PREPARING FOR A CAREER

It is never too early to begin to discuss future career options with your teen. Making a career decision, however, should not be made in a void. There are many excellent resources available to help in the career exploration process. Along with selecting a career path are considerations related to the amount of post-secondary education necessary to obtain a job in that career field. Selecting a post-secondary institution to attend, determining how much the education will cost, and then coming up with a plan to pay for that education all seems like formidable decisions.

Junior Achievement has developed an app to help guide you and your teen through the career exploration and post-secondary school planning process. JA Build Your Future™ is a free app that can be downloaded to a mobile device or tablet from Apple App and Google Play stores. The app is also available online at https://www.juniorachievement.org/web/ja-usa/apps.

JA Build Your Future allows teens to discover more than 100 careers; see what levels of education are required, from a high school education to a doctorate; learn about potential income; and then calculate the cost of education, including factoring the cost of attending in-state, out-of-state public and private universities, or explore professions that require certification or two-year degrees. Teens using the app can then adjust the level of money they and their parents may contribute, combined with student loans they may need to secure.

Following completion of this supplement, your teen will understand:

• The importance of exploring career options and the educational requirements necessary to prepare for those careers.
• The costs associated with attending post-secondary education institutions.
• The options available to pay for a post-secondary education.
• The costs associated with using student loans to help pay for a post-secondary education.
• How to use the JA Build Your Future app to access career and post-secondary education information to assist in planning future career goals.

Take some time to become familiar with the app. You and your teen can explore the app on your own and/or access one of two resources that have been developed to assist you in learning how to use it. The first is an online webinar that takes you step-by-step through the app. The second is a downloadable tutorial that also takes you through the app. The tutorial and webinar can be accessed at www.msde.state.md.us/fle/JAResources/.
ACTIVITY

• Find a time when you and your teen can spend an hour together to complete this activity.
• If your teen has not already expressed a career interest(s), talk about her/his interests and abilities as they relate to possible career choices. Review the list of careers included in the JA Build Your Future app, which are listed in the appendix and identify two or three possible careers that your teen may be interested in exploring.
• Access the JA Build Your Future app on your mobile device, table or online.
• Using the JA Test Your Career IQ Activity Sheet, work through each section of the app. Record responses to each of the Activity Sheet questions as you work through the app.
• After working through the app, talk with your teen about what conclusions s/he has made about the careers s/he may be interested in pursuing.
• Have your teen take some time to complete Part Three of the Activity Sheet. Once completed, talk with your teen about the next steps they will take in their personal career planning and preparation. Talk about how you can work with your teen to help them carry out these steps.
• Encourage your teen to repeat this activity with a focus on other careers in order to compare and contrast differences between various career fields.
STEP ONE
Using the list of careers included in the JA Build Your Future app, identify a career you are interested in exploring.

STEP TWO
Answer the following questions for the career you chose.

• Briefly describe the kind of work you will do if you secure a job in this career field.

• What salary can you expect to earn in this career field?

• What level of education is required to secure a job in this career field?
• What is your expected cost for education?

• Based on the plan you developed to pay for your education, what was your Return On Investment (ROI) score?

• Describe ways you can improve your ROI score if it was less than five. If your ROI was five, describe ways you can maintain that score.

STEP THREE:
Based on the exploration you just completed, establish two SMART (Specific, Measurable, Attainable, Realistic, and Time Bound) goals that will help you successfully prepare for your identified career. Write your goals and plan to achieve your goals in Table One. An example is provided.
<table>
<thead>
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<td>I will prepare for my identified career by taking the necessary steps to apply to post-secondary schools that offer programs of study aligned to my career choice by November 2016.</td>
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<td>I will know that I have achieved my goal once completed applications are submitted and I have received confirmation from schools of successful submission.</td>
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<td><strong>Attainable</strong></td>
<td>I will work with my professional school counselor and parent/guardian to: • Research post-secondary schools that have majors, programs, or trades that align to my career choice. • Schedule visits and tour at least three selected schools. • Complete and submit applications to at least three post-secondary schools.</td>
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<td><strong>Realistic</strong></td>
<td>I have set a time frame from January-November, which will allow me time to complete my identified goal.</td>
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<td><strong>Time Bound</strong></td>
<td>• January – March 2016: Research schools. • April – August 2016: Visit at least three schools during my spring and summer breaks. • August – October 2016: Work on applications for selected schools. • November 1, 2016: Submit completed applications to at least three post-secondary schools.</td>
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**Specific**
What do you plan to achieve?

**Measurable**
How will you know that you have achieved your goal?

**Attainable**
How are you going to achieve your goal?

**Realistic**
Can your goal be accomplished in the time frame you have set?

**Time Bound**
When are you going to have your goal completed?
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How do the goals you have established and learning experience you have just completed align with your academic and career plan for high school?
JA BUILD YOUR FUTURE™
Career List

Accountant
Actuary
Administrative Assistant
Advertising Manager
Aerospace Engineer
Agricultural Worker
Air Traffic Controller
Aircraft Equipment Mechanic
Appraiser
Architect
Art Director
Athlete
Athletic Trainer
Automotive Mechanic
Baker
Cashier
Chef
Chemical Engineer
Chemist
Childcare Worker
Civic Engineer
Claims Adjuster
Coach
Commercial Pilot
Composer
Computer and Information Research Scientist
Computer Programmer
Computer Support Specialist
Conservation Scientist
Conservation Worker
Construction Laborer
Courier or Messenger
Court Reporter
Customer Service Representative
Delivery Truck Driver
Dietician
Economist
Editor
Electrical Engineer
Electrical Installer
Electrician
Elementary School Teacher
Elevator Installer
Environmental Engineer
Environmental Engineering Technician
Event Planner
Farmer
Fashion Designer
Financial Manager
Fine Artist
Fire Inspector
Firefighter
Fisher
Flight Attendance
Florist
Food Scientist
Food Server
Forensic Science Technician
General Maintenance and Repair Worker
Graphic Designer
Grounds Maintenance Worker
Hairdresser or Cosmetologist
High School Teacher
Housekeeping Cleaner
Industrial Designer
Information Clerk
Information Security Analyst
Insurance Sales Agent
Interior Designer
Interpreter
Janitor
Judge
Landscape Architect
Lawyer
Legislator
Librarian
Lodging Manager
Logging Worker
Management Consultant
Manufacturing Sales Representative
Market Research Analyst
Mathematician
Mechanical Engineer
Musician
Occupational Health and Safety Technician
Oil and Gas Worker
Paralegal
Paramedic
Pest Control Worker
Petroleum Engineer
Photographer
Physical Therapist
Physician Assistant
Physician or Surgeon
Physicist
Police or Detective
Political Scientist
Postal Service Worker
Power Plant Operator
Private Investigator
Professor
Psychologist
Public Relations Specialist
Quality Control Inspector
Railroad Conductor
Real Estate Broker
Receptionist
Recreation Worker
Recreational Therapist
Referee
Registered Nurse
Reporter
Real Estate Worker
Sales Engineer
Sales Manager
School Counselor
School Principal
Security Guard
Social Worker
Special Education Teacher
Stationary Engineer
Statistician
Substance Abuse Counselor
Surveyor
Tailor
Taxi Driver or Chauffeur
Teacher Assistant
Therapist
Top Executive
Travel Agent
Upholsterer
Urban Planner
Veterinarian
Water Transport Worker
Writer
Zoologist
CAREER PLANNING AND PREPARATION FOLLOW-UP ACTIVITIES

A number of additional online resources are available to you and your teen to continue the career planning and preparation process. These include:

• Maryland CTE Programs of Study: www.mdcteprograms.org/
• Financial Literacy Education: www.msde.state.md.us/fle/
• MDgo4it: www.mdgo4it.mhec.maryland.gov/pay-for-college/applying-financial-aid.html
• My Next Move: www.mynextmove.org/
• Responsible Borrowing: www.youtube.com/watch?v=mTHtn0FRMWw&sf13360300=1
• The Junior Achievement USA Student Center – www.ja.org
• Federal Government Resources – www.college.gov
• The Smart Student Guide to Financial Aid – www.finaid.org
• Mapping Your Future – mappingyourfuture.org/middlehighschool/

Encourage your teen to meet with her/his school professional counselor to discuss career interests and to explore the costs associated with the education necessary to prepare for careers in those areas of interest.

Junior Achievement gratefully acknowledges the Maryland State Department of Education for its dedication to the development and implementation of JA Test Your Career IQ.

ABOUT JUNIOR ACHIEVEMENT OF CENTRAL MARYLAND

Junior Achievement of Central Maryland is part of the world’s largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. Junior Achievement of Central Maryland reaches more than 40,000 total students in 12 Maryland counties each year.
Walk around the room to check on student progress in completing this portion of the activity and answer any questions they may have. Once students have completed these questions, ask them to open the JA Build Your Future app.

Using the app, have students take the same career they have identified and complete each section of the app. Next ask

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| **Attainable**        | I will work with my professional school counselor and parent/guardian to:  
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| **Realistic**         | I have set a time frame from January-November, which will allow me time to complete my identified goal. |
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them to answer questions 1 through 5 based on what they have learned using the app.

Walk around the room to check on progress and answer any questions students may have. Once they have completed the
questions, ask them to share with the class any insights they have gained about their prior understanding about preparing for the career they chose to explore and what they now know after using the JA Build Your Future app.

Depending on the amount of time available, have students repeat the process for the second career.

Conclude the lesson by asking students to complete Step 3 of the activity by listing three goals that they will establish for themselves as the continue to pursue their career planning.

Tell students they can complete the activity on their own if there is not enough time during the class period.

SUMMARY AND REVIEW
Once the activity has been completed, review the importance of exploring careers and the preparation and costs associated with a career(s) the student may be interested in pursuing.

TAKE-HOME/FOLLOW-UP ACTIVITIES
The following activities can be used as a follow-up to this lesson and can be completed in class or taken home and completed there. Encourage students to continue the exploration of careers and post-secondary school options on their own.

Opportunity One
Encourage students to explore Career and Technology Education Programs of Study, dual enrollment/early college access opportunities, or work-based learning experiences to align to their career choices. Have students conduct research and share information with their parents regarding where opportunities are offered and what it takes to enroll in them.

Opportunity Two
Print the JA Test Your Career IQ Parent/Student Career Planning Activity and give one to each student to take home and complete with his or her parents. This activity can be found at (Insert web link here).

Opportunity Three
Encourage students to update their academic and career plan based on information obtained from the JA Build Your Future app. Encourage students to discuss their career plans and school financing options with their school’s professional counselor.

Opportunity Four
Ask students to imagine what they would like their typical workday to look like. When would they like to start their workday? What kinds of surroundings would they like to work in? What kinds of job tasks would they be interested in completing? When would they like their workday to end? After answering these questions, ask them if the careers they are presently interested in pursuing match the kind of work life-style they hope to have. If it does, tell them to forge ahead. If not, tell them that, perhaps they should look at other career options.

Opportunity Five
Encourage students to access other online
resources that will provide career planning information valuable in planning for careers.

• The Junior Achievement USA Student Center includes a number of online tools that will assist in career exploration and planning. Visit www.juniorachievement.org and click on the Student tab at the top of the page.

• The federal government website is also a great source for information, go to https://studentaid.ed.gov/prepare-for-college/checklists for a checklist of tasks you should complete as you prepare for a post-secondary education.

• The anticipated need for people working in various career fields can be found through a review of the Occupational Outlook Handbook. The handbook can be accessed online at http://www.bls.gov/oxh/.

• The Maryland State Department of Education’s Financial Literacy Education website provides valuable resources that can be useful for planning to pay for college. http://www.msde.state.md.us/fle/

• The MDgo4it site can help map out steps needed to prepare for and be successful in college. http://www.mdgo4it.org/

• The My Next Move site can help you prepare for future careers. http://www.mynextmove.org/

• The Responsible Borrowing video reviews what you should consider when taking out loans for college. https://www.youtube.com/watch?v=mTHtn0FRMMw&sf13360300=1

• Complete an on-line search for other career and post-secondary education information that is available.
STEP ONE:
In the spaces below, list three careers you are interested in pursuing.

1.

2.

3.

STEP TWO:
Answer the following questions for each of the three careers you identified.

Career Area 1:
• Briefly describe the kind of work you expect to do if you work in this career area.

  • What salary do you expect to earn in this career?

  • What level of education is required to secure a job in this career field?
• How much do you think this education will cost?

Using the JA Build Your Future™ app, explore each of the three career areas you identified to discover how close your answers to each of the questions match those presented through the app.

• Did your assumptions about this career hold true after you explored it using the JA Build Your Future app? If not, describe the most surprising differences discovered.

• What have you learned that will help you better prepare if you choose to pursue this career?

• What was your Return On Investment (ROI) score for this career?
• Describe ways you can improve your ROI score if it was less than five. If your ROI was five, describe ways you can maintain that score.

Career Area 2:
• Briefly describe the kind of work you expect to do if you work in this career area.

• What salary do you expect to earn in this career?

• What level of education is required to secure a job in this career field?

• How much do you think this education will cost?

Using the JA Build Your Future™ app, explore each of the three career areas you identified to discover how your answers to each of the questions match those presented through the app.

• Did your assumptions about this career hold true after you explored it using the JA Build Your Future app? If not, describe the most surprising differences discovered.