

Name \_\_\_\_\_

**Student Handout**  
Terminal Performance Objective #3  
CAREER LEARNING PACKET

Lesson One

Collect the following information on the career you would like to learn about. Write the information you find in the space below each item. If you need more room, use an additional piece of lined paper and staple it to these sheets. After you write the career information, put the title of the source.

**Example**

**A: What are the duties/responsibilities of the job?** *Installs and wires electrical systems in new or existing homes and buildings, may also install electronic equipment and communication systems. For safety reasons must follow state and local codes for electrical work. Uses metal tubing or pipes inside the walls to install electrical systems. After that, wires are connected to fuse boxes, circuit breakers or transformers.*

**(Source: Occupational Awareness Mini-Brief)**

A. What are the duties and responsibilities of the job?

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B. What are the typical steps that one must take that lead to this job?

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C. What **education or training** is required? What high school courses may be helpful? How does attending ECAT help you to get a job in this career?

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D. Describe the work environment (include conditions such as dusty, noisy, hot, cold, inside, outside, people-oriented, paperwork-oriented, co-workers, etc.)

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E. What are the **opportunities for advancement**? To what job? For what pay? How do people advance (by seniority, merit, additional education or training, etc.?)

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F. How many hours and how many days a week does this job require? Is there overtime involved? What is the normal working day? What is the normal working week? Is the work schedule constant or changing? Is the work schedule flexible according to the worker's needs?

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G. What is the average starting salary for this job? What is the average salary for a person who has worked in the job for two years? How is the worker paid (hourly, salary, piecework rate, salary plus commission, commission only, etc?)

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H. What are some of the hazards or disadvantages (health risks, moving to other locations for advancement, temporary or seasonal employment) of the job?

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**Source(s):**

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Lesson Two

In this lesson, you will explain what skills a person in your career must have to do the job well. Think about the tasks that you would be asked to perform on the job. Whether you find this information from a book, computer, or a person, be sure to include your source.

**Example**

**What special skills are necessary?** *Must be able to read schematic for electrical wiring, manuals for proper wiring techniques, and government documents that have electrical codes. Must also be able to communicate verbally with customers, especially if self-employed. Must be able to write job proposals and specifications, bids, receipts, order forms, etc. (Source: Interview with Ed Miller, December 15, 1997).*

**A. What physical abilities are necessary?** (for example, minimum or maximum height or weight, color vision, good hearing, 20/20 vision, etc.)

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**B. What special skills are necessary?** (for example, math, reading, writing, speaking, fine motor, social, measuring, etc.)

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**Source(s):**

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Lesson Four

Gather information from at least one college or trade school, which you might be interested in attending. Remember to write the name of your information source at the bottom of the page.

A. School name

\_\_\_\_\_

B. Major or Area of Concentration:

\_\_\_\_\_

C. Location of the college/school:

\_\_\_\_\_

D. Size of the student body at the college/school: \_\_\_\_\_

E. Student-to-teacher ratio at the college/school: \_\_\_\_\_

F. Entrance requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Tuition rates: \_\_\_\_\_

H. Reasons for choosing the college/school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I. Job placement rates (extra credit): \_\_\_\_\_

\_\_\_\_\_

School Website: \_\_\_\_\_

Source(s):    Web    Visit/Tour    Phone & Contact \_\_\_\_\_

Name: \_\_\_\_\_

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D. Size of the student body at the college/school: \_\_\_\_\_

E. Student-to-teacher ratio at the college/school: \_\_\_\_\_

F. Entrance requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Tuition rates: \_\_\_\_\_

H. Reasons for choosing the college/school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I. Job placement rates (extra credit): \_\_\_\_\_

\_\_\_\_\_

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**Student Handout**  
**PRESENTATION CRITERIA**

The following is a list of the **minimum** requirements:

1. Collect information on the career you identified, concentrating on the following:
  - a. Duties/responsibilities of the job \_\_\_\_\_ 2 pt.
  - b. Typical steps that lead to the job \_\_\_\_\_ 2 pt.
  - c. Salary range—starting, average, highest \_\_\_\_\_ 2 pt.
  - d. Advantages of the job \_\_\_\_\_ 2 pt.
  - e. Disadvantages of the job \_\_\_\_\_ 2 pt.
  - f. Future career options \_\_\_\_\_ 2 pt.

\_\_\_\_\_ 12 pts.
  
2. Explain the advantages of continuing your education at a college or trade school. \_\_\_\_\_ 7 pts.
  
3. Gather information from at least one college or trade school, which you are interested in attending. Include the following:
  - a. School Name \_\_\_\_\_ 1 pt. each
  - b. Size of the student body at the college/school \_\_\_\_\_ 2 pt. each
  - c. Student-to-teacher ratio at the college/school \_\_\_\_\_ 2 pt. each
  - d. Entrance requirements \_\_\_\_\_ 2 pt. each
  - e. Tuition rates \_\_\_\_\_ 2 pt. each
  - f. Location of school \_\_\_\_\_ 1 pt. each
  - g. Reasons for choosing the school \_\_\_\_\_ 2 pt. each
  - \* Job placement rates (extra credit) \_\_\_\_\_ 5 pt. max.

\_\_\_\_\_ 12 pts.

  
  - h. School Name \_\_\_\_\_ 1 pt. each
  - i. Size of the student body at the college/school \_\_\_\_\_ 2 pt. each
  - j. Student-to-teacher ratio at the college/school \_\_\_\_\_ 2 pt. each
  - k. Entrance requirements \_\_\_\_\_ 2 pt. each
  - l. Tuition rates \_\_\_\_\_ 2 pt. each
  - m. Location of school \_\_\_\_\_ 1 pt. each
  - n. Reasons for choosing the school \_\_\_\_\_ 2 pt. each
  - \* Job placement rates (extra credit) \_\_\_\_\_ 5 pt. max.

\_\_\_\_\_ 12 pts.

  
  - o. School Name \_\_\_\_\_ 1 pt. each
  - p. Size of the student body at the college/school \_\_\_\_\_ 2 pt. each
  - q. Student-to-teacher ratio at the college/school \_\_\_\_\_ 2 pt. each
  - r. Entrance requirements \_\_\_\_\_ 2 pt. each
  - s. Tuition rates \_\_\_\_\_ 2 pt. each
  - t. Location of school \_\_\_\_\_ 1 pt. each
  - u. Reasons for choosing the school \_\_\_\_\_ 2 pt. each
  - \* Job placement rates (extra credit) \_\_\_\_\_ 5 pt. max.

\_\_\_\_\_ 12 pts.



**VISUAL PRESENTATION CRITERIA**

**Evaluation Key:** 5 = Excellent      3 = Acceptable      0 = Unacceptable

**PREPARATION:**

*Appearance*      Dressed and groomed neatly  
5      4      3      2      1      0

*Introduction*      Student's name and career topic introduced & fully defined/described  
5      4      3      2      1      0

**DELIVERY:**

*Standard English*      Slang avoided; Minimal use of "uh, um, and", etc.  
5      4      3      2      1      0

*Definitions*      Career related terms defined or explained  
5      4      3      2      1      0

*Eye Contact*      Amount of eye contact is appropriate  
5      4      3      2      1      0

*Body Language*      Hand movements compliment presentation, Nervous movements kept to minimum Slouching or leaning avoided  
5      4      3      2      1      0

*Volume/ Pace/Tone*      Loudness is at appropriate level, Speech is relaxed, not rushed, Voice shows interest and enthusiasm  
5      4      3      2      1      0

*Conclusion*      Ends smoothly, important information summarized  
5      4      3      2      1      0

**VISUAL AIDS:**

*Appearance*      Visual is neat and clean accurate, related to career  
5      4      3      2      1      0

Total Page 2 (45 pts. Maximum) \_\_\_\_\_

Total Page 1 (55 pts. Maximum) \_\_\_\_\_

**Total** \_\_\_\_\_