WELCOME TO EXPLORING CAREERS!

Featuring …

- Comprehensive, all-in-one career curriculum
- College and Career Success Plan
- Academic Integration to Math, English, Social Studies
- Comprehensive teacher support
- Class reporting functions
PROGRAM OVERVIEW

**Depart to Explorations / Career Cluster Lessons**
Visit 16 different locations around the United States to learn about each of the 16 career clusters and the interesting job possibilities within each career cluster.

**Skills Machine / Skills Lessons**
20 Skills lessons that cover such topics as self-awareness, career planning, job searching, communication and technology skills, money management, time management, and work and life.

**Avatar Mart**
Students will earn 100 points for each lesson they complete. When they earn points, they can then use those points to purchase from more than 30 fun items for their avatars to wear or hold.

**Wi-Fi Lounge**
- The **Message Board** that allows student-to-teacher and teacher-to-student messaging options.
- A **College and Career Success Plan** allows students to plan their academic and career goals.
- Students will save the work they do in the program to a **Student Career Portfolio**. They can refer to this information to help them complete their Career Portfolio Projects at the end of each career cluster exploration.
- The vocabulary flashcards from the program are also offered as comprehensive **Glossaries**.
- Students can view extra **Career Videos** for each career cluster.

*Avatar Mart* is an area where students can earn 100 points for each lesson they complete. These points can then be used to purchase fun items for their avatars. The **Wi-Fi Lounge** offers various features:
- **Message Board** for student-to-teacher and teacher-to-student messaging options.
- **College and Career Success Plan** to help students plan their academic and career goals.
- **Student Career Portfolio** where students can save their work to help complete their Career Portfolio Projects at the end of each career cluster exploration.
- **Glossaries** for vocabulary flashcards.
- **Career Videos** for extra information on each career cluster.
PROGRAM IMPLEMENTATION

Exploring Careers supports a flexible, blended-learning classroom environment. You will be able to customize Exploring Careers to meet your classroom needs.

Classroom Configurations

1. **Each student has access to a computer.** This is the optimum set-up because it will allow students to create their own avatars and work through the explorations at their own pace.

2. **Classroom with one computer and a projection device.** In this situation, you can use a Whiteboard to present the program to the class and invite class discussion. In this scenario, students can complete printable worksheets as homework. This supports a blended-learning environment.

3. **Class with no teacher.** The Exploring Careers program is easy to use and intuitive enough for middle school students to navigate the explorations on their own.
PACING GUIDE*

Pacing guides are timelines showing what a teacher plans to cover over the length of a course. This Pacing Guide provides a general plan of how to cover the 36 explorations in Exploring Careers in a 180-day yearly schedule, a 90-day block schedule, or 45-day short course. The Pacing Guide Resource List outlines the 36 Explorations and the program Assignments available within each Exploration. In the Pacing Guide Resource List, each activity is listed and noted with its level, whether it is intended for in-class or as homework, and whether it is individual or cooperative. The image below shows the plan for the first two weeks of a 180-day course.

This Pacing Guide recommends teaching *Skill Exploration 1: Self Assessment* first, followed by the 16 Career Cluster Explorations, followed by the 19 other Skill Explorations. If you would prefer to teach your course in a different order, you can edit the Pacing Guide worksheets to fit your own particular course needs. Essentially, to teach all 36 Explorations in the program, you would teach:

- One Exploration per week for 36 weeks for a 180-day course.
- Two Explorations per week for 18 weeks for a 90-day course.
- Four Explorations per week for a 45-day short course.

*The Pacing Guide can be accessed on Home page of the teacher site.
Each Exploration comes with a variety of different types of worksheet Assignments. You can find descriptions of and instructional strategies for all of the Assignments in the Lesson Plans housed in the Exploring Careers Teacher Site. Review the Lesson Plan for each Exploration and use the following Pacing Guide Legend to guide you toward choosing Assignments that best suit your classroom’s unique needs.

Assignments are noted according to their Level, which indicates the time required to complete the Assignment:

- **Level 1**: Can be completed by most students in 15 minutes with minimal instruction/supervision.
- **Level 2**: Can be completed in a single class period, or in less than 60 minutes of homework time.
- **Level 3**: Can be completed over multiple class periods or with extended homework time.

Assignments are noted to indicate whether they are designed for in-class use, as homework, or if they can be used as either:

- **IC**: Activities designed for in-class use
- **HW**: Activities suited for use as homework
- **E1**: Activities that can be used in-class or as homework

Assignments are noted to indicate whether they are designed for individual learning, cooperative learning, either, or both:

- **I**: Activities designed for individual learning
- **C**: Activities well-suited to cooperative learning
- **E2**: Activities that can be used for either individual or cooperative learning
- **I/C**: Activities that have both individual and cooperative parts

When an Assignment has a prerequisite, it is noted next to the Assignment title.
INTEREST INVENTORY—I LIKE TO...*

Teacher Introduction:
Career clusters are dynamic and evolve as our industry and economy change. The National Career Clusters Framework ([http://www.careertech.org/career-clusters/](http://www.careertech.org/career-clusters/)) is a helpful tool in understanding how careers are grouped around interests, skills, and abilities involved within a career cluster. While there are many career pathways within each career cluster, students in the middle grades benefit from understanding the broader scope of the career clusters and how they relate to each other. This inventory helps connect the interests of youth to the potential career areas, giving students a starting direction to begin researching careers.

Lesson Enhancements:
1. Have students work in pairs and come up with a list of 25 careers in the career clusters they are interested in. Because there are thousands of careers, students may see this as an easy task. But, because our knowledge is limited by our experience and learning, it will become difficult for most to come up with a full list of 25 careers. You can use this as a springboard activity to researching lesser-known careers to be able to expand their knowledge and interest in additional careers.

*Interest inventories are accessed through the student Wi-Fi Lounge under the Resources tab.
INTEREST INVENTORY—I AM…*

Teacher Introduction:
This personality characteristics inventory is based on the career research of Dr. John Holland, in which an individual’s preferred/dominant personality is categorized into six areas: realistic, artistic, investigative, social, enterprising, and conventional. Holland’s theory states that each individual has two or three categories that they prefer, and career satisfaction comes by matching personality preferences to the characteristics used in an occupation. By completing the “I am…” inventory, students gain an understanding of how aspects of their personality can guide them in exploring career areas that they would likely find appealing.

Lesson Enhancements:
1. Divide students into six groups based on their strongest personality characteristics. Have students within each group describe what they have in common with each other. They can also consider how they best work with others, what they wish others understood about them, what is hard for them to handle, and what they appreciate about the other characteristics.
2. Create teams with an individual with different characteristics, and have team members share what they like to do when working in a team, how they prefer to work and contribute, and what they need from other team members to be successful.

*Interest inventories are accessed through the student Wi-Fi Lounge under the Resources tab.
INTEREST INVENTORY— I CARE ABOUT…*

Teacher Introduction:
Workplace values are often overlooked when researching careers, yet this is a major area of career satisfaction. Students can begin to see that the careers they are interested in may or may not match what they value. This inventory will help students understand the components of a career that bring unique personal satisfaction and be able to articulate what they care about. This will guide students beyond the “I want to be famous and rich” standard to see that they really need to consider what matters most to them.

Lesson Enhancement:
1. Create a comparison game for students to see which values are most important to them. In a “would you rather” format, provide two values to choose from. Students can use index cards or a list to indicate their highest preferences. For instance, would you rather have a huge income or have a job with no stress? Putting the values face to face helps students make a decision and see where their values lie.

*Interest inventories are accessed through the student Wi-Fi Lounge under the Resources tab.
COLLEGE AND CAREER SUCCESS PLAN*

The McGraw-Hill College and Career Success Plan is a tool for your students to use to define their career goals as well as the steps they will need to take to achieve them.

Many states—perhaps even yours—have adopted policies that require all high school students to develop and maintain an individual learning plan.

The first part of the Plan asks your students to think about their academic and career goals, including what tests they may need to take, what certifications and licenses they may need to obtain, and what experiences may benefit them in their pursuit of a career path.

The second part of the Plan is the high school academic plan. This part of the plan requires help from a teacher or guidance counselor to tell the student about high school course options and graduation requirements. This process will help your students understand how their high school courses and activities will prepare them for future success.

Encourage students to fill out as much as they can in order to get a clearer idea of their learning and career goals. Tell them that the College and Career Success Plan is not a one-time activity, but a document they should continue to develop and refine as their career goals evolve.

*The College & Career Success Plan is located in the student Wi-Fi Lounge.
LESSON PLANS

- Fully mapped out teacher lesson plans that correlate to each career and skills exploration. Lesson Plans can be accessed through the Lesson Plans tab on the teacher site.
- Lesson plans include links to student worksheets (and teacher answer keys).
- Student worksheets are writable and savable PDF files.
TEACHER REPORTING TOOLS

You will set up your class in ConnectED per the instructions. Once you have your class(es) entered, you will be able to click on the class from the Teacher Home Page and get the full class list.
TEACHER REPORTING TOOLS

If you click on the Reporting tab, you will find a list of the reports you can run to get information about your class.
TEACHER REPORTING TOOLS

This is a sample report of a Class Activity Report. You can see if your students are logged in to the program, and which modules they have visited.
TEACHER REPORTING TOOLS

If you click on one student’s name from the Class Profile, you will bring up the student’s Student Profile Report. The profile will show the student’s personalized avatar, their current point balance, how long they have spent on each exploration, and whether or not they have attempted or completed each exploration.
TEACHER REPORTINGTOOLS

If you click on the Class List/Career Exploration List you will find a list of the 16 available Career Explorations. Click a circle in the far right column to assign that exploration to your class. On the screen below, all of the explorations have been assigned to a class.
TEACHER REPORTING TOOLS

If you click on the class you entered, you drill down to retrieve information on each student's progress on a particular assignment. This example shows the students' progress with the Manufacturing Exploration. Note there is also a link here to the Lesson Plan for Manufacturing.
TEACHER REPORTING TOOLS

When you click on the Assignments tab, you will see which assignments and explorations you have pushed to the students. When an assignment is “Pending” it is ready for you to review. If you accept the assignment as is, you will change the status to “Completed.” If the assignment requires further attention from the student, you will change the status to “Attention.”
PROGRAM WALK-THROUGH

You'll click Begin! to start the Exploring Careers program.

Students will create their own avatars and personalize them at the Avatar Mart. Avatars will represent students on all their explorations.

When you have finished building your avatar, click Submit to advance to the Airport.
The **Airport** screen is the home base for *Exploring Careers*. You can click on:

- Depart to Explorations
- Skills Machine
- Avatar Mart
- Wi-Fi Lounge

You can always return to the **Airport** from anywhere in the program.

The student can click on **Captain Help** for some helpful tips about the program.

When you click on **Depart to Exploration**, you will see all 16 **Career Clusters** and the U.S. locations where students will travel to learn about each cluster.
When you click on **Skills Machine**, you will see the first of 20 **Skills Explorations** that will cover such topics as self-awareness, career planning, communication skills, basic financial literacy, time management, and citizenship.

As students complete Careers Explorations and Skills Explorations, they will earn points which they can redeem for fun accessories, such as sunglasses, headphones, and hats at the **Avatar Mart**.
The Wi-Fi Lounge is the go-to spot for helpful resources, including:

- A Portfolio of saved student work
- Assignments
- A Career and College Success Plan with a 4-Year Academic Plan for mapping how students will achieve their academic and career goals
- Messages to and from teachers and other students
- Other helpful Resources including Interest Inventories, Career Videos, and Glossaries
From **Depart to Explorations** on the Airport screen, you can click on the **Arts, Audio/Video Technology, & Communications** to view a Careers Exploration.

Links to explore on this page are **Go to Airport, Go to Notepad** and **Connect to Academics**. You can also navigate through this Career Exploration using the **Back, Replay, Pause**, and **Next** buttons.
The user is guided through the exploration by a helpful host avatar (left). Students will see their own avatar on the right.

As students progress through each exploration they will learn about:

- The Career Cluster
- Career Pathways
- Education and Training
- Career Paths
- Career Outlook

Students will also encounter a variety of interactive activities, including:

Videos about jobs within each cluster pathway.
Fun Facts related to the cluster students are exploring.

Interactive Activities and Games encourage students to consider each career cluster’s career pathways, training and education, and career outlook.
Each Career Exploration concludes with these review activities:

- **Vocabulary Flashcards**
- **Multiple-Choice Quiz, and a**
- **Career Portfolio Project.**

The **Vocabulary Flashcards** give students the opportunity to review the key terms and pathway descriptions.

The **Multiple-Choice Quiz** gives students a quick review of some of the key concepts they learned in the exploration.
The **Career Portfolio Project** provides students with directions and worksheets for investigating a specific career in the cluster.

The **Congratulations** slide at the very end of the exploration shows how many points the student has earned for completing the Career Cluster Exploration.
Back at the airport screen, users can click on the **Skills Machine** to begin a **Skills Exploration**.

A host avatar guides students through the **Skills Exploration**. In this exploration, students will learn about their interests, values, skills and aptitudes, personality, and learning styles.

**Interactive Games and Activities** encourage students to think about lesson concepts and apply them to their own lives.

**Pinball games** with multiple-choice questions that students must answer correctly to keep the ball in play.
Memory Games for students to review and master content vocabulary.

Writing Assignments in which students reflect on the concepts they are learning about.
When students complete each Skills Exploration they will encounter these review activities:

- Vocabulary Flashcards
- Multiple-Choice Quiz
- Career Portfolio Project

The Congratulations slide at the very end of the exploration shows how many points the student has earned for completing the Skills Exploration.

ENJOY THE PROGRAM!