- [www.engineergirl.org/](http://www.engineergirl.org/)
- [www.braincake.org/](http://www.braincake.org/)
- [www.girlgeeks.org/](http://www.girlgeeks.org/)
- <http://www.iseek.org/careers/womenstem.html>  
Look at **Research Careers** and find **Career Cluster**

## Personal Development: Career Exploration Questions

**Directions:** After completing all the steps, answer the five questions. Include the proper heading for your name, teacher's name, class, date, and title. Remember to save your answers in multiple storage areas such as your school's account, your thumb drive, or your email.

**Step 9:** Answer the following five questions in short paragraphs of six or more full sentences for each question. **Include your name, teacher's name, class, date, and title.** Send your typed answers to your teacher via email or hand deliver the assignment by the approved due date. Save your answers in multiple storage sites.

**Question 1:** In your research of individual careers, which careers most closely matched your interests, values, skills, and personality?

**Question 2:** Describe your chosen career interests in regards to the job description, working conditions, earnings, and education. What are three related careers that may be of interest to you?

**Question 3:** According to the job descriptions of your career choices found in Career Cruising, California Career Zone, and California Colleges, what soft skills and hard skills will you need to develop or enhance?

**Question 4:** In “**General Information**” for each of your career choices on **careercruising.com**, go to the **Interviews** section and read both interviews. Describe what each person **likes** about his/her job. What does each person **dislike** about the job? Describe the typical day for each of these people interviewed and summarize the **Breakdown of Activities**. What advice does each person give to you? Lastly, from reading both responses to the **Questions and Answers** section, does your career choice still appeal to you? Why or why not?

**Question 5:** Review how realistic your career choices are. Are you aiming too low when you should be aiming high? What are back up careers (a.k.a. Plan B and Plan C) if your first choice does not work out or you change your mind? **See Related Careers for ideas.**

*“It takes a lot of courage to show your dreams to someone else.” Erma Bombeck*

## Personal Development: Action Plan

*“If we all did the things we are capable of, we would astound ourselves.” Thomas Edison*

**Directions:** Follow and complete all the steps and remember to save all the results to your Portfolios.

**Step 1:** Log onto [www.careercruising.com](http://www.careercruising.com) and enter the **Username** and **Password** for your school site. Go to **“Explore Schools”** and scroll down to **“Planning Timeline”** and go through the infobriefs found in **Introduction** , **Prepare Early**, **Plan a Career**, **Find a College**, **Take the Tests**, **Visit Colleges**, **Paying for College**, and **Apply on Line**. After these briefs, examine the sections for **Grade 9**, **Grade 10**, **Grade 11**, and **Grade 12**.

**Step 2:** Explore community colleges by logging on to [www.ca.gov](http://www.ca.gov) . Find **Education** across the tool bar, then go to **Colleges and Universities**.

- Go to **Community Colleges**, then **System Map** and examine the map of all of the community colleges in California.
- Then look at the information available for California State University, and University of California. For a fun search, go to California Virtual Campus and find **Explore Colleges: College Map** and **College Directory**.
- While in the College Directory, scroll until you find Sierra College. Go to the **Programs** in the search bar, and scroll to Career Technical Education (CTE). Go to **Find out more** about our CTE programs, and examine all the programs from Administration of Justice to Welding Technology.
- Explore California State Universities (CSUs) by going back to the Colleges & Universities, then on California State University find **23 campuses** and find great state college websites such as Chico State, Sacramento State, Humboldt State, and 20 more. Save your best choices to the Career Cruising Link.
- Explore University of California by going back to Colleges & Universities and go to University of California. Go to **Campuses** to find the wonderful colleges of UC Berkeley, Davis, San Diego, Santa Cruz, Santa Barbara, and other four choices.

*“To understand the heart and mind of a person, look not at what he has already achieved, but what he aspires to.” Khalil Gibran*

## Personal Development: Action Plan

**Step 3:** Stay in [www.ca.gov](http://www.ca.gov) and find **College Planning** and explore “Who Do U Want 2B?” and “CollegeBoard.com.” There are additional sites you may want to visit. **Save your results and save all links to your Career Cruising “Add a Link.”**

### Suggested Additional Activities for Your Future Success

- Visit your school counselor and/or career center and ask about scholarship opportunities available to you and how to apply.
- Call or email a college, training school, university, or military site and document the financial aid, grants, and scholarships options. How do you apply for financial aid?
- Make a list of 3-5 job search activities you can do prior to May 15<sup>th</sup>. Some options to consider are as follows: write a resume, write a cover letter, do additional interviews, do a job shadow, volunteer, enter into an internship, practice interviewing skills, apply for a job, take a tour of career related work places of interest, tour a college, tour a technical school, etc.

**Step 4:** Go to [www.csumentor.edu](http://www.csumentor.edu). You can use the same user name and password as the CaliforniaColleges.edu account. **Save this link in your Career Cruising** portfolio for current and future references and research. Across the top search bar, find **Explore Campuses** and examine the following: **Matching Assistant, Comparative View, Campus Facts, Distance Search, FAQs-University Selection, and Explore Majors.**

*“Success is the good fortune that comes from aspiration, desperation, perspiration and inspiration.” Evan Esar*



## Personal Development: Resume Action Plan

**Directions:** For the Career Cruising “Resume” assignments, you will be asked to create, design, and save a resume to your Career Cruising Portfolio and print your resume.

**Step 5:** Log onto [www.careercruising.com](http://www.careercruising.com)

- Find “**Employment**” in the search bar across the top. Click on “**Resumes**” and scroll down to “**Sample Resumes.**” As a *preview* to creating your own resume, examine the samples labeled Chronological-Junior, Functional-Junior, and Modified Chronological-Junior.
- Think about which one of these samples feels like a right choice for you.
- **Click** on “What is a Resume?” and read the three short paragraphs.
- Go into your portfolio and find **Resume Builder** right under Special Tools and begin to create a resume that you can use to find a job this summer and into your future. On the left-hand side in blue headings, find and complete **Personal Profile**. Then complete all the steps thereafter that include **Career Objective, Education, Work Experience, Volunteer Experiences, Awards & Certificates, Extracurricular Activities, Hobbies & Interests, Skills and Abilities, and References.**

### Some things to consider when writing a resume:

- Your resume is your introduction to potential employers. It is a summary of your qualifications, outlining your skills, abilities, and experience. The goal of a resume is to tell an employer why he or she should hire you.
- **Be honest** – Don’t list skills or experience you don’t have.
- **Be brief** – Employers are looking for a summary of your qualifications, not a biography.
- **Be relevant** – Limit your resume to what might be of interest to potential employers.
- **Proofread** – Make sure your resume has no spelling or grammatical mistakes.

Find **Format & View** and complete all three steps to complete a practical resume.

- Choose a resume style: Feel free explore, create, and view your resume in any of the three styles: professional, elegant, or contemporary. You may want to use **all three styles.**
- Select and click on the sections that you want on your resume
- Set the order you want them to appear on the resume. Remember what sample resumes looked like.
- **Review** your resume, **save** your resume to your **Career Cruising Portfolio**, and **print** your resume.
- Share your resume with three peers for peer editing and quality control.
- Turn in a hard copy of your resume to the teacher.

## Personal Development: Financial Aid Action Plan

**Directions:** For the Financial Aid assignments, you will be asked to look for money available to you.

**Step 6:** Log onto [www.careercruising.com](http://www.careercruising.com) and find **Schools** across the top search bar and scroll to **Financial Aid**. Complete the **Financial Aid Selector** survey and save results to your **Portfolio**. Explore all the scholarships available to you. Next, go to the **Federal Financial Aid** section and examine the infobriefs on the **Introduction, Money for College, Applying for Aid, Student Aid Report, Types of Student Aid, Grants, Work-Study, Loans, and Important Terms**.

**Step 7:** Log on to [www.mappingourfuture.org](http://www.mappingourfuture.org) and see what is available to assist you in earning financial aid. Use the site map to explore Student Loans, College Aid, Free Scholarships, Student Grants, College Scholarships, College Loans, College Grant, and Pell Grant. Save this link to your growing Career Cruising “**Add a Link.**”

**Step 8:** Go to [www.ca.gov](http://www.ca.gov) and find “**Education**” in the toolbar. Choose “Colleges and Universities.” Go to **Financial Aid** and explore **Scholarships and Grants** and any other site of interest. **Save these websites to your Career Cruising “Add a Link.”**

*“Success doesn’t come to you ...you go to it.” Marva Collins*

## Personal Development: Action Plan

**Directions:** After completing all the steps, answer the questions. Include the proper heading for your name, teacher's name, class, date, and title. Send your answers to your teacher on the designated due date. Remember to save your answers in multiple storage areas such as your school's account, your thumb drive, or your email.

**Step 9:** Answer the following questions in short paragraphs of 6 or more full sentences for each question. **Type** your answers and send to your teacher via email or hand deliver the assignment by the approved due date. Save your answers in multiple storage sites.

**Question 1:** What is the education requirement or training required for your **top three** career choices?

**Question 2:** Describe with details where you can obtain the education or training for each career choice? Be specific with colleges, universities, majors, military and training, internships, technical schools, art schools, music schools, etc.

**Question 3:** What does the research indicate about the entrance requirements for the post-secondary education for all of your career choices?

**Question 4:** Currently, what are your preferences concerning any future education or training? What college majors or minors would be applicable?

**Question 5:** Create a graphic timeline, an **Action Plan**, from your current education right now to age 30 or beyond. What are the yearly accomplishments you will need to complete beginning with your current education to additional education and training to be successful in career and life?

**Question 6:** After examining the websites for financing any education or training, how are you likely to afford your post-secondary education? Will you have to work while attending school? What scholarships and grants are available to you?

**Question 7:** What questions, concerns, fears, and anticipations do you have about your career choices and your ability to pay for the education and complete your Action Plan?

*"I want to graduate with a resume, not a report card." (Tapscott Growing Up Digital).*

## **Personal Development: Essay Assignment**

**Directions:** Complete a two or more page personal essay that reflects your current thoughts and feelings about the research you have been compiling. The career search process is a personal one that uses your heart, mind, exploration, research, reflection, and mentoring. This essay is not a commitment to just one career as each person may change his or her heart about this challenging question: “What do I want to do for a living?” You may be fortunate to have a “calling,” you may have multiple careers in your lifetime, or you will use this assignment to explore all your career options. What is important about this self-discovery journey is that you know a process of finding out how to fulfill your career dreams by knowing who you are, what career(s) you want, and what plans you have to achieve this dream. Follow the proper essay formatting provided below. It is appropriate to use personal pronouns, to use your intuitions and heart, and be honest with yourself. Include your name, teacher’s name, class, date, and title. Turn in your final assignment to your teacher at the approved due date. Share this essay with your mentors, and **save your essay to multiple storage sites.**

### **INTRODUCTION:**

- Describe your expectations prior to completing these assignments
- Somewhere in this introduction, include an inspirational, documented quote that expresses your belief in yourself, success, dreams, or passions and explain your interpretation of the quote
- Briefly describe what you discovered about yourself in this process

### **Strong thesis statement**

### **BODY PARAGRAPH #1:**

- Summarize the results of all the self-assessments you took that validated what you already knew, or revealed new aspects of your personality strengths, your interests, and your passions

### **BODY PARAGRAPH #2:**

- Summarize your career dreams and goals and include your personal lifestyle needs and dreams, work environment, desired and realistic salary, family, work and living location, etc.

### **BODY PARAGRAPH #3:**

- Describe your ideal career and the many paths and options to achieve your career goal. Describe the educational options that may include college, military, technical school, university, or experimental education. Provide details with names of colleges, universities, military branches, programs, majors, technical schools, art schools,

### **BODY PARAGRAPH #4:**

- Describe your many options to finance your education through financial aid that may include family support, scholarships, grants, work, etc.

### **CONCLUSION:**

- Reword your thesis
- Include a second documented, inspirational quote that expresses your belief, success, dreams, or passions and explain your interpretation of the quote
- End the essay with a strong summation of your overall plan for success and timelines

## Personal Development Essay Grading Rubric

Name \_\_\_\_\_

Due Date: \_\_\_\_\_

### MINIMUM REQUIREMENT:

2 or more full, typed pages; double-spaced, size 12 font, acceptable font style,

-or-

3 or more full pages if neatly hand written in blue or black ink. Do not skip lines

- standard for heading, spacing, title
- organized: introduction, body, and conclusion
- clear provable thesis related to the career search
- essay proves thesis and topic
- Minimum of 6 paragraphs
- Conclusion rewords the thesis, briefly reviews the main points

An “A” paper has all or most of the following qualities:

#### **MINIMUM REQUIREMENT plus**

Very few errors if any

**90-100**

Thorough and complete

Details, details, details

Thoroughly proves thesis

Interesting introduction

Clear and thorough career research and plans for future careers

Reflective and interesting conclusion

**Effortless reading**

A “B” paper has all or most of the following qualities:

#### **MINIMUM REQUIREMENT plus**

Few errors

Complete but not thorough as an “A” paper

Details

Proves student’s thesis

Good research and clear plans for future careers

Interesting introduction and conclusion

Clear characterization

**Easy reading**

**80-89**

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A “C” paper has the following characteristics:

**MINIMUM REQUIREMENT**

Errors begin to be distracting

Generic characteristics

Lack of details

Obvious and minimal

**Reader must do work**

**70-79**

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A “D” paper has the following characteristics:

Less than **MINIMUM REQUIREMENT**

Errors are obvious and distracting

Typed rough draft

Disorganized

Does not meet the essay topic

Rambling; off topic; illogical

Lacking information

Lacks essay format

**60-69**

Do Not Cross This

Line

An “F” paper has the following negative characteristics:

Not turned in

Borrowed essay from another student

Internet essay

Copied essay from another student

**0**

*“It is better to fail with honor than to win by deceit.”*

## Personal Development: Presentation

*“If you can dream it, you can do it.” Walt Disney*

### **Directions:**

Your final assignment for the Personal Development class is a 5-7 minute personal and visual declaration of your plans for the future that will include the self-assessments, career exploration, researching post-secondary education, and designing a career strategy to achieve your goals. In essence you will be answering the three questions: Who am I? What Do I Want? , and How Do I Get It? The essay you wrote will be a good roadmap to your presentation, and the following suggested presentation outline and rubric will assist you.

## Suggested Outline for the Personal Development Presentation

### INTRODUCTION:

- Thoughtful, reflective
- What were your thoughts/feelings before all of the Personal Development research?
- Significant, documented quote with personal reflection

### BODY:

#### *"Who Am I?"*

- Summary results from all the self-assessments
- Discuss your thoughts/feelings on the self-assessment results
- What are your personality strengths?
- What are recommended careers?

### BODY:

#### *"What do I want?"*

- Describe the chosen career or careers and explain why this career or careers is a good match for you.
- Describe your realistic lifestyle by age 30, i.e., career, family, geographical location to live, home, income, etc.

### BODY:

#### *"How do I get it?"*

- Describe your Action Plan from right now until age 30
- Explain the required education and classes required to be successful
- Have a Plan A, Plan B, and a Plan C for success
- Be specific with details naming universities, colleges, tech or trade schools, military
- What are your plans to afford the education?

### CONCLUSION:

- Strong, thoughtful, reflective in nature
- Restate a reworded thesis
- Review the findings in order: Who Am I? What Do I Want? How Do I Get It?
- Significant documented quote and its meaning to you
- **END STRONG**



**Personal Development Presentation Grading Rubric**

Name \_\_\_\_\_ Score 1-10,  
w/10 as high

<b>1. Introduction</b>		
• Engaging; strong	_____	
• Significant documented quote and application to self	10	
• Clear thesis		
<b>2. Who Am I?</b>		
• Reference all of the self-assessments	_____	
• Student displays self-reflection on personal strengths	10	
• Student discusses possible careers recommended in the surveys		
• Student reflects on the survey recommendations		
<b>3. What Do I Want?</b>		
• Student describes career(s) with specifics and details and WHY this career(s)	_____	
• Specifics and details, not generalities		10
• Identifies desired realistic lifestyle		
• Student discusses home, family, geographic locations, income, etc.		
<b>4. How Do I Get It?</b>		
• Student has clearly defined plan(s) for his or her Career Dream	_____	
• Student discusses career path of college, university, trade school, vocational school, military, etc.	10	
• Student names specific colleges, schools, or branch of military		
• Student discusses <b>Plan A</b> and <b>Plan B</b> and <b>Plan C</b> as alternate paths		
• Student discusses required educational classes		
• Student's discussion covers current age until age 30		
<b>5. Conclusion</b>		
• Reword thesis	_____	
• Use of significant, documented quote and application to self	10	
• Strong conclusion		
<b>6. Overall Details and Specifics</b>		
• Who Am I? What Do I Want? How Do I Get It?	_____	
<b>7. Visual</b>		10
• Artistic		
• Unique		
• Clearly communicates content		
• High quality (easy to read and understand)	_____	
• Clear connection between life map and content	10	
<b>8. Basic Speaking Skills</b>		
• Volume		
• Pronunciation		
• Pace	_____	
• Eye contact	10	
• Dressed for success		

**9. Presentation**

- Clear introduction
- Effective conclusion
- Clearly communicates content
- Engaging

\_\_\_\_\_

10

**10. Evaluator's Overall Impression of Project**

- Speaking skills
- Content
- Presentation
- Visual

\_\_\_\_\_

10

**Time:**\_\_\_\_\_

**Total**\_\_\_\_\_

**100 pts**