

# Chapter 5

## Planning Your Career

### Lesson 5.1

#### How Planning Helps

### Lesson 5.2

#### Designing a Plan

#### CAREER CLUSTER

You will explore careers in Education and Training.



#### What You'll Learn

- You will discover how planning can help you reach career goals in the future.
- You will learn what a career plan should include.
- You will set goals and make a plan for a career that interests you.





## *Get Ready!*

### **Plan for Success**

Invite an adult friend or family member to describe an activity he or she planned. Ask these questions:

- Why did you plan the activity?
- Was the activity a success?
- How did planning make the activity a success?

**Apply** Think of other activities that benefit from careful planning. Why do you think making a plan is important?

# How Planning Helps

## Discover

- Why planning is important
- What a career plan should include

## Why It's Important

Planning is the surest way to achieve your goals.

## KEY TERMS

- **procrastinate**
- **prioritize**
- **part-time job**
- **temporary job**

“I’ve got a cool idea for . . . .” “Wouldn’t it be great if I could . . . .” “If I had the money, I would . . . .” Everyone has ideas and dreams. Some people, though, go one step further. They make their ideas and dreams a reality. These people usually have something that other people don’t. They have a plan of action. They plan how they are going to get what they want. Then they follow their plan.

## Why Plan?

Have you ever made a plan? Have you ever set your sights on something and then carefully planned how to get it?

If you answered no, you’re not alone. Many people live their entire lives without ever planning anything. They “play it by ear.” They take things as they come. They say, “Why bother? No one knows what tomorrow will bring. Just live for today.”

You *can* have some control over what tomorrow brings, though. As you learned in Chapter 4, there’s a way to have a

### Plan for Success

Planning helps make activities a success.

*What kinds of activities have you planned?*



# The Global Workplace

## Foreign Language Basics

Many people around the world speak some English. This makes traveling easier for native English speakers. However, before going to a foreign country, learn a few basic phrases of that country's language to help in routine situations. Pocket-size phrase books are easy to carry and usually list many useful words. Learning *thank you* is a good place to start.

- Italy ..... *grazie*
- Germany ..... *danke*
- Latin America, Spain ..... *gracias*
- South Korea ..... *kamsa hamnida*
- Somalia ..... *mahadsanid*

## Internet Activity

Use Internet resources to learn a few basic phrases in a language that interests you. Learn *hello*, *good-bye*, *please*, *thank you*, and four other terms you think would be helpful. Go to the *Exploring Careers* Web site at [exploring.glencoe.com](http://exploring.glencoe.com) for a list of Web sites to help you complete this activity.



say about both today and tomorrow. You can take charge of your life by making decisions. Then you can plan how to reach the goals you've set.

## Planning Helps You Manage Your Time

Planning is important for many reasons. For one, a plan helps you organize your activities and manage your time. That way you don't miss out on anything.

Alice Lonewolf is a seventh grader in Helena, Montana. She wants to be a sports coach someday. A typical school day for Alice includes classes and sports. "I want to be involved in as many sports as I can. Mondays, I play on an intramural basketball team after school. On Tuesdays and Thursdays, I swim at the YMCA. Friday night and Saturday morning, I have swim team practice. Wednesdays are free for biking or kicking a ball

around the yard with my dad.” Alice doesn’t hesitate when asked about the benefits of having a plan:

“ If I didn’t have a plan on paper, this schedule would be impossible. Besides all the sports, I need time to do my homework. With a plan, I have time for everything.” ”

## Planning Helps You Remember Events

A plan not only helps you do the things you need or want to do, it also helps you remember when they need to be done. When you have a plan, it’s harder to procrastinate. When you **procrastinate**, you put off doing or deciding about something.

John Gikas, a computer student in Cambridge, Massachusetts, learned the importance of a plan the hard way. “I used to procrastinate all the time,” John observes. “Last year I missed a chance to go to a once-a-year computer event in Boston. I didn’t get my registration form in on time. A lot of my friends who are interested in computers did, though. They got to try out all kinds of new software and hardware. When I get the form this year, I’m going to make a note of the deadline. There’s no way I’m going to miss out again.”

### Plan for Achievement

You’ll be amazed at what you can do when you have a plan. *What’s the best way to do important projects well and on time?*

## Planning Helps You Prioritize

Rachel Baum of Cleveland, Ohio, found another way planning is useful. She discovered that a plan helps you prioritize. When you **prioritize**, you put tasks in order. You order them from first to last or from most to least important.

Rachel is interested in acting. A family friend told her about a summer theater program for teens. It ran for six days a week, eight hours a day, six weeks of the summer. “Summer was my time for sleeping in, reading, and just having fun,” Rachel explains. “Being in a serious theater production is part of my career plan, though. I couldn’t pass it up. I figure I’ll have plenty of chances to take a vacation later.”



## Planning Helps You Reach Goals

Last but not least, anyone who’s ever made a plan and carried it out will tell you the same thing. A plan gives you a feeling of accomplishment. As you complete each part of your plan, you can cross it off. You can say, “I’m that much closer to my goal.”

Tilly Ransom of Bedminster, New Jersey, can’t remember ever wanting to be anything other than a doctor. When she was about 13, she made a plan. Her plan included science classes and volunteering at the local hospital. It also involved college and medical school. Then she did her residency, or advanced training in a special area, at a hospital.

“I still have that plan,” Tilly notes. “It included all the important steps to being a doctor. As the years went by, I completed each one. Now here I am, head of surgery at a big city hospital.”

## What Goes Into a Plan?

You can make a plan for a career that interests you, just as Tilly did when she was about your age. You’ll want to include these important steps: education and training, jobs along the way, and career research.

## The First Step: Education and Training

Most people think of education or training as a first step. **Figure 5.1** on page 86 lists some of your options for education and training. You can get started on this step right now. Work to strengthen your basic skills, such as reading, writing, and mathematics. As you’ll learn in Chapter 10, basic skills count in all kinds of careers.

Classes you take now and in high school can help you prepare for a variety of careers. Mathematics classes will give you skills you might use as a city planner or a computer specialist. Science classes are good preparation for careers in natural resources, food, agriculture, and health science. In English, you will develop skills needed in many

### Higher Education

Many careers require a college degree for even entry-level jobs. *What kind of jobs do you know of that require only a high school diploma?*



**Figure 5.1****EDUCATION AND TRAINING ALTERNATIVES**

Options	Description
<b>On-the-Job Training</b>	Paid on-site instruction in how to perform a particular job. It may consist of a few days of orientation for new employees or more long-term instruction to help workers keep up with industry changes.
<b>Apprenticeship</b>	Learning how to do a job through hands-on experience in that job under the guidance of a skilled worker. Construction and manufacturing workers commonly train as apprentices.
<b>Vocational-Technical Centers</b>	Schools offering a variety of skills-training programs, such as courses in automotive or computer technology.
<b>Trade Schools</b>	Privately run schools that train students for a particular profession, such as chef or hairstylist. Trade schools are more expensive than vocational-technical centers.
<b>Community and Technical Colleges</b>	Colleges that offer two-year associate degree programs and certification programs in occupations such as accountant and desktop publisher. Credits can be transferred to a four-year college or university.
<b>Four-Year Colleges and Universities</b>	Schools that offer a bachelor's degree for four years of study. Careers such as teaching and physical therapy require bachelor's degrees. Postgraduate education is study after the completion of a bachelor's degree.
<b>Military Service</b>	Education and training offered by the U.S. government in exchange for service in a branch of the military, such as the Army. Training is given in more than 200 different jobs, including health technician and air traffic controller.
<b>Continuing Education</b>	Programs for adult students offered by high schools, colleges, and universities. These courses help adults complete education, brush up on old skills, and pursue new interests.
<b>Distance Education</b>	Online classes (sometimes called satellite classes) for specific training or for credit towards a degree. Offered by all types of education providers. Allows students more flexibility in geography and time.

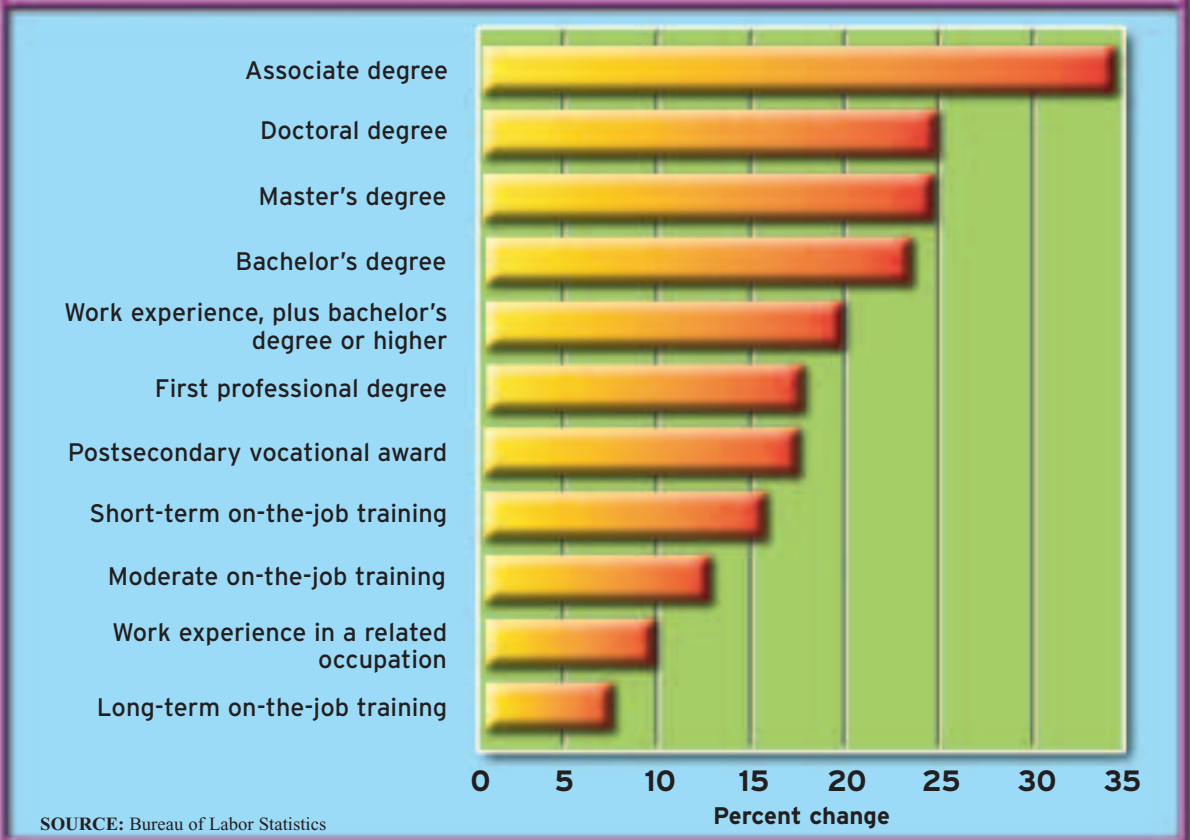
**Education and Training Alternatives** You'll have different educational and training needs at different points in a career. *Why might you go back to school in the middle of a career?*

communications and media careers. Classes in music, art, and dance can lead to careers in the fine arts. Your work in social studies may inspire you to think about careers in travel, law, or government.

Following high school, you may choose to continue your education or get other training. As you think about your options, think about the value of a college education. **Figure 5.2** shows that jobs requiring college education are growing faster than all other jobs. They also will usually pay more. College is an important part of many people's career plans.

**Figure 5.2**

### INCREASE IN JOBS BY EDUCATION AND TRAINING



**Learn to Earn** This chart shows the percent change in number of jobs by source of education or training, projected 2000–2010. Jobs requiring college education are growing the fastest. *Why would it be wise to get a college degree in addition to work experience?*



## Jobs Along the Way

Another important step in planning your career is planning the jobs you will hold along the way to your ultimate career goal. As you learned in Chapter 3, job shadowing and volunteering are great ways to explore careers. Both can also be an important part of a career plan.

An internship may also be part of your career plan. As you will recall, an internship is a temporary paid or unpaid position that provides valuable job skills in a particular career field. It is more formal than a volunteer job and usually requires a bigger commitment of time.

There are internships in many kinds of businesses. Many college students look for summer internships to get work experience in a career field. You might think about arranging an internship for the summer while you're in high school. An internship can help you find out more about a particular career.

In high school or later, you might decide to take a part-time job related to a possible career choice. In a **part-time job**, you'll work up to 30 hours a week. A part-time job is a good way to learn about a career field that interests you.

## Career

## Opportunities



### Education and Training

If you enjoy working with people and are enthusiastic, creative, patient, and flexible, then a career in education and training may be right for you. You can find jobs of different skill levels in the Education and Training career cluster.

#### Critical Thinking

Why are good communication skills and time management skills important for educators?

#### ELEMENTARY SCHOOL TEACHER

A local elementary school seeks an experienced teacher. Applicants must have experience teaching science, language arts, math, and social studies. They may also teach other subjects such as music and art.

A temporary job is another way to try a specific kind of work. It's also a good way to develop job skills you may need. Students and many other people find temporary jobs especially convenient. A **temporary job** usually lasts only a short while. Some temporary jobs are available just for a particular season, for instance. Lifeguarding, golf caddying, and catering (providing food and service for special events) are some examples of temporary jobs for young people.

Then, of course, there are full-time jobs. As you have learned, a full-time job amounts to about 40 hours a week. Like most people, you will probably work at several full-time jobs during your lifetime.

## Career Research

Be sure to include career research as a step in your career plan. Career research does not end when you've identified interesting careers. It doesn't end when you choose a career either. You should continue to do career research as you explore careers. You should do career research as you work toward a career goal. You'll learn about new opportunities and changes in career fields. What you learn could affect your career plan.

Where can you look to find out what's going on? You can use the same resources you would use to research career options. You'll find current information at the library and on the Internet. You can also learn a great deal by talking to people. While you're still in school, discuss with your guidance counselor the job market for different careers. Once you begin working, listen to what you hear on the job about career developments.

Take this advice. Stay informed. That way you can adjust your career plan as needed. When you build research into your career plan, your plan will always be up-to-date.



### Plan of Action

Maria wants to become a pediatrician. She is working part-time in a day care center to gain experience working with children. *What other experiences might help Maria become a pediatrician?*

## Attitude Counts

### Teamwork

Working in teams can improve productivity and creativity. The right attitude will make your team a success. A good tip for effective teamwork: Respect your teammates and you'll find they will do the same for you.

### Cooperative Learning Activity

- Work with a small group of classmates to brainstorm three important rules for successful teamwork.
- Share your results with the class.

## Covering All the Bases

Education and training, jobs, and career research are the basic steps included in most career plans. There are other things to keep in mind, though. Money can be an issue. Part of your career plan should focus on how you're going to pay for education or training, for instance. Will your family be able to help you? Can you get a scholarship? Maybe you'll have to earn the money yourself. You may need to explore ways to raise money and figure out how long it will take. You will learn more about financing your education in Chapter 14.

### Be Prepared and Be Flexible

Personal responsibilities may also have an effect on your career plan. You might delay a step in your plan until your children go to school, or you may change your plan so you can work at home.

When you make a plan, you want to try to think of all the things that might affect it. Of course, you also need to be prepared for surprises. You can't know the future. You shouldn't let that stop you from making a plan, though. Once you've got a plan, you just need to keep your eye on your goal and be flexible.

### Try This Activity

### Education Equals Opportunity!

There are many different types of jobs with differing levels of responsibility in every career interest area. If you are interested in health science, for example, you might be interested in pursuing a career as a medical lab technician or as a pediatrician. These jobs have very different education and training requirements and dramatically different levels of pay. It is important that you understand the opportunities available to you based on your level of education and training.

**Classify Employment Opportunities** Select ten different careers in your career interest area. Research the education and training required for each career. Then, develop a chart classifying employment opportunities in your career interest area based on educational and training requirements.

### Key Terms Review

1. Imagine you are a career counselor who leads career planning workshops. You begin each workshop with a brief speech. Write a speech that includes each of the following terms. Then give your speech to the class.

- procrastinate
- prioritize
- part-time job
- temporary job

### Check Your Understanding

Choose the correct answer for each item. Write your answers on a separate sheet of paper.

2. To reach a career goal, you'll need to \_\_\_\_\_.
  - a. know your friends' goals
  - b. make and follow a plan of action
  - c. have a job offer
3. A career plan includes \_\_\_\_\_.
  - a. a comparison of the career plans of your peers
  - b. education and training
  - c. how much money you will make

### Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

4. What kinds of problems occur when you don't make a plan?
5. What do you think is the most important part of a career plan? Explain your answer.
6. Why are temporary jobs a good idea for young people?

### Connecting to the Workplace

7. **Career Decisions** Karen planned to be a master plumber. It would take five years. Besides serving an apprenticeship, she had to take classes, pass some tests, and get a license. As a master plumber, she would make \$25 an hour. Karen found a plumbing apprenticeship at \$8 an hour. She later quit to take a factory job that paid her \$10.50 an hour. Explain whether Karen made a wise decision.

### Teamwork

8. **Make a Group Presentation** As a class, find names and addresses of the various types of educational options profiled in **Figure 5.1** on page 86. Then form teams of two or three students. Each team should research a different school and request information about the school. Then, as a class, create and give team presentations about training options.

# Designing a Plan

## Discover

- How to set goals you can reach
- Different kinds of goals
- How to make your own career plan

## Why It's Important

A plan will show the steps that will help you reach your career goal.

## KEY TERMS

- short-term goal
- medium-term goal
- long-term goal
- chronological order

### Reach for the Stars

Reaching goals now will help you achieve goals throughout your life.

*What goals have you set for yourself lately?*

You already know the first step in creating any plan. You need to make a decision. Following the decision-making steps in Chapter 4, you must first set a career goal.

That's really the hardest part. What comes next? Next you need to figure out the steps you must take to reach your goal. You need to create a detailed plan of action.

## How to Reach Your Goals

It will be up to you to set goals to reach your ultimate career goal. What are the secrets to success? Here are a few pointers:



- **Be as specific about each goal as you can.** State exactly what you plan to do. Specific goals are easier to aim for and achieve.
- **Put your goals in the order that you'll do them.** That way you'll know which to work on first, second, and so on.
- **Make realistic goals.** Aim high, but aim at what's possible. If your goals are too easy, you may lose interest in them. If they're too hard, you may become discouraged.
- **Change your goals as needed.** Check your progress. Think about where you're headed. Don't be afraid to change your mind and take a new direction.

## Setting Goals

Right now, a career goal probably seems a long way off. That's partly because you're still thinking about your career options. It's also because a career goal is your ultimate, or final, goal. Before you reach your career goal, you must first set and reach other goals. Each goal will be a stepping stone to your ultimate goal.

### Stepping Stones to a Career

The goals between you and a career goal are short-, medium-, and long-term goals. A **short-term goal** is something you might start right away. Sometimes you can complete it quickly. Let's say your ultimate goal is to be a landscape architect. A short-term goal might be to get a summer job at a greenhouse.

At the same time or later, you might work on a medium-term goal. A **medium-term goal** is usually more challenging than a short-term goal. It also takes longer to achieve. A medium-term goal might be to earn a master's degree in landscape architecture. Another medium-term goal might be to work as an apprentice to a licensed landscape architect.

Beyond your short-term and medium-term goals are long-term goals. A **long-term goal** may take a long time to reach. Short-term and medium-term goals can sometimes help you achieve a long-term goal. To become a landscape architect,



### Make Your Goals Realistic

**Q:** If achieving my goals takes longer than I planned, does that mean my goals are unrealistic?

**A:** No, your goals can take longer than planned. It is important to be aware of what it will take to achieve your goals. If your goals are taking longer than you first estimated, then figure out why. Did you need more money? Did you forget to include the hours spent on chores? Periodically reevaluate your goals and adjust them to include the things you didn't consider.

you might set a long-term goal of working for the national park service. Such an opportunity might be open to you only if you already have some experience.

To get a clearer picture of the goals on the way to a career goal, look at **Figure 5.3**. Bill Mann followed these stepping stones to his ultimate career goal to become a landscape architect.

**Figure 5.3**

## STEPPING STONES TO A CAREER

Short-, medium-, and long-term goals can help you reach your ultimate career goal in stages. *In what other areas could setting short-, medium-, and long-term goals help you?*

**A**



### Set a Career Goal

Bill Mann's career decision began with a summer job as a landscaper. He mowed lawns and planted shrubs and trees. A neighbor suggested Bill think about becoming a landscape architect. Bill did some research and decided the career was made for him. **He listed the steps he would take to reach his career goal.**

**B**



### Short-Term Goals

Bill determined his short-term goals. They were to

- Get a summer job at a greenhouse .
- Go to college and major in botany.
- Take drafting courses and learn to draw plans.
- Finish college with a bachelor's degree.

## Make a Career Plan

As you can see, making a career plan is a big job. Why not give it a try right now? Design a plan for one of your career choices. It's a good way to prepare for future career decisions. You won't waste energy worrying later. You won't procrastinate either. You'll know what's involved, and you'll be able to sit down and do it.

C



### Medium-Term Goals

Bill's medium-term goals were to

- Get a master's degree in landscape architecture.
- Work as an apprentice under a licensed landscape architect.
- Get a license as a landscape architect.

D



### Long-Term Goal

Bill's long-term goal was to work as a landscape architect for the National Park Service. Working for the park service, he designed a new visitor center for a major Civil War battlefield. **Bill reached his long-term goal and saw his career goal become reality.**



## Try This Activity

### Plot Your Career Course

Now that you know the process of career planning, get started with your own career. First, write your ultimate goal at the top of a sheet of paper. Then use library and Internet resources to research and make three lists. Your teacher, guidance counselor, adult family members, and friends may also be able to give you helpful advice.

**Graduation Plan** In the first list, identify and select classes, activities, and experiences now and in high school that are related to the career goal. Think of this list as a graduation plan that could lead to a specific career choice.

**Education and Training Plan** In the second list, detail the education or training you'll need after high school. Be specific. List and explain your education and training alternatives, including courses you might take, and certifications and degrees you must earn.

**Experience Plan** In the third list, put experiences now, in high school, and after high school that will lead to your specific career choice. Include all kinds of work experience. Don't forget internships or apprenticeships and volunteer, part-time, and temporary jobs.

**Set Your Goals** Once your lists are complete, you're ready for the next step. Figure out whether each of the items you've listed is a short-, medium-, or long-term goal. Chart your goals in **chronological order**, or the order in which they will happen. Think about when you might start and complete each one. What can you do now? What will you do, say, one, three, and five years from now? How long will it take you to reach your ultimate goal?

### Exploring Online

Remember, one of your best resources is [exploring.glencoe.com](http://exploring.glencoe.com)

### Achieving Your Goals

The more specific and realistic your goals are, the more likely you will achieve them. For example, imagine that your ultimate career goal is to become an emergency room doctor. To get a job working in a hospital would not be a specific enough medium-term goal. A better goal would be to enter a medical school program to become a physician. The career

plan in **Figure 5.4** shows a series of specific goals set in chronological order.

Remember, your plan is never set in stone. Your goals and the time you spend on them may change over time. You must face your future with an open mind. Think of it as an athletic contest. Your plans might change with every step of the game. That’s what makes it exciting.

The motivation to achieve your goals comes from within. If you are not achieving your goals, don’t allow yourself to lose motivation. Find out why you are stuck. As you review and revise your goals, you must also renew your motivation.

The most important thing is to have a plan. Without a plan, you’ve just got an idea or a dream. With a plan, you’re moving toward your ultimate career goal, step by step. You’ll keep moving forward until you find the career that’s right for you.

**Figure 5.4**

### A CAREER PLAN

Short-Term Goal	Medium-Term Goal	Long-Term Goal	Ultimate Goal
Work as an intern at a newspaper and get practical journalism experience.	Earn a Bachelor of Arts degree in English from a college.	Work for a publishing company as an editor or writer.	Become an editorial director.
<ul style="list-style-type: none"> <li>• Start now</li> <li>• Finish in 2 years from now</li> </ul>	<ul style="list-style-type: none"> <li>• Start 2 years from now</li> <li>• Finish in 4 years after start</li> </ul>	<ul style="list-style-type: none"> <li>• Start 5 years from now</li> <li>• Finish in 6 years after start</li> </ul>	<ul style="list-style-type: none"> <li>• Start 10 years from now</li> </ul>

**Step by Step** Chronological order makes it easy to see the steps to a career goal. *If you were pursuing this career plan, which goals would you need to work on at the same time for a while?*

### Key Terms Review

1. Write a paragraph about the different kinds of goals that lead to meeting a career goal. Compare and contrast the goals. Use each of the key terms below.
  - short-term goal
  - medium-term goal
  - long-term goal
  - chronological order

### Check Your Understanding

Tell whether each statement is true or false. Rewrite any false statement to make it true. Write your answers on a separate sheet of paper.

2. The first step in creating any plan is to make a decision.
3. The goals between you and your career goal include short-, medium-, and long-term goals.

### Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

4. How do short-, medium-, and long-term goals help you reach your ultimate career goal?
5. Why is it important to be specific when you set goals?

6. Why is it okay to change your goals as needed?

### Character Building

7. **Human Relations** The skills that are necessary for good relations with others are the most important skills that anyone can learn in life. Human relations is the skill or ability to work effectively through and with other people. Practicing effective human relations means being yourself at your very best. Write two paragraphs about how good human relations skills help you in achieving your career goals.



### Community Involvement

8. **Research Community Groups** Identify a group that is actively involved in bettering your community. Use the *Yellow Pages* or the Internet to get the group's address and phone number. Contact the group and ask to interview the group's leader or a member of the group about the group's mission and goals. Share your findings with the class in a brief oral report.





# Investigating Career Clusters



## EDUCATION AND TRAINING

**Education** • The process of teaching and learning

**Training** • Education in a specific skill or professional area

Job Title	Work Description
<b>Athletic Coach</b>	Leads and instructs a sports team
<b>Corporate Trainer</b>	Organizes and conducts training workshops for employees
<b>Librarian</b>	Assists people in finding library information and using it effectively
<b>Professor</b>	Instructs college students in a specialized area of study
<b>Reading Specialist</b>	Helps students with reading and helps teachers teach reading skills
<b>School Administrator</b>	Manages school activities and staff
<b>School Counselor</b>	Helps students deal with problems and think about their futures
<b>Special Education Teacher</b>	Instructs students with mental or physical impairments, behavioral disorders, or learning disabilities
<b>Teacher</b>	Teaches students in private or public schools

### Exploration Activity

**Education and Training** Use library and Internet resources to research a career in the Education and Training career cluster. Write a report on your findings. Include information about the kinds of work, skills required, working conditions, training and education required, and career outlook.

**Cooperative Learning** Interview a classmate about the career he or she researched. Find out as much information about that career as you can during the interview. Then have your classmate interview you about the career you researched. Afterward, share what you learned with the class.

### Chapter Highlights

**Lesson 5.1** Planning helps you do what you need or want to do when it needs to be done. It helps you prioritize and gives you a feeling of accomplishment.

**Lesson 5.2** You need to set realistic goals on the way to your career goal. It helps to be specific, put your goals in order, and make changes as needed.

### Key Concept Review

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

1. Why is planning important? Give four reasons.
2. What basic steps are included in most career plans?
3. What three kinds of goals do you set and meet on the way to your ultimate career goal?
4. Why do you need a career plan?

### Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

5. Why is it important to plan time for rest and relaxation?
6. How might achieving an important goal affect your attitude toward other goals?

7. Why might you take a part-time job instead of a full-time job while you're a student?
8. How can you tell if your goals are realistic, or reachable?

### Skill Building

#### 9. Basic—Listening

Invite a friend to share with you his or her goals and plans for achieving them. Then draw a picture that illustrates how your friend plans to reach his or her goal. Present the drawing to your friend, and ask whether it accurately represents the plan.

#### 10. Interpersonal—Participates as a Member of a Team

In a small group, decide on a project for your school. Plan the short-, medium-, and long-term goals needed to reach your goal. List steps to put your plan into action.

## Academic Applications

### 11. Mathematics



Karen gave up her career plan to become a master plumber to take a factory job. After five years, her wages rose from \$10.50 to \$12 an hour. She could have become a master plumber in five years and earned \$25 an hour. Karen works 40 hours a week. How much does she earn a week at the factory? How much more would she have made each week as a master plumber?

### 12. Science



Imagine you make videos about the steps people can take to different careers. Your next video is about becoming an astronomer. Research the basic steps in reaching that career goal. Break them into short-, medium-, and long-term goals. Then explain the

career plan, as if you were offering career counseling.



## Prepare an Educational and Career Plan

- **Think** of a career that interests you.
- **Access** career information using print and online resources to complete an educational and/or training plan for a career pathway.
- **Prepare** an educational and career plan that begins with entry into high school and continues through a post-secondary educational and/or training program.
- **List** in chronological order the goals you would need to accomplish to achieve the career.
- **Categorize** the goals as short-, medium-, or long-term.
- **Title** the document *Educational and Career Plan* and file it in your Personal Career Portfolio.
- **List** your portfolio entry on your Personal Career Portfolio contents page.