CAREER PROJECT

FYE 161: College Survival Skills and FYE 101 Orientation to College

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DIRECTIONS:

☑ Complete this assignment by the due date _____

☑ Complete online DISCOVER on _____

☑ All responses should be:

- Typed on white paper
- Double spaced
- 12 point Times New Roman
- Grammatically correct
- Be specific and do not use the word "you"
- Use appropriate citations where necessary

CAREER PROJECT PROCEDURE

Step #1 – Take the Online DISCOVER

Following the presentation by the Career Service Counselor, you should complete the online DISCOVER. If you want more in-depth information about the World of Work Map, job availability, or potential pay in a chosen area, you may schedule an appointment with the Career Counselor. If you already completed the DISCOVER at North Central State College, you do not need to complete it again. You may obtain a copy of your results online. If you have any problems, contact the Student Success Center.

Step #2 – Research a Field of Interest

Select a field of interest. You can choose either your major, some area you value or are interested in based on the DISCOVER, or an employment or business opportunity that you find interesting. Then research two specific positions within the chosen fields you might like to have after graduation by using the following:

- The newspaper
- The Internet
- An interview with someone currently working in the field
- The North Central State College career counselor

Step #3 – Research and Print Occupation Information

Gather information about your chosen field of interest from the "Occupational Outlook Handbook", a government source. This book is located in the Student Success Center and in the Bromfield Library. You can also access the handbook information through the online version at http://www.bls.gov/oco/ooh_index.htm. Print the pages that apply to your career choice and highlight the following information:

- Job responsibilities
- Education required
- Pay range

Step #4 – Career Paper Order – Use this section to CREATE your paper
Answer the following questions in complete sentences making sure you use proper grammar, spelling, and format. Answer all ***questions*** in separate paragraphs labeled with numbers (1, 2, 3, etc.) before each paragraph.

Paragraph 1. Summarize the results of your DISCOVER report

a. What did the DISCOVER program reveal to you?
b. Give specific details and examples

Paragraph 2. Do you agree or disagree with the results?

c. Why? Be specific and explain.

Paragraph 3. What is the field you have chosen?

d. What interest you about the field you have chosen and why?
e. How do your DISCOVER results and previous life experiences relate to this field?

Paragraph 4. Identify two specific positions in this field.

f. Compare and contrast these two positions.

Paragraph 5. Based on the information in the "Occupational Outlook Handbook", is this a growing, stagnant, or dying field?

g. Cite the statements from the "Occupational Outlook Handbook" to support your conclusion.
h. How might this affect your career path? Explain fully.

Paragraph 6. What is the possibility of finding a job in this area?

i. What does this tell you about the number of jobs that are available in this field?
j. Would you have to move out of town or out of state?
k. How you come to this conclusion?

Paragraph 7. What level of education is needed to obtain one of the specific positions that you identified?

l. What is your plan to obtain this education?
m. How long would it take to finish school and land your desired position?
n. Be specific as possible, especially if the required education goes beyond an associate's degree

Paragraph 8. What is the pay range?

o. Would the lowest starting salary support your lifestyle? How? Answer in detail.

Paragraph 9. Name some specific duties and responsibilities of this job.

p. Would the hours and responsibilities fir into your lifestyle? How? Answer in detail.

Paragraph 10. In a well written paragraph, summarize what you learned from doing this project through research, talking with other people, discoveries, etc.

Step #5 – Create an Academic Plan
From the Student Success Center or online from the NCState homepage/Academics/your, get a copy of the Curriculum Worksheet for your specific major or the field of interest you have chosen.

Using the Curriculum Worksheet, fill out the yearly planner sheet with the courses you plan to take over the next three quarters. Do not include the current quarter. Be careful to note if the class has a prerequisite or is only offered during a particular quarter. You may have an advisor in the Student Success Center review your completed plan or you may get assistance from your faculty advisor.

On the Curriculum Worksheet, highlight each class you choose, the quarter it is offered, and any prerequisites the class may have.

Step #6
Gather all of the required information and arrange it as follows in a pocket folder.

- Cover sheet with field of interest, name, class and section, instructor, and date
- DISCOVER results summary – See step #2 for directions
- Occupational Outlook Handbook results (with highlights) – See step #3 for directions
- Answers to the ten questions – See step #4 for directions
- Curriculum from your chosen field (highlights included) – See step #5 for directions
- Academic plan (3 quarters) – See step #5 for directions

CAREER RESOURCES

Bromfield Library

Career Counselor Office

Internet
www.google.com
www.lycos.com
www.ask.com
www.dogpile.com
www.msn.com
www.mansfieldareahelpwanted.com
http://stats.bls.gov/oco/ocoiab.htm - online Occupational Outlook Handbook
http://www.monster.com – job information
http://www.jobcenter.com – Job Center
http://www.prenhall.com/success - choose "Major exploration". Pick a major.
http://www.state.oh.us/obes/ - Ohio Bureau of Job and Family Services
http://www.dice.com – job openings online
http://ode.ohio.gov/www/ode/job_open.html - Ohio job openings
http://careers.yahoo.com – job descriptions
http://www.home.richnet.net/web/classified - Richnet
http://careercity.com – job openings
http://www2.state.oh.us/jobs/applicatn/index.asp - State of Ohio jobs
http://www.joblocator.com – the Internet job locator
http://www.careerweb.com – Search by job, locations, or keyword
http://www.usajobs.opm.gov – USA jobs

www.caererbuilder.com – job search
Student Name:
School: North Central State College

	Quarter		Year		
*	Course	#	Credits	Title	Prerequisites
Total Quarter Credits					

	Quarter		Year		
*	Course	#	Credits	Title	Prerequisites
Total Quarter Credits					

	Quarter		Year		
*	Course	#	Credits	Title	Prerequisites
Total Quarter Credits					

	Quarter		Year		
*	Course	#	Credits	Title	Prerequisites
Total Quarter Credits					

***Placement by Compass testing needed or prerequisites may apply. See the current college catalog or an Academic Advisor at the Student Success Center for more information if necessary.**