



Conduct Career Research

In this project, you will analyze your career interest areas and begin researching different careers. You will organize your research into useful information you can quickly refer to in your college and career portfolio.



My Journal

If you completed the journal entry from page 64, refer to it to see if your thoughts have changed after reading the unit.

Project Assignment

In this project you will:

- Evaluate career interest groups to determine what your interests are.
- Research the 16 career clusters.
- Choose one career cluster that matches your career interest areas, and learn about the pathways and jobs within that cluster.
- Research information about the jobs you choose to select.
- Conduct an interview or arrange to job shadow a professional for at least one of the identified jobs.
- Organize your research and findings for your portfolio using a graphic organizer.

STEP 1 Determine Your Career Interest Areas

Based on your self-evaluation from the Unit 1 Portfolio Project, determine your career interest areas. You can also use the *Career Plan Project Workbook* from this book's Online Learning Center at glencoe.com. Career interest groups are based on what you are good at doing and what you enjoy and value.

STEP 2 Research Career Clusters

Conduct research to learn about the 16 career clusters, and choose one that interests you. Each cluster includes several pathways. For your cluster, list its pathways and any jobs that interest you within those pathways. Choose two or more jobs that appeal to you. Use career research resources to find information about the jobs, including education required, tasks involved, and academic and technical skills required.

Research Skills

- Take clear notes on your research, and keep them organized for future reference.
- Use reliable sources of online information, such as the U.S. Department of Labor's *Occupational Outlook Handbook* or Glencoe's Career Clusters Web site at careerclusters.glencoe.com.
- Accurately document your sources.

THE SKILLS BEHIND THE PROJECT

Key personal and relationship skills you will use in this project include:

- Using resources effectively
- Evaluating information
- Communicating respectfully

Academic Skills



English Language Arts

NCTE 1 Read texts to acquire new information.

NCTE 8 Use information resources to gather information and create and communicate knowledge.

STEP 3 Connect with Your Community

Choose one of the jobs researched in Step 2, and arrange to interview or job shadow a trusted adult in that profession. Develop a list of questions about topics you would like to know more about, such as job conditions, skills needed for the job, or advancement possibilities. Many of your questions may be answered during a job shadow. If any of your questions are not answered, ask for clarification.

Interpersonal Skills

- Be polite and professional when interviewing or job shadowing.
- Pay attention to the interviewer as you take your notes.
- Always thank the professional for his or her time. Consider sending a thank you note.

STEP 4 Organize Your Research

Use the Portfolio Project Checklist to create a graphic organizer to share what you have learned with your classmates.

Organization Skills


- Use a graphic organizer that is appropriate for the information you want to share.
- Draw or write neatly to ensure legibility.

STEP 5 Evaluate Your Project

Your portfolio project will be evaluated based on:

Academic Skills

- Thoroughness of your research
- Presentation of your graphic organizer
- Communication skills

 **Evaluation Rubric** Go to this book's Online Learning Center at glencoe.com for a rubric you can use to evaluate your final project.

PORTFOLIO PROJECT CHECKLIST

Plan

- ✓ Determine what type of graphic organizer you could use to best organize and share the information you have learned about the jobs.
- ✓ Create the graphic organizer, including facts for all the jobs. If you learned additional information during your job shadowing or interview, conduct more research to find information for the other jobs.
- ✓ Consider using colors to easily identify similar information, or all the information for a single job.

Present

- ✓ Present and explain your graphic organizer to the class. Describe your reasons for choosing the jobs and style of your graphic organizer.
- ✓ Invite the students to ask questions. Answer any questions. Demonstrate in your answers that you respect their perspectives.
- ✓ Place your research notes and graphic organizer in your portfolio. Share your portfolio with your teacher.

Portfolio Highlights

Continue to Explore

Your college and career portfolio is intended to be a continually evolving tool. Researching many careers can help you know what training and preparation you need to begin now.

Career Interest Areas

Your interests have likely changed over the past few years. We continue to grow throughout our lives. Periodically re-evaluate your career interests.

Career Clusters

As you now know, there are thousands of careers within the 16 clusters. Continue researching jobs that interest you. This is especially important if you find that your career interests are changing.

Update Your Portfolio

As you continue your research, save your notes and sources in your portfolio so you will have an organized career research reference. Create a tab or folder within your portfolio just for career research.