

# Instructional Resource List

## Career Exploration

Please note: This list of instructional resources is provided as a tool and not an endorsement by the Arizona Department of Education.

### **Content:      SUPPORTS TOTAL CURRICULUM IMPLEMENTATION:**

#### ARIZONA CAREER RESOURCE NETWORK

- \*The Real Game Series
- \*AZCIS
- \*Smart Options
- \*AZCRN Career and Educational Guides

#### NATIONAL FFA ORGANIZATION LIFEKNOWLEDGE OUTLINE

### **CAREER EXPLORATION RESOURCES**

- DIVERSITY RESOURCES
- ETHICS RESOURCES
- GENDER EQUITY
- LEADERSHIP RESOURCES
- SAFETY RESOURCES
- TECHNOLOGY RESOURCES
- ORGANIZATIONS
- PUBLICATIONS
- SPECIAL NEEDS

### **SUPPORTS TOTAL CURRICULUM IMPLEMENTATION**

#### **ARIZONA CAREER RESOURCE NETWORK**

[www.ade.az.gov/cte/azcrn/counselors.asp](http://www.ade.az.gov/cte/azcrn/counselors.asp)

This local site provides multiple resources to implement a career preparation program. Every aspect of the career preparation curriculum is addressed at this website. The information is updated regularly. Each school can receive a password to access teaching strategies and tools.

#### Contact:

Arizona Department of Education, CTE  
1535 W. Jefferson St., Bin # 42  
Phoenix, AZ 85007  
Phone (602) 542- 5353 Fax (602)-542-1849

**The following is a summary of the various resources available through the AZCRN site:**

- The 2004-2005 Arizona Career & Educational Guide (2nd edition) will assist students with their career development process, so they can explore who they are; what's out there and make informed decisions about postsecondary and career choices. This guide provides information on Arizona labor market information, Career Pathways, career clusters, student organizations, Tech Prep, financial aid, resumes, interviewing, occupations, contact information for various state agencies and so much more. The guide can be downloaded, by clicking on the title, so that you can print a copy and make reproducible copies for your school or state agency.
- 2004-2005 Arizona Career & Educational Teacher's Guide:  
a supplemental tool to assist educators with using the Career & Educational Guide. Easy to use lesson plans and additional worksheets make the Career & Educational Guide a snap to use in the classroom. Both Guides can be downloaded, by clicking on the title. It is suggested that you copy the entire Guide, so that you can make copies of various lessons and activities for your classroom in the future.
- The Arizona Career Information System (AzCIS) is a comprehensive career information delivery system that provides students, teachers, parents and counselors the following occupational and educational information via the Internet, windows and Macintosh: Assessments, postsecondary school search, financial aid and scholarship searches, school comparisons, school letter writer too, job search tools, tips on good job habits, military and self-employment information, learning activities, occupational video clips, real world interviews and an electronic portfolio.
- The Middle School Career-Planning Framework Used In The CIS Online Learning Activities is based upon the idea that, although career development is a continuous process over one's life, we can define critical steps at various developmental stages. The Career Planning Framework is designed to focus on exploration, educational planning, and transition activities.

Several steps are used in the middle school Career Planning Framework to organize the learning activities. The learning activities were not designed as complete curriculum for a semester class but rather as a set of stand-alone units that teachers can use separately or in combination to meet class objectives. A teacher of career development may select, modify, and use activities in any order; they may combine them with other resources. Topics include:

Knowing Yourself

The more people know about themselves the better chance they have of choosing careers and education paths that are right for them. There are many aspects of self-awareness that are important to career decisions. These lessons focus on helping students discover their

aptitudes, beliefs, interests, personality, and skills in order for them to understand their own personal strengths.

#### Exploring Your World

Students are encouraged to explore life decisions by considering the different factors that influence major choices. These lessons help bring an awareness of career alternatives related to personal strengths, as well as to how work, community, and family affect each other.

#### Researching Your Options

Lessons in this section highlight researching educational and career options. Students will explore sources of career information, employers, and schools to better understand what their choices are for the future.

#### Planning Your Career

These lessons help students practice skills in decision-making, prioritizing, setting goals, and planning to help develop a well-guided path toward future career goals that are right for them.

- AZCRN Parent Guide: A helpful guide filled with activities and suggestions to encourage and assist parents/guardians on how to stay involved with their child's career & educational development.

#### THE REAL GAME SERIES

<http://www.ade.az.gov/cte/azcrn/realgamebrochure.asp>

**An interactive program with multiple supporting resources. Available through AZCRN with teacher training offered to effectively use in support of the Career Exploration curriculum framework. Game description:**

The Real Game is a series of interactive, role playing, career exploration programs that teach life and work experiences to youth and adults in an entertaining game format. For more information on the Real Game, visit [RealGame.com](http://RealGame.com) or read the online Real Game Brochure. To register for the upcoming training in Arizona, use your browser's print button to print the registration form and follow the instructions on the form. ***The Real Game*** is designed as a journey. Each session represents a step of the journey, and each subsequent step builds on the previous one. The journey is divided into five units: Learning a Living, Making a Living, Quality of Life, Changes and Choices, and The Personal Journey. Some sessions are followed by optional activities and discussion segments.

**Helping students** see the connections between school and their future Life/Work roles can be a challenge. The Real Game, for grades 7 and 8, has the tools to help. The game's highly-interactive exercises are designed to identify connections between school subjects and work roles. Students will have fun as they learn about adult life roles in the context of their own career and educational planning.

**Students using the Be Real Game** in grades 9 and 10 will begin to learn how courses and extracurricular activities directly relate to future life and work roles, and how furthering knowledge and skills opens doors to new opportunities. The simulated society created throughout the program challenges students' Life/Work roles with a variety of contemporary job change factors.

- Smart Options is a career development program based on Howard Gardner's theory of multiple intelligences and Thomas Armstrong's popularization of the concept. Created by Baran & Baran for students in grades 7 and 8, the program gives young people a richer understanding of themselves and shows them how they can use that knowledge to carve out more meaningful lives and careers. For more information click title, above.
- Internet Resources for Career Development Professionals is a listing of Internet links of interest to career development professionals.
- Professional Associations is a listing of associations of interest to career development professionals.
- Conferences provides information on conferences of interest to career development professionals.

## **RESOURCES RELATED TO CAREER EXPLORATION**

### **AMERICA'S CAREER RESOURCE NETWORK**

[http://www.acrnetwork.org/ncdg/ncdg\\_framework.aspx](http://www.acrnetwork.org/ncdg/ncdg_framework.aspx)

The NCDG framework describes a continuum of personal, education and career skills young people and adults should master to get the most from education, life and work. Website contains resources for teachers and students.

### **ARIZONA COMMISSION FOR POSTSECONDARY EDUCATION**

[azhighered.org](http://azhighered.org)

Career planning and college tips with links to local, regional and national financial-aid-related organizations.

### **CAREERCHOICES.COM**

<http://www.careerchoices.com/>

This site contains curriculum, lesson plans, and classroom resources to use in teaching career development as well as more general life skills (clothing, childcare, financial literacy, housing, transportation etc). The materials are developed primarily for teenagers and young adults. One has to be a registered member to access the materials. The Career Choices curriculum has been correlated with the Career Exploration Standards to facilitate the use of Career Choices in Arizona middle school classrooms. In addition to classroom related resources, Career Choices offers workshops to teachers, as well as curriculum support services.

### **CAREER GUIDANCE: A CURRICULUM GUIDE FOR THE MIDDLE LEVEL**

<http://www.sasked.gov.sk.ca/docs/midcareer/introduct.html#aim>

This is a Canadian resource. The aim of Middle Level Career Guidance is to empower students to acquire the knowledge, skills, information, and attitudes to understand and positively enhance their own life career development.

The goals of the website is as follows

- acquire increased Self-Awareness
- develop Life Career Management Skills
- increase their understanding and skills in Educational Planning
- increase their knowledge, understanding and skills in the area of Career Awareness, Exploration, and Planning

### **DICTIONARY OF OCCUPATIONAL TITLES**

<http://www.oalj.dol.gov/libdot.htm>

The Dictionary has been the U.S Department of Labor's main classification system of occupations since the 1930's and has been revised several times. The most recent version of the DOT is from 1991 and it has since been formally replaced by the O\*NET. However, the dictionary is still available online and

offers a full listing and brief description of all the occupations recognized by the Department of Labor. The DOT is fully crosswalked with the O\*NET.

### **FRANKLIN GAMES**

[HTTP://WWW.FRANKLINLEARNING.COM](http://www.franklinlearning.com)

Telephone: (800) 999-0384 or (203) 222-8275

FAX: (203) 226-9324

Postal address: 325 Post Road West, Westport, CT 06880

Multiple career games that are aligned with scans and provide learning objectives with each simulation. Topics include:

A Day in the Life®: players learn vital social and communication skills.

Career Challenge®: Players learn about a wide range of careers and which careers may be appropriate for them.

Character Challenge®: students think deeply and critically about important character issues.

Meeting of the Minds®: players try to develop win-win solutions and learn conflict resolution skills.

The Power of Listening™: an educational game that uses a movie theme to teach young people specific skills that will help them to listen more effectively.

You're the Boss ® Grades 5 and Up®: players have fun learning the impact of reliability, responsibility, and integrity on job success.

### **GLENCOE PUBLISHING**

[http://www.glencoe.com/sec/careers/career\\_city/index.html](http://www.glencoe.com/sec/careers/career_city/index.html)

Career city provides career exploration activities, links to relevant Web sites, interactive games and puzzles, self-assessment, quizzes, and additional activities.

### **IDAHO DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION**

<http://www.pte.state.id.us/specproj/midlev/MLResrcs.htm>

Site contains tools for career planning at the middle school level, including ways to explore career pathways.

### **LIBRARIANS INDEX TO THE INTERNET**

<http://lii.org/search/file/busfinjobs>

Site offers links to multiple jobs and careers with many additional resources/

### **MAPPING YOUR FUTURE**

[mapping-your-future.org](http://mapping-your-future.org)

Award-winning site provides college, career and financial aid information and services to students, schools and families.

### **O\*NET**

<http://online.onetcenter.org/>

The O\*NET was designed to take over for the Dictionary of Occupational Titles. It is an excellent exploration tool which gives a detailed overview of the personality, skill set, work styles, and soft skills, knowledge, interests, and abilities required for different professions as well as descriptions of typical job

tasks. In addition, the site provides a small self-rating assessment which will match up with specific occupations.

## **OCCUPATIONAL OUTLOOK HANDBOOK**

<http://www.bls.gov/oco/>

Regularly updated Department of Labor resource which includes detailed information about expected growth and decline of the different occupations, training and educational requirements, salary statistics, working conditions, work activities etc. Also usually includes links to professional organizations for the various occupations.

## **TRUE COLLABORATION FOR TRUE SUCCESS**

[www.spectrumofsuccess.com](http://www.spectrumofsuccess.com)

A resource guide for parents, teachers and the business community to support young women in pursuing math, science and technology careers.

## **STRIVE FOR STUDENTS**

[www.StriveForStudents.com](http://www.StriveForStudents.com)

The website contains free resources to help students with everything from writing resumes, free career-interest assessment, finding scholarships to searching for the perfect college based on career interest.

Discovery Career Camp: This is a program created by STRIVE For Students and endorsed by the WIA and used extensively by Gila River and Ft. McDowell Indian Communities The TOC is oriented to the older students but could be modified for 7<sup>th</sup>/8<sup>th</sup> grade students. The program includes the following topics:

### **Section One: Career Assessment**

Assessing your skills, interests and values

Assessing your environmental preferences

Finding your career passion zone (20 questions in book, expansion in workbook)

Putting all the pieces together

### **Section Two: Career Development I: Job Search Skills**

### **Section Three: Career Development II: Employability Skills**

### **Section Four: Career Exploration**

What is your TIP style? (T=Things; I=Information; P=People)

Exploring your career field

Where to begin your career exploration

What is available? (Scholarships, fellowships, apprenticeship programs, internships, job-shadowing, co-op jobs)

Using your resources

### **Section Five: Career*Mapping*©**

Ten steps to a successful Career*Map*©

What is your dream?

Defining goals

The essentials of goal setting

Write it down!

Make it happen!

Picture it!

Career Dream Book  
Career goals  
Your education and training goals  
Your career goals  
Your make-a-difference goals  
Your personal goals

**Section Six: Life Skills**

What to expect and preparing for life after college  
Managing your finances and Budgeting  
Relocation (finding an apartment, setting up utilities...etc.)  
Additional resources (where to go when you don't know what to do)

**Section Seven: Appendix**

Appendix A: Job Search Organizer  
Appendix B Career Resource Directory  
Appendix C: Action verbs  
Appendix D: Sample forms

**VIRGINIA CAREER VIEW**

[www.vaview.org](http://www.vaview.org)

Virginia Tech 0527  
Blacksburg, VA 24061  
540-231-7158

Website with a set of lessons and suggested activities that touch on all competencies. Colorful handouts and activities are practical and interactive. Career clusters are identified with activities for research on each area.

**RESOURCES RELATED TO DIVERSITY**

**ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (ASCD)**

<http://www.ascd.org/portal/site/ascd/menuitem.7888115c7bf354ebbf3ffdb62108a0c/>

The organization has web pages dedicated to diversity education.

## **RESOURCES RELATED TO ETHICS**

### **ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (ASCD)**

<http://www.ascd.org/portal/site/ascd/menuitem.f8d13bb7e4028babbfb3ffdb62108a0c/>

The organization has web pages dedicated to character and ethics education.

## **RESOURCES RELATED TO LEADERSHIP AND COMMUNITY INVOLVEMENT**

### **LEARNING TO GIVE**

<http://www.learningtogive.org/about/>

*This is an excellent website with many great lesson plans. Learning to Give is an innovative educational initiative seeking to maintain and enhance a civil society. Contains a wealth of lesson plans on philanthropic involvement, community involvement and understanding, as well as diversity related issues and group dynamics. In addition, the website will soon include an online institute with self paced tutorials for parents, teachers, and students.*

### **START SOMETHING**

[target.com/startsomething](http://target.com/startsomething)

**Developed by Target Stores along with the Tiger Woods foundation, Start Something is a free character education program for youth ages 8-17.**

## **RESOURCES RELATED TO GENDER EQUITY**

### **NATIONAL ALLIANCE FOR PARTNERSHIP IN EQUITY**

[www.napequity.org](http://www.napequity.org)

The organization provides resources that support gender equity and non-traditional career and technical education.

### **UNIVERSITY OF ARIZONA/PHASE PROGRAM**

[www.ag.arizona.edu/fcs/phase/PHASE\\_ADE\\_partnership/](http://www.ag.arizona.edu/fcs/phase/PHASE_ADE_partnership/)

The organization provides training, resources, and free professional development credit related to non-traditional career and technical education and gender equity.

### **AT THE TABLE**

<http://www.atthetable.org/about.asp>

The At the Table initiative aims to promote youth governance. The website provides its own resources, but also extensive links to related organizations and publications.

### **THE HISTORY CHANNEL**

<http://www.historychannel.com/>

This site provides information on every aspect of life in the present and the past; can address many areas of the curriculum. Allows for individual research and teacher resources.

### **Skills USA**

<http://www.azskillsusa.org/>

SkillsUSA is a student organization supporting Career and Technical Education programs. It is a partnership of students, teachers and industry, working together to ensure America has a skilled workforce and helping each student to excel.

### **Family, Career, and Community Leaders of America (FCCLA)**

<http://azfccla.org/>

FCCLA is a student organization supporting Career and Technical Education programs.

**The FCCLA Mission** is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life.

### **FFA**

<http://www.azffa.org/index.jsp>

The National FFA Organization is a student organization supporting Career and Technical Education programs. It is dedicated to making a positive difference in the lives of young people by developing their potential for *premier leadership, personal growth and career success* through agricultural education.

### **Future Business Leaders of America (FBLA)**

<http://www.azfbla.org/>

FBLA is a student organization supporting Career and Technical Education programs. It is the professional organization for Arizona students preparing for careers in business. Curriculum is enhanced by the practical application of classroom theory.

## **RESOURCES RELATED TO FINANCES**

### **NATIONAL COUNCIL ON ECONOMIC EDUCATION**

[www.ncee.net](http://www.ncee.net)

Resources for teaching economics, functioning in a global economy, critical life skills such as teamwork and public speaking and decision making.

## **RESOURCES RELATED TO SAFETY:**

### **CITIZEN CORPS**

<http://www.citizencorps.gov/ready/kids.shtm>

Website dedicated to improving safety and emergency awareness in children. Includes links to other safety related links for kids, teachers and parents.

### **AMERICAN RED CROSS: MASTERS OF DISASTER**

<http://www.redcross.org/disaster/masters/intro.html>

Website with lesson plans, demonstrations, and activities for teaching disaster preparedness to students.

### **RISK WATCH**

<http://www.nfpa.org/riskwatch/about.html>

*Risk Watch* is the first comprehensive injury prevention program available for use in schools. Developed by the National Fire Protection Association (NFPA) with co-funding from the Home Safety Council™ and in collaboration with a panel of respected safety and injury prevention experts, *Risk Watch* gives children and their families the skills and knowledge they need to create safer homes and communities. *Risk Watch* is a school-based curriculum that links teachers with community safety experts and parents. The curriculum is divided into five age-appropriate teaching modules (Pre-K/Kindergarten, Grades 1-2, Grades 3-4, Grades 5-6, and Grades 7-8), each of which addresses the following topics: Motor Vehicle Safety, Fire and Burn Prevention, Choking, Suffocation and strangulation prevention, poisoning prevention, falls prevention, firearms injury prevention, bike and pedestrian safety, and water safety

## RESOURCES RELATED TO TECHNOLOGY

### **JANET MCGINN, Arizona Educator**

[www.schooltechbytes.biz](http://www.schooltechbytes.biz)

Lesson plans, technology resources that are easy to use and teach how to develop a website. Lessons are based on classroom experience. For information and to purchase contact Janet directly at (520) 579-2980.

### **ASSET: A Partnership to Enhance 21<sup>st</sup> Century Learning Arizona School Services through Educational Technology**

PO Box 871405, Tempe, AZ 85287-1405

(480) 965-1004 [asset@asu.edu](mailto:asset@asu.edu)

<http://asset.asu.iassessment.org/ia/>

[tag.93b0a7038c9841dd.render.userLayoutRootNode.uP?uP\\_root=root&uP\\_sparam=activeTab&activeTab=3](http://asset.asu.iassessment.org/ia/tag.93b0a7038c9841dd.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=3)

**Professional Development:** Members can choose from a broad range of navigated and self-paced online courses from ASSET, the George Lucas Educational Foundation, Intel Foundation, PBS TeacherLine, TEAMS, and Thirteen Ed Online. The Professional Development section also offers a host of tips and tutorials to help members sharpen their technology and teaching skills.

**Curricular Resources:** Enhance your curriculum with resources from our extensive collection of videos, Web sites, and subject-specific best practices from ASSET educators and our curriculum partners.

**Curriculum Showcase:** Members can view exemplary work completed by ASSET educators for ideas they can implement in their classroom.

**Videos:** UnitedStreaming provides video technology that allows educators and students the opportunity to view educational videos on demand. Over 2,000 titles are available through a searchable database by subject, grade level, and Arizona standard.

**Search:** Members can search our site-wide collection of professional development and curriculum resources by keyword, subject & grade, and curriculum standard.

**Reviewed Sites:** ASSET brings together some of the finest Web sites for educators. Members can browse the collection to find resources that match their planning needs.

**Students and parents** can access ASSET resources just for them: videos, PBS Kids, and valuable websites. Parents can access these all from the ASSET homepage, [www.asset.asu.edu](http://www.asset.asu.edu) by clicking on the ASSET@Home link.

**Curriculum Partners:** ASSET partners with other educational organizations to bring you the latest research and standards-based curriculum resources.

## **CERTIPORT**

[www.certiport.com](http://www.certiport.com)

**Certiport® provides industry-leading training, assessment and certification solutions that enable individuals to develop the skills necessary to achieve more, distinguish themselves, and advance in today's academic and business environments. Certiport's Internet and Computing Core Certification (IC<sup>3</sup>®) and Microsoft® Office Specialist demonstrate basic computer skills and desktop computing proficiency.**

## **HYPERSTUDIO 4**

<http://www.hyperstudio.com/ProductInfo.aspx>

Effectively respond to the difficult-to-meet demands of your technology learning standards with HyperStudio 4. Within a supported teaching environment, you can weave core curriculum content into technology-based learning activities that support project-based learning, foster collaborative learning and create rubrics, portfolio pieces, and other assessment components. With brainstorming tools, visual organizers, project planners, desktop publishing features, and multimedia presentation capabilities, HyperStudio® 4 provides students and teachers with a complete array of media-creation tools – including easy-to-use authoring tools for CD-ROMs and Web site development. Free Teacher Support! With the CD-ROM. Resources, projects, lesson plans, free HyperStudio stacks and a copyright-free collection of art and sound elements. FREE Updates on the Web.

## **JES & Co.**

240 N. Stone Ave.

Tucson, Az 85701

Phone 520.881.3317

Fax 520.881.3047

<http://www.jesandco.org/default.asp>

General Information: [info@jesandco.org](mailto:info@jesandco.org)

Program Information: [program@jesandco.org](mailto:program@jesandco.org)

Multiple programs for teachers to enhance their own technology skills. Programs for schools to assess their level of Information Communication Technology Literacy including professional development for the entire school. Classroom programs supported by Dell and Microsoft to assist students with learning various aspects of computer literacy including: Internet, installing and using Microsoft Office software, troubleshooting a computer for basic maintenance, networking. Project Based learning modules and thematic instruction courses for grade levels 4 through 9. Resources are free and offered in conjunction with the 21<sup>st</sup> Century Learning focus.

## **MICROSOFT**

<http://www.microsoft.com/Education/Tutorials.aspx>

Microsoft is committed to working with educators, educational organizations, and industry partners to expand the world of learning. Learn how to use and integrate Microsoft software in the classroom with in-depth step-by-step tutorial guides for students, teachers, and staff.

- Use Word 2000 to create and format documents easily by using templates, incorporate comments for collaborative learning, or save documents as Web pages.
- Gather, analyze, and manage data in Excel 2000 by using worksheets, formulas, and the ability to publish on the Web.
  
- Create and organize powerful presentations that include graphics, animation, and sounds with PowerPoint® 2000.
- Communicate with colleagues and students; manage your schedule by using the Calendar, and much more with Outlook® 2000.
  
- Use Access 2000 to create databases to store, organize, and track important information.
- Publish professional-quality newsletters, brochures, and Web sites for your class or school with Publisher 2000.

## **TECH ENCYCLOPEDIA**

[http://www.globetechnology.com/site/tech\\_encyclopedia.html](http://www.globetechnology.com/site/tech_encyclopedia.html)

In a technological world, a mouse isn't always a rodent and a daisy chain isn't a bunch of flowers. If you're puzzled by technical jargon, you can find out what it really means at the Tech Encyclopedia. This online dictionary is a great place for non-techies to learn more about the common and obscure technical terms we can hear in the cyber age.

## **THE EDUCATOR'S REFERENCE DESK**

[http://www.eduref.org/cgi-bin/print.cgi/Resources/Subjects/Computer\\_Science.html](http://www.eduref.org/cgi-bin/print.cgi/Resources/Subjects/Computer_Science.html)

[http://www.eduref.org/cgi-bin/lessons.cgi/Computer\\_Science](http://www.eduref.org/cgi-bin/lessons.cgi/Computer_Science)

[http://www.eduref.org/cgi-bin/lessons.cgi/Information\\_Literacy](http://www.eduref.org/cgi-bin/lessons.cgi/Information_Literacy) (specific on information literacy)

Provides lesson plans, internet sites and online communities in computer and information literacy education.

## ORGANIZATIONS

### **Arizona Career Development Professionals' Association (ACDPA)**

[www.azcareers.org](http://www.azcareers.org)

### **America's Career Resource Network (ACRN)**

[www.acrnetwork.org](http://www.acrnetwork.org)

### **America's Career Resource Network Association (ACRNA)**

[www.acrna.org](http://www.acrna.org)

### **American School Counselor Association**

<http://www.schoolcounselor.org/>

### **Arizona School Counselor Association (AzSCA)**

[www.azsca.org](http://www.azsca.org)

### **Arizona Counselors Association**

<http://www.azca.org/>

### **Arizona Education Association**

<http://www.arizonaaea.org/frame.html>

### **Association for Supervision and Curriculum Development (ASCD)**

<http://www.ascd.org/portal/site/ascd>

ASCD, a community of educators, advocating sound policies and sharing best practices to achieve the success of each learner. The website includes resources for teaching problem-based learning, diversity, character education, etc.

### **National Career Development Association (NCDA)**

[www.ncda.org](http://www.ncda.org)

**American Almanac of Jobs and Salaries**

John W. Wright

Avon Books

<http://www.amazon.com/gp/product/0380803038/>

**America's Top Military Careers**

JIST

<http://www.jist.com/productDetail.asp?AID=1131&ID=1708>

**Best Jobs for the 21<sup>st</sup> Century**

Authors: Michael Farr, Laurence Shatkin

JIST

<http://www.jist.com/productDetail.asp?AID=2276&ID=3259>

**Career Planning for Women: How to Make a Positive Impact on Your Working Life (OUT OF PRINT, PUBLISHED IN 1996)**

Laurel Alexander

Trans-Atlantic Publications

<http://www.amazon.com/gp/product/1857034171/104-1930222-6643920?v=glance&n=283155&s=books&v=glance>

**The Career Guide for Creative & Unconventional People**

Carol Eikleberry, Ph.D.

Ten Speed Press

<http://www.tenspeedpress.com/catalog/all/item.php3?id=858>

**Career Guide to America's Top Industries**

U. S. Department of Labor

Available from JIST

<http://www.jist.com/productDetail.asp?AID=1689&ID=2596&type=sum>

**Career Success for People With Physical Disabilities**

S. Kissane

NTC Publishing Group

<http://www.bestwebbuys.com/084424175X>

**Careers in Search and Rescue Operations – Series** (includes EMT, fire department, police, etc.)

Rosen Publishing Group, Inc.

<http://www.rosenpublishing.com/series.cfm?series=Careers%20in%20Search%20and%20Rescue%20Operations>

**Careers Inside the World of ... - Series** (includes government, sales, technology, etc.)

Rosen Publishing Group, Inc.

<http://www.rosenpublishing.com/arcat.cfm?code=ARPK48>

**The Colorblind Career**

Ollie Stevenson with Dana Huebler

<http://www.amazon.com/gp/product/1560797002>

**The Complete Guide to Public Employment**

R. Krannich & C. Krannich

<http://www.amazon.com/gp/product/0942710940>

**Dictionary of Holland Occupational Codes**

G. Gottfredson & J. Holland

Psychological Assessment Resources, Inc.

<http://www3.parinc.com/products/product.aspx?Productid=DHOC>

**E-Commerce**

Glencoe Publishing

<http://www.glencoe.com/catalog/index.php/catalog?c=3>

**Effective Strategies for Career Success**

JIST

<http://www.amazon.com/gp/product/1563703009>

**Encyclopedia of Career Success**

JIST

<http://www.fergpubco.com/>

**The Enhanced Guide for Occupational Exploration**

M. Maze & D. Mayall

JIST

<http://www.amazon.com/gp/product/156370207X>

**Entrepreneur or Employee: Should You Get Out or Stay in Your Current Job?**

K. Chane & G. Poy

Career Research & Testing

<http://www.amazon.com/gp/product/1890147044>

**Finding Your Perfect Work**

Paul Edwards, Sarah Edwards

[http://us.penguinroup.com/nf/Book/BookDisplay/0,,0\\_1585422169,00.html](http://us.penguinroup.com/nf/Book/BookDisplay/0,,0_1585422169,00.html)

**Help! I need a Job**

Katreena Hayes-Wood

<http://www.amazon.com/gp/product/0595220754>

**How to Succeed Without a Career Path**

Howard G. Rosenberg

<http://www.amazon.com/gp/product/157023003X>

**The Internet: A Tool for Career Planning**

JoAnn Harris-Bowlsbey, Margaret Riley Dikel and James P. Sampson, Jr.

National Career Development Association

<http://209.235.208.145/cgi-bin/WebSuite/>

**Almanac Series: Cover Letter, Internet Job Search, Resume, Job Interview**

Jobs Almanac

Adams Media Corporation

<http://store.yahoo.com/adamsmedia/adalser.html>

**Making Good Career & Life Decisions**

JIST

National Trade & Professional Associations of the United States

Annual Edition

Columbia Books, Inc.

<http://www.columbiabooks.com/books.cfm>

**Entering the World of Work, Fourth Edition 2006**

Grady Kimbrell and Ben vineyard

0-07-861458-9

Entering the World of Work is aimed at career preparation classes and may be used for a wide range of grades, from 6 to 12. It is designed for use in integrated classrooms, i.e., classrooms that combine general-education students and special-needs students. Most of these students have difficulty with reading and mathematics. Building reading skills is a primary focus of the program. Building math skills is a second focus of the program. There is no other careers book on the market with the same target audience.

<http://www.glencoe.com/sec/catalog/cgi-bin/>

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**The Phoenix Metropolitan Career Resource Directory**

Katreena Hayes-Wood

<http://www.katreena.com/store.cfm>

**Portfolio Power**

Martin Kimeldorf

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**Best Career and Education Web Sites: A Quick Guide to Online Job Search**

Rachel Singer Gordon, Anne Wolfinger

JIST

<http://www.jist.com/productDetail.asp?AID=1056&ID=1628&type=sum>

**Real People, Real Jobs : Reflecting Your Interests in the World of Work**

David Montross

Career Research & Testing

<http://216.105.52.78/index.asp?PageAction=VIEWPROD&ProdID=4979>

**Technology: Today and Tomorrow © 1999**

Brusic, Falls, and Kuetemeyer

Glencoe Publishing

Technology literacy textbook

<http://www.glencoe.com/sec/catalog/cgi-bin/secDisplay.cgi?function=display&area=teched&category=productinfo&nameid=876>

**VGM's Career Encyclopedia**

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<http://books.mcgraw-hill.com/getbook.php?isbn=0071420673PDF&template=>

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<http://books.mcgraw-hill.com/search.php?keyword=Opportunities&template=careers&subjectarea=ALL>

**What Color is Your Parachute?**

Richard Bolles

Ten Speed Press

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# National FFA Organization Outline of LifeKnowledge Lessons

## Middle School Lessons

For more information:  
[http://www.ffa.org/ageducators/html/core\\_lk.htm](http://www.ffa.org/ageducators/html/core_lk.htm)  
and  
<http://lifeknowledge.caert.net/>

### **Unit 1 - Introduction to Leadership, Personal Growth and Career Success**

#### **Introduction**

- MS.1 Defining Leadership
- MS.2 Defining Personal Growth
- MS.3 Defining Career Success

#### **Hands-on Experience of Leadership**

- MS.4 Identifying Philosophies of Leadership
- MS.5 Using Your Community as a Laboratory for Learning

### **Unit 2 - Stage One of Development—ME**

#### **What Foundational Skills Do I Need for Leadership?**

- MS.6 Understanding Integrity
- MS.7 Being Honest with Myself and Others
- MS.8 Defining Responsibility
- MS.9 Understanding the Consequences of My Actions
- MS.10 Showing Respect
- MS.11 Being a Self-starter
- MS.12 Demonstrating Self-organization Skills
- MS.13 Trying New Ideas
- MS.14 Developing Goals
- MS.15 Setting Goals

#### **What Foundational Skills Do I Need for Personal Growth?**

- MS.16 Understanding Healthy Eating Habits
- MS.17 The Role of Physical Activity in Personal Success
- MS.18 Understanding Adverse Effects of Risk Behaviors
- MS.19 Creating Positive Impressions in Public
- MS.20 Understanding Common Etiquette
- MS.21 Travel and Dining Etiquette
- MS.22 Understanding Self-image
- MS.23 Dealing with a Range of Emotions
- MS.24 Coping with Adversity
- MS.25 Seeking Counseling
- MS.26 Using Study Skills

#### **What Foundational Skills Do I Need for Career Success?**

- MS.27 Understanding Professions, Careers and Jobs
- MS.28 Opportunities in Agriculture, Food and Natural Resources
- MS.29 Identifying Career Interests and Preferences
- MS.30 Identifying Important Skills for All Careers

### **Unit 3—Stage Two of Development—WE**

#### **How Do I Initiate Relationships with Others?**

- MS.31 Types of Relationships
- MS.32 The Need for Positive Relationships
- MS.33 Approaching New People
- MS.34 The Importance of Handshakes and Eye Contact
- MS.35 Using Appropriate Language and Humor
- MS.36 Understanding Ways People Are Different
- MS.37 Conversations in Groups
- MS.38 The Importance of Listening
- MS.39 Good Listening Habits

#### **How Do I Communicate My Thoughts and Ideas to Others?**

- MS.40 Types of Communication
- MS.41 Forming Key Messages
- MS.42 Responding to Audience Feedback
- MS.43 Answering Questions from Others
- MS.44 Getting Your Message Understood
- MS.45 Planning a Public Presentation

### **Unit 4—Stage Three of Development—DO**

#### **How Do I Make Things Happen?**

- MS.46 Identifying Planning Skills
- MS.47 Using Planning Skills
- MS.48 Evaluating a Plan
- MS.49 Defining Problem Solving
- MS.50 Identifying Problems Correctly
- MS.51 Resources Available
- MS.52 Developing Solutions and Strategies
- MS.53 Evaluating Potential Impacts
- MS.54 Identifying Others Who Can Help
- MS.55 Creating Timelines
- MS.56 Modifying and Evaluating Actions
- MS.57 Finding Opportunities to Make Positive Change

### **Unit 5—Stage Four of Development—SERVE**

#### **How Do I Help Others?**

- MS.58 Defining Service
- MS.59 Finding Opportunities for Service in Your Families, School and Communities
- MS.60 Planning a Service Project
- MS.61 Everyday Acts of Service to Others

**Unit 6—FFA—an Integral Component of Agricultural Education**

**What Are the Components of a Successful Organization? (FFA as an example)**

MS.62 The Origins of Organizations

MS.63 FFA Opportunities

MS.64 Opportunities for Influence, Discovery ... in Organizations

MS.65 Beliefs, communicate who they are, structure—FFA

**Unit 7—SAE—an Integral Component of Agricultural Education**

**Understanding Supervised Agricultural Experiences**

MS.66 Researching Careers

MS.67 Understanding Agriculture Career Possibilities

MS.68 Understanding SAEs

MS.69 Record Keeping

MS.70 Proficiency Awards and SAE