

# Career Exploration

## PROJECT PLANNING GUIDE

### OBJECTIVES OF THE CAREER EXPLORATION PROJECT

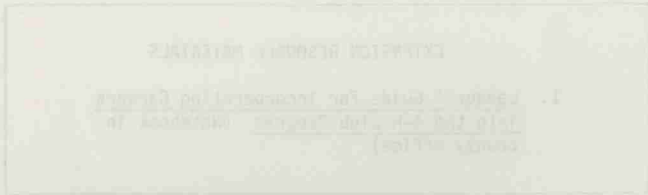
1. Learn about yourself, your interests, and your abilities.
2. Become aware of types of careers available in your community.
3. Explore careers in subjects that are of interest to you.
4. Develop job seeking skills.

### EXTENSION RESOURCE MATERIALS

1. Leaders' Guide for Incorporating Careers into the 4-H Club Program (Notebook in county office)

LEVEL 1  
(9- to 11-year-olds)

Things to Learn	Things to Do
1. What people do at their work.	Talk to five people in their work place. Find out: - what they do - what skills are necessary - if they like their work.
2. What you like to do.	Take three 4-H projects. Write a story for each one telling what you did or did not like about the project work.  Give a talk to your club about one project you like and are good at.
3. What you value.	Make a list of ten things you would like to take with you if your house were on fire.



Prepared by Judy Groff, Extension 4-H Specialist

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LEVEL 2  
(12- to 14-year-olds)

Things to Learn	Things to Do
1. What abilities and skills you have.	Interview teachers, 4-H leaders, 4-H agents, and parents to find out what abilities and skills they think you have. Make a list of their comments to put in your records.
2. Career opportunities in a project area of interest to you.	a. Visit the library and explore the Occupational Outlook Handbook. Make a list of occupations related to the project of your interest. b. Visit companies, businesses, or agencies that do work related to your project.
3. What educational preparation is necessary for careers in area of interest.	Find out: - what educational preparation is necessary for their job. - how they worked their way into their present job.
4. Satisfying and dissatisfying parts of careers in area of interest.	Interview five people in careers related to your area of interest. Find out: - what they like about job. - what they dislike about job.
5. Good work habits.	Volunteer to help the 4-H leader with three club meetings or activities of the club. Ask for a report on how you did. Find out: - were you on time? - did you do things on your own? - how was your attitude? - did you fulfill the responsibility of the job assigned?

LEVEL 3  
(15- to 19-year-olds)

Things to Learn	Things to Do
1. How to prepare for a career.	Interview a guidance counselor, a director or admissions of a post high school institution. Make notes of ideas that are useful for pursuing your goals. Make a list of things you need to do.
2. How to select a school to prepare you for a career.	Browse through school catalogues in the guidance office.  Interview representatives of schools at a careers day.  Visit several institution campuses. Make a notebook including the following: <ul style="list-style-type: none"><li>- pictures of buildings and grounds</li><li>- size of school</li><li>- features you like</li><li>- features you dislike</li><li>- comments made by students or faculty.</li></ul>
3. How to apply for a job.	Fill out a job application.  Seek a summer job.  Interview an employment director to find out: <ul style="list-style-type: none"><li>- what employers are looking for</li><li>- how to present yourself in an interview</li><li>- what is an entry level job.</li></ul>
4. What you want out of a career.	Volunteer your services in a business, agency, or company. While working, talk to other employees. Find out: <ul style="list-style-type: none"><li>- how job affects family life</li><li>- limitation of career</li><li>- advancement opportunities.</li></ul> Discuss with parents or leaders what you would like out of a career. List five goals you plan to work toward.