**Objective 051.2 Teacher Instructions and Overview**

[CASAS EL Civics Objective 051 Guidelines (Links to an external site.)](https://www2.casas.org/elc/index.cfm?fuseaction=COAAPSList.details&ELCAssessStatusID=17836)

Max Points: 56

Passing Score: 48

EL Civics Objective 051.2 is based on a single online task that has 4 steps and a variety of reflection activities. Each step requires a pre-made “Notes Sheets" which will be used for the student to record results and information required for the exam.  The Task exams in themselves are reflecting, providing, comparing, and creating a portfolio of this online activity. This Module and the Tasks have been created for ADVANCED level students only.

Keep in mind there are three main content areas of this task: Personality Quiz, Job Research, and Education Research.

Each step is described below. A PowerPoint and hard copy is provided in the following links that takes the students through each step of the tasks/profiler.

The practice activities are provided to help you teach both content and soft skills. These assignments and pages can be altered in any way you find best fits your needs and the needs of your students.

\*If your students are unable to access the internet and study the available activities, the instructor will need to provide the necessary information for them in hard copy. Some of the information provided through links will need to have handouts created for students without appropriate tech access.

**The following steps for OBJ 51.2 should be completed in order:**

**Step 1: Take the O\*Net Interest Profiler and Complete Reflection**

* Use O\*NET Online to acquaint students with the system for career based assessments and job search capabilities of the website.
* Follow the link: [https://www.mynextmove.org/explore/ip (Links to an external site.)](https://www.mynextmove.org/explore/ip)
* Follow the directions on the Profiler. There are also step by step directions in the PowerPoint. I suggest that you use this to navigate the quiz with your students at the same time that they are taking it themselves.
* Give students at least one hour to complete the 60 question quiz. A hard copy is available (above) if necessary.
* Have students fill out the “Notes” sheet.
* Students will need to write down their personality, job zone and educational results.
* **TASK 1:** students must complete a reflection on the personal interests in 3 paragraphs.
  + **“Notes” can/should be used during ALL Tasks!**

**Step 2: Research a Job & Complete Worksheet**

* Students will continue from Step 1 to complete the job information worksheet.
* Practice for filling out forms is provided as an assignment later in this module.
* **TASK 2:**They must choose a job (from their results) and supply the following information by filling in the worksheet provided in the “Notes” and Task.
  + Name, type, location, pay, educational requirements, experience required, and reason of choice for a SINGLE job from their results in the O\*Net portal.

**Step 3: Educational Research & Comparison Chart**

* Students much research two schools from the results of the O\*Net Interests Profiler and make a comparison chart. This will be based on the SAME job from Step 2.
* **TASK 3:** Students must compare 6 points of interest for each school and describe how these are “barriers” to their attendance to the chosen programs.

**Step 4: Select a Work Sample and Reflect on Learning**

* **TASK 4:** Students must complete the handout which reflects on the activity as a whole and attach their "Notes Sheets."

**Step 5: Review & Submit**

1. Grade the Tasks

2. Submit Tasks to Department

3. Give students feedback

| OBJ 51.2 Task 1 Rubric | | |
| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| Content | |  |  |  |  | | --- | --- | --- | --- | | **16.0 pts**  **6 Questions Effectively Answered**  Addresses all 6 questions effectively. Ideas are well stated, clearly expressed and supported with concrete, relevant detail. No inference is required. Written in at least 3 well-organized paragraphs. | **14.0 pts**  **5 Questions Adequately Answered**  Addresses at least 5 questions adequately. Some ideas may not be well stated. Contains some relevant details. May require minimal inference. Written in at least 2 adequately-organized paragraphs. OR (Int High) Addresses all 5 questions effectively. Ideas are well stated, clearly expressed and supported with concrete, relevant detail. No inference is required. Written in at least 2 well-organized paragraphs. | **12.0 pts**  **4 Questions Adequately Answered**  Addresses at least 4 questions adequately. Some ideas may not be well stated. Contains some relevant details. May require minimal inference. Written in at least 1 adequately-organized paragraph. | **0.0 pts**  **Less than 3 Questions Answered**  Answers fewer than 3 questions or nothing written or content is incomprehensible or inappropriate. | | \_\_\_\_\_/16.0 pts |
| Format, Neatness and Legibility | |  |  |  | | --- | --- | --- | | **2.0 pts**  **Full Points**  Paragraph(s) form (i.e. title, indentation, margins) is correct; Item is type written or Writing is neat and legible. | **1.0 pts**  **Partial Points**  Paragraph(s) form (i.e. title, indentation, margins) is partially correct; Item is type written or writing may be legible but is not neat. | **0.0 pts**  **No Points**  Paragraph does not have title and does not use appropriate indentation or margins and/or writing is neither legible nor neat. | | \_\_\_\_\_/2.0 pts |
| Grammar, Structure and Mechanics | |  |  |  |  | | --- | --- | --- | --- | | **6.0 pts**  **Full Points**  Almost no errors in grammar, structure, spelling, capitalization or punctuation. | **4.0 pts**  **Partial Points (Some Errors)**  Some errors in grammar, structure, spelling, capitalization or punctuation that do not distract the reader. | **2.0 pts**  **Partial Points (Many Errors)**  Many errors in grammar, structure, spelling, capitalization or punctuation that may require the reader to infer meaning. | **0.0 pts**  **No Points**  Errors make the writing difficult to understand even with inference. | | \_\_\_\_\_\_/6.0 pts |
| Total Points: \_\_\_\_\_\_/24.0 | | |

| OBJ 51.2 Task 2 Rubric | | |
| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| Content | |  |  |  |  | | --- | --- | --- | --- | | **12.0 pts**  **7 Items Answered**  90% of the items assigned to the Advanced level students are correct. (ALL 7 Items answered and correct) | **10.0 pts**  **6 Items Answered**  80% of the items assigned to the Advanced level students are correct. (6 Items answered and correct) | **8.0 pts**  **5 Items Answered**  70% of the items assigned to the Advanced level students are correct. (5 Items answered and correct) | **0.0 pts**  **5 or Less Items Answered**  Less than 70% of the items assigned to the Advanced level students are correct. (Less than 5 Items answered and correct) | | \_\_\_\_/12.0 pts |
| Legibility, Neatness, and Spelling | |  |  | | --- | --- | | **2.0 pts**  **Full Points**  Neat and legible, if applicable. Spelling errors do not interfere with meaning. | **0.0 pts**  **No Points**  Not neat or legible, if applicable, or spelling errors interfere with meaning. | | \_\_\_\_\_/2.0 pts |
| Total Points: \_\_\_\_\_\_/14.0 | | |

| OBJ 51.2 Task 3 Rubric | | |
| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| Comparison 1 | |  |  |  | | --- | --- | --- | | **2.0 pts**  **Full Points**  2 answers are given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. (EACH School Comparison is worth 1 point) | **1.0 pts**  **Partial Points**  Only 1 answer is given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. | **0.0 pts**  **No Points**  No Answers Provided | | 2.0 pts |
| Comparison 2 | |  |  |  | | --- | --- | --- | | **2.0 pts**  **Full Points**  2 answers are given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. (EACH School Comparison is worth 1 point) | **1.0 pts**  **Partial Points**  Only 1 answer is given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. | **0.0 pts**  **No Points**  No Answers Provided | | 2.0 pts |
| Comparison 3 | |  |  |  | | --- | --- | --- | | **2.0 pts**  **Full Points**  2 answers are given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. (EACH School Comparison is worth 1 point) | **1.0 pts**  **Partial Points**  Only 1 answer is given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. | **0.0 pts**  **No Points**  No Answers Provided | | 2.0 pts |
| Comparison 4 | |  |  |  | | --- | --- | --- | | **2.0 pts**  **Full Points**  2 answers are given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. (EACH School Comparison is worth 1 point) | **1.0 pts**  **Partial Points**  Only 1 answer is given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. | **0.0 pts**  **No Points**  No Answers Provided | | 2.0 pts |
| This criterion is linked to a Learning OutcomeComparison 5 | |  |  |  | | --- | --- | --- | | **2.0 pts**  **Full Points**  2 answers are given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. (EACH School Comparison is worth 1 point) | **1.0 pts**  **Partial Points**  Only 1 answer is given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. | **0.0 pts**  **No Points**  No Answers Provided | | 2.0 pts |
| This criterion is linked to a Learning OutcomeComparison 6 | |  |  |  | | --- | --- | --- | | **2.0 pts**  **Full Points**  2 answers are given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. (EACH School Comparison is worth 1 point) | **1.0 pts**  **Partial Points**  Only 1 answer is given. Phrases and single words acceptable. The Answer must be comprehensible to earn points. | **0.0 pts**  **No Points**  No Answers Provided | | 2.0 pts |
| This criterion is linked to a Learning OutcomeWebsite Links | |  |  |  | | --- | --- | --- | | **1.0 pts**  **Full Points**  2 or more websites/links are provided (.5 points for each website) | **0.5 pts**  **Partial Points**  Only 1 website/link is given. | **0.0 pts**  **No Points**  No websites/links provided. | | 1.0 pts |
| This criterion is linked to a Learning OutcomeChoice of School | |  |  | | --- | --- | | **1.0 pts**  **Full Points**  The choice of school is written legibly. | **0.0 pts**  **No Points**  No choice of school is provided. | | 1.0 pts |
| Total Points: \_\_\_\_\_\_\_/14.0 | | |

| OBJ 51.2 Task 4 Rubric | | |
| --- | --- | --- |
| **Criteria** | **Ratings** | **Pts** |
| Work Sample | |  |  | | --- | --- | | **2.0 pts**  **Full Points**  Classroom work included and explained. | **0.0 pts**  **No Points**  Classroom work not included and/or not explained. | | \_\_\_\_/2.0 pts |
| Reflection | |  |  | | --- | --- | | **2.0 pts**  **Full Points**  Responses are appropriate, clear, and complete There may be errors, but they do not interfere with meaning. | **0.0 pts**  **No Points**  Responses are inappropriate, incomprehensible, or there are no responses. | | \_\_\_\_/2.0 pts |
| Total Points: \_\_\_\_/4.0 | | |

**OBJ 51.2 Teacher Resources**

**Job & Education Research**

**ADVANCED**

**All activities and handouts in this packet are provided for your convenience as you teach this unit. They are optional. However, spending a total of 30 hours on this objective is expected according to CASAS EL Civics requirements.**

Practice for Writing Reflections, Filling out Forms, Filling in Charts, and Researching Jobs/Schools

The follow activities/assignments should be used prior to the completion of each task. Objective 51.2 is a set of tasks that must be finished and reflected on as each step is completed. The activities provided in this section can be used to teach the skills necessary to complete each task.

As previously described the tasks are:

1. Task 1: Reflect on Personal Interest
2. Task 2: Fill out a Form based on Job Research
3. Task 3: Complete a Chart based on Education Research
4. Task 4: Provide Sample and Answer Reflection Questions

In order to appropriately teach your students how to complete the English skills, the following activities are available to use at your own discretion. (Click the link to see the activities below)

1. Task 1: Practice Writing Reflections
2. Task 2: Fill out a Form
3. Task 3: Fill out a Chart
4. Task 4: Provide Samples and Answering Questions

**Introductory Activities**

Class Discussion

* What is your dream job?
* How would you look for that job?
* How do you know if you are qualified for that job?
* Where do you look for information on job training/education?

Key Words (Define the words below)

* Personality/Personal Interests
* Skills
* Strongest/Weakest
* Career
* Assess/Assessment
* Realistic
* Investigative
* Artistic
* Social
* Enterprising
* Conventional

Check out the website for [O\*Net Online (Links to an external site.)](https://www.onetonline.org/) and the[Interest Profiler  (Links to an external site.)](https://www.mynextmove.org/explore/ip)to get a better idea on how these words are used!

**Practice for Task 1:** Completing the Interest Profiler

ADVANCED

**Step 1: Completing the Interest Profiler**

Now it is time to complete our own Personality Interests Profiler. Go to the website, follow the directions in the PowerPoint, and take LOTS of notes.

* [O\*Net Interest Profiler Website Link (Links to an external site.)](https://www.mynextmove.org/explore/ip%20)
* [OBJ 051 PowerPoint  (Step-by-Step Directions)](https://docs.google.com/presentation/d/1ooPzetOaxVTOPlDOwiPzAyE1LuqMLdq6m7PozarSWSw/edit?usp=sharing)
* [Interest Profiler Questions (Hard Copy)](https://msjc.instructure.com/courses/19870/files/3801984/download?wrap=1)[Preview the document](https://msjc.instructure.com/courses/19870/files/3801984/download?wrap=1) (See Below)
* [Objective 051 Notes Sheet.docx](https://msjc.instructure.com/courses/19870/files/3790418/download?wrap=1)[Preview the document](https://msjc.instructure.com/courses/19870/files/3790418/download?wrap=1) (See Below)

Make sure to save your notes for the exam!

**O\*NET Interest Profiler**

Take the quiz from O\*Net Online and put your answers into the online quiz for your personalized results. The website link: <https://www.mynextmove.org/explore/ip>

The images in the quiz are defined below:

= **Strongly Dislike **= **Dislike **= **Unsure **= **Like ** =**Strongly Like**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Activity** |  |  |  |  |  |
| 1. | Build kitchen cabinets |  |  |  |  |  |
| 2. | Lay brick or tile |  |  |  |  |  |
| 3. | Develop a new medicine |  |  |  |  |  |
| 4. | Study ways to reduce water pollution |  |  |  |  |  |
| 5. | Write books or plays |  |  |  |  |  |
| 6. | Play a musical instrument |  |  |  |  |  |
| 7. | Teach an individual an exercise routine |  |  |  |  |  |
| 8. | Help people with personal or emotional problems |  |  |  |  |  |
| 9. | Buy and sell stocks and bonds |  |  |  |  |  |
| 10. | Manage a retail store |  |  |  |  |  |
| 11. | Develop a spreadsheet using computer software |  |  |  |  |  |
| 12. | Proofread records or forms |  |  |  |  |  |
| 13. | Repair household appliances |  |  |  |  |  |
| 14. | Raise fish in a fish hatchery |  |  |  |  |  |
| 15. | Conduct chemical experiments |  |  |  |  |  |
| 16. | Study the movement of planets |  |  |  |  |  |
| 17. | Compose or arrange music |  |  |  |  |  |
| 18. | Draw pictures |  |  |  |  |  |
| 19. | Give career guidance to people |  |  |  |  |  |
| 20. | Perform rehabilitation therapy |  |  |  |  |  |
| 21. | Operate a beauty salon or barber shop |  |  |  |  |  |
| 22. | Manage a department within a large company |  |  |  |  |  |
| 23. | Install software across computers on a large network |  |  |  |  |  |
| 24. | Operate a calculator |  |  |  |  |  |
| 25. | Assemble electronic parts |  |  |  |  |  |
| 26. | Drive a truck to deliver packages to offices and homes |  |  |  |  |  |
| 27. | Examine blood samples using a microscope |  |  |  |  |  |
| 28. | Investigate the cause of a fire |  |  |  |  |  |
| 29. | Create special effects for movies |  |  |  |  |  |
| 30. | Paint sets for plays |  |  |  |  |  |
| 31. | Do volunteer work at a non-profit organization |  |  |  |  |  |
| 32. | Teach children how to play sports |  |  |  |  |  |
| 33. | Start your own business |  |  |  |  |  |
| 34. | Negotiate business contracts |  |  |  |  |  |
| 35. | Keep shipping and receiving records |  |  |  |  |  |
| 36. | Calculate the wages of employees |  |  |  |  |  |
| 37. | Test the quality of parts before shipment |  |  |  |  |  |
| 38. | Repair and install locks |  |  |  |  |  |
| 39. | Develop a way to better predict the weather |  |  |  |  |  |
| 40. | Work in a biology lab |  |  |  |  |  |
| 41. | Write scripts for movies or television shows |  |  |  |  |  |
| 42. | Perform jazz or tap dance |  |  |  |  |  |
| 43. | Teach sign language to people who are deaf or hard of hearing |  |  |  |  |  |
| 44. | Help conduct a group therapy session |  |  |  |  |  |
| 45. | Represent a client in a lawsuit |  |  |  |  |  |
| 46. | Market a new line of clothing |  |  |  |  |  |
| 47. | Inventory supplies of using a handheld computer |  |  |  |  |  |
| 48. | Record Rent payments |  |  |  |  |  |
| 49. | Set up and operate machines to make products |  |  |  |  |  |
| 50. | Put out forest fires |  |  |  |  |  |
| 51. | Invent a replacement for sugar |  |  |  |  |  |
| 52. | Do laboratory tests to identify diseases |  |  |  |  |  |
| 53. | Sing in a band |  |  |  |  |  |
| 54. | Edit movies |  |  |  |  |  |
| 55. | Take care of children at a day-care center |  |  |  |  |  |
| 56. | Teach a high-school class |  |  |  |  |  |
| 57. | Sell merchandise at a department store |  |  |  |  |  |
| 58. | Manage a clothing store |  |  |  |  |  |
| 59. | Keep inventory records |  |  |  |  |  |
| 60. | Stamp, sort, and distribute mail for an organization |  |  |  |  |  |

**Objective 051 Notes Sheet**

Use this sheet to take notes on the Personality Interests Profiler results, jobs and educational research completed through O\*NET Online.

Link: <https://www.mynextmove.org/explore/ip>

**Step 1: Interest Profiler**

* + What is your dream job? (Before the quiz)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Personality Results
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Circle the Highest Percentage
  + Define Job Zones
    - Job Zone 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Job Zone 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Job Zone 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Job Zone 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Job Results
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      * Circle your favorite result
  + Most surprising result:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Helpful information you found on O\*Net

**Writing a Reflection**

* + Take notes as you read the article.
  + Reflection Writing Article:<https://www.wikihow.com/Write-a-Reflection-Paper>
    - Brainstorming:
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Organizing a Reflection Paper:
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - As You Write
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
      5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + The following questions must be answered in the Reflection:
    - What was your highest scoring result on the personality test?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - What “Job Zone” did you choose?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - What is one job that the assessment showed?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Are the assessment results surprising?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - How do these results compare to your “dream job”?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - How does this resource help you learn more about career opportunities?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: Job Research**

1. Name of Job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Type of Job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Location of Job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Pay:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Education/Training/Certificates Required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Job Experience Required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. 3 Reasons you might want this job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website Link:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3: Educational Research**

**Choose 2 Schools:**

* School 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* School 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Choose 6 Points (*Offerings*) to research:**

* Type of school (community college, university, vocational)
* Ability to get a class/start date
* Admission requirements
* Tuition/Cost
* Financial Aid
* Location
* Availability/Proximity of childcare
* Public transportation
* Tutoring
* Accredited
* Reputation of school

**Fill in the chart with the information found on each school’s website:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **School 1**  **Offerings**  (from list above) | **School 1**  **Barriers** | **School 2**  **Offerings**  (from list above) | **School 2**  **Barriers** |
| Comparison 1 |  |  |  |  |
| Comparison 2 |  |  |  |  |
| Comparison 3 |  |  |  |  |
| Comparison 4 |  |  |  |  |
| Comparison 5 |  |  |  |  |
| Comparison 6 |  |  |  |  |

**Website for School 1:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website for School 2:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Practice for Task 1:** What is a Reflection?

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**What is a Reflection?**

* Reflective writing is a type of writing that analyzes an event, memory, or observation. You will write about how the Interest Profiler has impacted you.
* This is NOT creative writing! Reflective writing helps you learn more about your experience.

**How to Reflect:**

* Description: a way to summarize what you are reflecting on
  + What are you going to reflect on? (Give specific details)
* Interpretation: a way to focus on what is important
  + What did you think about the Interest Profiler and the results?
  + What was good and bad?
* Outcome: a way to talk about what you have learned
  + How will you use the information you have learned from the Interest Profiler and the results?

(Information adapted from: [What is Reflective Writing?  (Links to an external site.)](https://grammar.yourdictionary.com/for-students-and-parents/what-is-reflective-writing.html)[How to Write a Reflection Paper; (Links to an external site.)](https://www.wikihow.com/Write-a-Reflection-Paper) [Examples of Reflective Writing. (Links to an external site.)](https://student.unsw.edu.au/examples-reflective-writing) For more examples, click the links. )

**Reflection Example:**

During the O\*Net personality quiz, I learned many things about my personality and the different jobs that would be best for me. My highest scoring personality was the “Realistic” personality. This means that I would do great in a job that is hands-on. For example, I could work with animals, machinery or a job that is outside.

For the Job Zone part of the quiz, I chose Zone Two because I have not really had previous experience with working in a “hands-on” job. After choosing this Zone, the results showed lots of jobs. The one I found the most interesting was a Pet Groomer. The job I found the most surprising was a Non-venomous Reptile Handler. Although these jobs sound fun, I do not think they are the right fit for me. I don’t think I would do well with dogs because I have allergies and snakes scare me. I think that it would be better to go back and look at other “hands-on” jobs that do not involve animals.

This resource has helped me learn more about career opportunities by giving me jobs that are based on my interests and giving me information on those jobs. The website profiler was very thorough and gave me good information to help me decide that these were not the best jobs for me.

**Outlining:**

Start with outlining your reflection. For example, look at the assignments requirements first and make a list. And make sure to use your NOTES!

* Highest score on the personality test:
* Job Zone choice:
* One Job:
* What is your dream job?
  + Are they similar? How?
* How does this help you find a career?

Next, add in the details:

* Highest score on the personality test: SOCIAL
* Job Zone choice: LEVEL 2
* One Job: CUSTOMER SERVICE
* What is your dream job? VETERINARIAN
  + Are they similar? How? THEY COULD BE SIMILAR. IF I WORKED AT THE RECEPTION OF A FRONT DESK. BUT THEY ARE NOT EXACTLY THE SAME.
* How does this help you find a career? THIS HELPS WITH OPTIONS AND HOW TO FIND WHAT FITS MY PERSONALITY.

Finally, take the outline and turn it into paragraphs like the example above.

**Practice for Task 2:** Practice for Researching Jobs

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**Step 2: Job Research**

Class Discussion

* How do you find jobs? Do you use specific websites?
* What kind of information do these websites give you about jobs?
* Do you know

Key Words/Phrases:

* Job requirements
* Job type
* Location
* Pay/salary
* Degree
* Certificate
* Job experience

1. Choose a job from your results on the O\*Net Interest Profiler.
2. Use one of the links below to find out more information on the job
3. Write down the information you find on your "Notes Sheet"
   * Find more about jobs with O\*NET Job Databases:
     + Find Occupations: [https://www.onetonline.org/find/ (Links to an external site.)](https://www.onetonline.org/find/)
     + Advanced Search: [https://www.onetonline.org/search/ (Links to an external site.)](https://www.onetonline.org/search/)
     + Crosswalk:  [https://www.onetonline.org/crosswalk/ (Links to an external site.)](https://www.onetonline.org/crosswalk/)

**Answer the following questions to submit for this assignment:**

* What job did you choose?
* How much does this job pay?
* What are the education requirements for this job?

**Practice for Task 2:** Practice for Filling Out Forms

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**Practice Filling Out Forms**

The attached document gives students practice filling out forms. Task 2 requires students to fill out a worksheet based on job research completed through O\*Net Online and the Interest Profiler.

For students that need extra practice filling out forms, introduce the vocabulary and activities in the document. However, these activities are based on Health History forms and Job applications.

The following document was created by [MiraCosta College Noncredit ESL Program.  (Links to an external site.)](https://www.miracosta.edu/instruction/continuingeducation/esl/downloads/JBHealthAdv28.5.0527_2009.pdf" \t "_blank)

\*Download a Word Doc of this assignment: [OBJ 51.2 Filling-Out-Forms.docx](https://msjc.instructure.com/courses/19870/files/3825427/download?wrap=1)[Preview the document](https://msjc.instructure.com/courses/19870/files/3825427/download?wrap=1)

**Practice for Task 3:** Barriers in Education

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**Barriers in Education**

**Key Words/Phrases:**

* Offerings
* Barriers
* Degree Programs
* Tuition
* Tutoring
* Location
* Public Transportation
* Childcare
* Financial Aid
* Accredited
* Complaints

Learning never ends and is often considered a "life-long process." However, people often continue their education at different times in their lives and there are barriers that make continuing school difficult.

**Types of Barriers**

* Situational barriers
  + Busy work schedule
  + Family and children
  + Financial problems
  + Lack of child care services
  + Transportation
* Institutional barriers
  + Difficulty paying tuition
  + Scheduling of programs: full-time
  + No courses to meet learners needs
  + Lack of necessary qualification to enter programme
  + Location
* Dispositional barriers
  + Student's attitude toward learning
* Academic barriers
  + student's lack of skills in language, mathematics, technology
* Employment training barriers
  + Employers not supporting adult learners
  + Bias for employees with less education and training
* Cultural barriers
  + Barriers based on student's culture: women not working or going to school, girls marrying at an earlier age, etc.

**Overcoming Barriers**

In order to overcome educational barriers, students need long term personal support and a supportive working environment. They must find:

* Institutions that are flexible and understanding
* Financial Aid
* Schools that are close to their home or job
* AND MORE!

The information provided above was adapted from "[Barriers to Adult Learners (Links to an external site.)](https://www.ukessays.com/essays/education/barriers-to-adult-learners.php)"

**For this assignment, answer the questions:**

* What types of barriers have you experienced in your educational journey?
* How have you fixed some of these issues?
* How does MSJC provide support to you to continue learning?

**Practice for Task 3: Educational Research & Comparison Chart**

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**Step 3: Educational Research & Comparison Chart**

**Navigating School Websites:** Use the link below and read the article about understanding different college websites. [How Do I Find The Information I Need On These Huge College Websites? (Links to an external site.)](https://www.campusexplorer.com/college-advice-tips/9555E375/How-Do-I-Find-The-Information-I-Need-On-These-Huge-College-Websites/)

The following words are outlined in the article and will help you find the right information for just about any school website:

* Prospective Students, Enrollment Requirements, Scholarships

Example Websites:

* School 1:Cal State University San Bernadino [https://www.csusb.edu/ (Links to an external site.)](https://www.csusb.edu/)
* School 2: Mira Costa College [http://miracosta.edu/index.html (Links to an external site.)](http://miracosta.edu/index.html)

*Use the links above to research the necessary information. These schools can also be used for the Task! However, O\*NET will give many options in the “Education” section of the “Job Research” page of the Interests Profiler (See PowerPoint).*

Write the information you find on your "Notes Sheet"

**Answer the following questions for this assignment:**

* What schools did you research?
* Do they offer a program for the job you chose in the last assignment?
* What barriers did you find for these schools?