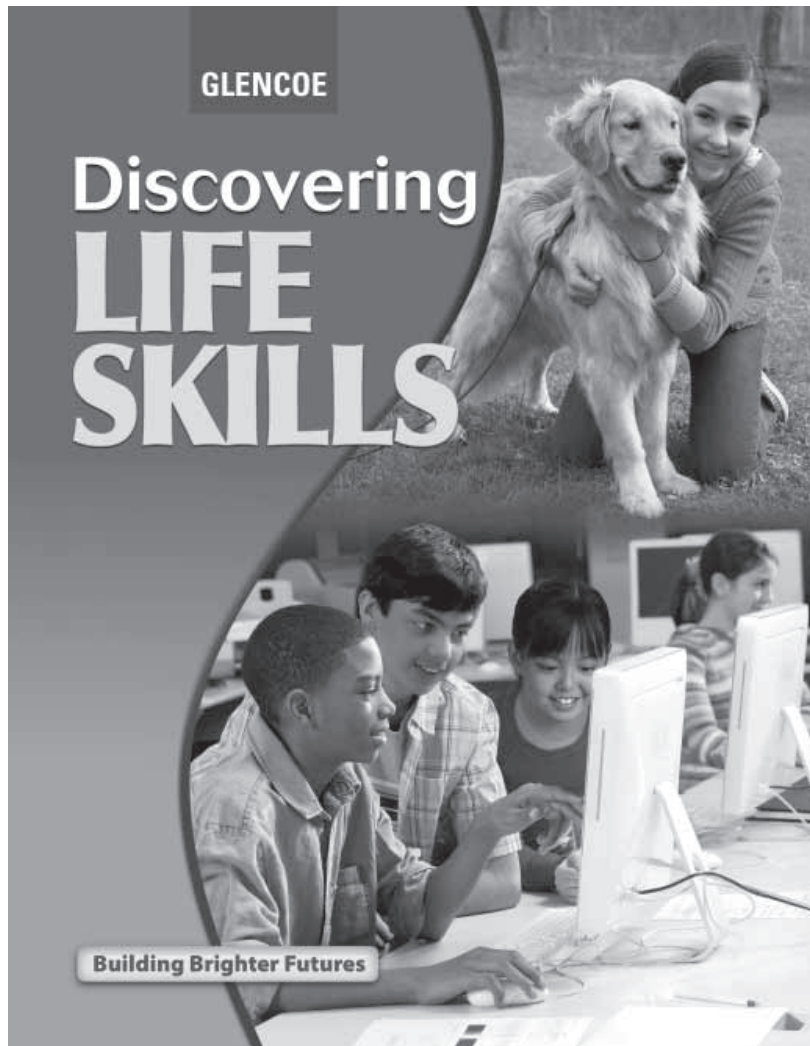


Discovering **Life Skills** Career Investigations



Glencoe

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Activity 1

What Is Important to You?

Directions: Career exploration starts with your values. You need to know what's important to you, and to be aware of your personal preferences. Study the list below and place a check mark beside the items that are important to you. Then answer the questions that follow.

- | | |
|---|---|
| _____ 1. Helping other people. | _____ 12. Having contact with the public. |
| _____ 2. Working as part of a team. | _____ 13. Being respected for what I do. |
| _____ 3. Being with interesting people. | _____ 14. Using my creativity. |
| _____ 4. Working mainly by myself. | _____ 15. Making a lot of money. |
| _____ 5. Working regular hours. | _____ 16. Taking long vacations. |
| _____ 6. Setting my own hours. | _____ 17. Working in a competitive environment. |
| _____ 7. Working close to home. | _____ 18. Using the latest technology. |
| _____ 8. Traveling as part of my work. | _____ 19. Having job security. |
| _____ 9. Being outdoors. | _____ 20. Taking risks. |
| _____ 10. Using physical energy. | _____ 21. Being safe. |
| _____ 11. Contributing to society. | |

22. Would you prefer to work for a small, medium-size, or large company?

23. Would you prefer to work in a relaxed setting, or in a formal environment? _____

24. Would you prefer a job with routine responsibilities or one that offers more variety?

25. Study your responses to see what patterns emerge. Summarize the values that are most important to you in a career.

Activity 2

Your Basic Skills & Competencies

Directions: Knowing what you are good at and where you need improvement will help guide you toward a career that is right for you. Complete the chart below by placing check marks in the appropriate boxes. Then answer the questions that follow.

	Excellent	Good	Fair	Poor
Reading				
Writing				
Speaking				
Listening				
Math				
Science				
Technology				
Decision making				
Problem solving				
Reasoning				
Planning				
Time management				
Information management				
Teamwork				
Leadership				

1. Which basic skills and competencies are your strongest?

2. Which basic skills and competencies are you most concerned about? Why?

3. What can you do to improve the basic skills and competencies that concern you?

4. How will improving your basic skills and competencies better prepare you for a career?

*Activity 3***Your Strengths & Weaknesses**

Directions: Everybody has strengths and weaknesses. Knowing what yours are will help guide you toward appropriate careers. Answer the following questions to learn more about your strong points and your weak points.

Strengths

1. What have you always been good at? _____
2. What do you do better than anything else? _____
3. What do you find easy that others your age find difficult? _____
4. What are your best subjects in school? _____
5. Why do your friends like you? _____
6. When people compliment you on something you are doing, what skill or talent are you generally using? _____
7. What qualities do others admire in you? _____
8. What are two accomplishments of which you are especially proud? _____
9. What do you perceive to be your greatest strengths? _____

Weaknesses

10. What do you wish you could do better? _____
11. What do you find difficult that others your age find easy? _____
12. What actions do friends and family members criticize? _____
13. What causes others to lose patience with you? _____
14. What are your worst subjects in school? _____
15. What do you perceive to be your main weaknesses? _____

Activity 4

Your Personality

Part 1 Directions: How well do you know yourself? Study the list below and place a check mark beside the traits that apply to you.

- | | |
|----------------------|-----------------------|
| _____ 1. Imaginative | _____ 11. Competitive |
| _____ 2. Creative | _____ 12. Patient |
| _____ 3. Persuasive | _____ 13. Curious |
| _____ 4. Adaptable | _____ 14. Disciplined |
| _____ 5. Outgoing | _____ 15. Calm |
| _____ 6. Confident | _____ 16. Dependable |
| _____ 7. Careful | _____ 17. Logical |
| _____ 8. Loyal | _____ 18. Thoughtful |
| _____ 9. Tactful | _____ 19. Cautious |
| _____ 10. Sensitive | _____ 20. Supportive |

Part 2 Directions: Study the traits listed above and decide which are the three most important for each of the following careers. Write those traits on the blanks provided.

21. Teacher _____
22. School nurse _____
23. Librarian _____
24. Camp director _____
25. Interior designer _____
26. Airline pilot _____
27. Politician _____
28. Police officer _____
29. Actor _____
30. News reporter _____

Activity 5

Your Attitude

Directions: A positive attitude and a “can-do” approach are highly valued in the workplace. Start building your positive attitude now. For each negative statement below, write a positive alternative. The first one has been done for you.

1. I don't have time to do that.

I'll stay late so that I can get it finished.

2. I don't know where to begin.

3. I don't know whom to ask.

4. I can't do anything right.

5. I'll never get up in time.

6. Nobody will invite me.

7. I'm sure I'll be turned down.

8. The assignment is so boring.

9. That's going to ruin my weekend.

10. What's the point of going? I won't enjoy it.

*Activity 6***Setting Your Career Goals**

Directions: Setting goals helps give direction to your career exploration. If you know what you hope to achieve in life, you can look for careers that match your life goals. The following questions will help you define how you want to spend your time, energy, and resources in the future.

1. What do you hope to accomplish in the next year? _____

2. What do you plan to do when you finish high school? _____

3. What do you expect to be doing by the time you are 25? _____

4. What will you have to do in order to reach that goal by age 25? _____

5. Do you plan to raise a family? _____
6. Where do you hope to live? _____
7. How do you want to spend your free time? _____

8. What barriers might prevent you from achieving your goals? _____

9. What can you do to overcome those barriers? _____

10. What can you start doing now to set you on the road to achieve your goals? _____

Activity 7

Your Qualifications

Directions: It's not too early to start building qualifications for a career that interests you. Qualifications refer to the education, skills, and knowledge you need to do a job. By thinking ahead and planning wisely, you can improve your chances of getting the job you want. Use the *Occupational Outlook Handbook* or other resources to help you answer the questions below.

1. What qualifications could you start to build now if you wanted to be a **newspaper reporter**? _____

2. What high school courses should you take to acquire those qualifications? _____

3. What are some other ways that you could build your qualifications for that job? _____

4. What qualifications would a **child care worker** need? _____

5. What high school courses would help him or her build those qualifications? _____

6. How could part-time work help him or her gain useful experience? _____

7. What qualifications does a **personal trainer** need? _____

Activity 7 *continued*

8. What high school courses would be useful to a personal trainer? _____

9. What else might a personal trainer do to build his or her qualifications? _____

10. What career interests you and why? _____

11. What qualifications does it call for? _____

12. What can you do to start building those qualifications now? _____

Activity 8

Investigating Career Choices

Directions: With thousands of careers to choose from, how do you go about finding the right one for you? There are many different ways to investigate career possibilities. Learn more about your options by answering the questions below.

People

The best way to learn about a career is to talk to someone who already does that job. What careers could you explore by talking to people you already know? Use the spaces below to record the names of four people you know, and the jobs they could tell you about.

1. _____
2. _____
3. _____
4. _____

Libraries

Visit a school or community library to learn more about its career materials. Write a brief summary of your findings below.

5. _____

Internet Sources

Government sources on the Web include the *Occupational Outlook Handbook*, *Occupational Outlook Quarterly*, and the *Occupational Information Network*, or O*NET. Visit these sites and become familiar with what they offer. Which site makes it easy for users to find careers that match their own skills?

6. _____

(Continued on next page)

Activity 8 *continued*

Using Career Clusters

Career materials typically organize careers into clusters, or groups of occupations that are similar. Some sources refer to them as career families. You can use the clusters to explore a variety of careers that have something in common. The clusters vary from source to source. Choose two career sources. Identify those sources below and list the clusters each one uses.

7. Source: _____

Career Clusters: _____

8. Source: _____

Career Clusters: _____

9. Which career cluster interests you the most? Why?

10. Research the career cluster of your choice. List the career choices you find listed as part of that cluster.

Activity 9

All Aspects of an Industry

Directions: When exploring careers, it's a good idea to look at all aspects of the industry that interests you. Read the descriptions of the aspects of industry below and then answer the questions on the next page.

Planning

Involves developing strategies for keeping businesses operating and anticipating and planning for market changes.

Management

Refers to the methods used to manage businesses over time. May involve organizing workers into departments, involving workers in decision making, expanding or diversifying workers' roles.

Finance

Refers to financial decisions and ways of raising money to start or expand operations.

Principles of Technology

Involves the key scientific, social, and economic principles that determine what technologies are used.

Technical and Production Skills

Refers to the techniques used to produce goods and services and to the methods of organizing work and diversifying workers' jobs.

Labor Issues

Involves workers' rights and responsibilities and the way workers' roles are expanded over time.

Community Issues

Involves the impact of a business or industry on the surrounding community and the impact of the community on the business or industry.

Health, Safety, and Environmental Issues

Refers to the way an industry or business responds to health, safety, and environmental laws and provides for the health and safety of its workers.

(Continued on next page)

Activity 9 *continued*

1. Why is it important to know how an industry plans for changes in the market?

2. Why is it important to look at how an industry manages business over time?

3. Why is it important to find out how an industry manages its financial operations?

4. Why is it important to understand an industry's method of production? _____

5. Why is there a need to examine an industry's use of technology? _____

6. Why should you be concerned about labor issues within an industry? _____

7. What are some positive ways that an industry might affect the surrounding community?

8. Why are industries required to respond to health, safety, and environmental issues?

9. What are the advantages of looking at all aspects of an industry that interests you?

10. Research an industry of interest and describe each aspect of that industry.

Planning: _____

Management: _____

Finance: _____

Technical and Production Skills: _____

Principles of Technology: _____

Labor Issues: _____

Community Issues: _____

Health, Safety, and Environmental Issues: _____

Activity 10

Sources of Career Information

Directions: Some useful sources of information about careers are described below. Read the descriptions so that you know what each source offers. Then complete the research project on the next page.

Occupational Outlook Handbook (OOH)

Produced by the U.S. Department of Labor, this valuable resource is available in print and online (key OOH into your search engine). Updated every two years, the *OOH* provides information on many different occupations, organizing the information into the following categories:

- ◆ Significant points
- ◆ Nature of the work
- ◆ Working conditions
- ◆ Training, other qualifications, and advancement
- ◆ Job outlook
- ◆ Earnings
- ◆ Related occupations
- ◆ Sources of additional information

Career Guide to Industries

Produced by the U.S. Department of Labor as a companion to the *OOH*, this resource is also available in print and online. It provides information on careers by industry, organizing the information into the following categories:

- ◆ Significant points
- ◆ Nature of the industry
- ◆ Working conditions
- ◆ Employment
- ◆ Occupations in the industry
- ◆ Training and advancement
- ◆ Earnings and benefits
- ◆ Employment outlook
- ◆ Sources of additional information

The *Occupational Outlook Handbook* and the *Career Guide to Industries* both provide the names, addresses, and Internet addresses of organizations to contact for more information about each career or industry.

(Continued on next page)

Activity 10 *continued*

Occupational Outlook Quarterly (OOQ)

Available in print or online (key OOQ into your search engine), the *Occupational Outlook Quarterly* offers practical information on jobs and careers. Updated quarterly, it covers topics such as new and emerging occupations, training opportunities, and salary trends. Because it is updated more often than OOH, its information is more current.

O*NET

The U.S. Department of Labor's *Occupational Information Network*, or O*NET (key O*NET into your search engine) is an online database offering information on over 950 occupations. You can use O*NET OnLine to research careers and career clusters, find out which occupations match your skills and interests, and look at related occupations. Information is organized into the following six categories:

- ◆ Worker requirements
- ◆ Worker characteristics
- ◆ Experience requirements
- ◆ Occupation requirements
- ◆ Occupational characteristics
- ◆ Occupation-specific information

When you look up a specific career on O*NET, you will find information on all of the following:

- | | |
|-------------------|-----------------------|
| ◆ Tasks | ◆ Interests |
| ◆ Knowledge | ◆ Work values |
| ◆ Skills | ◆ Work needs |
| ◆ Work activities | ◆ Related occupations |
| ◆ Work context | ◆ Wages & employment |
| ◆ Job zone | |

Career Research Project

Directions: Identify an industry to research and list it below. Choose a career within that industry and list it below. Use the online resources named in this activity to research that career. Print and organize your findings. List the name of the source that helped you the most.

Industry: _____

Best Source: _____

Career: _____

Activity 11

Using the Career Guide to Industries

Directions: Practice using the Internet to research an industry and a career that interest you. Follow the directions below.

1. Start by keying "Career Guide to Industries" into your search engine. Log onto the Web site and choose one of the industries listed on the opening screen. Which industry did you choose?

2. Select the industry. Now choose one of the branches of the industry listed on the next screen.

Which branch did you choose? _____

3. Select the branch. Now read about the industry and choose one of the careers described in the section titled "Occupations in the Industry." Which career did you choose?

4. Look at the employment table. How many people are employed in the occupation you chose?

5. What was the percentage in employment in the time period covered? _____

6. What organizations are listed as sources of additional information? _____

7. Go to the Web sites of the organizations listed above. Evaluate them for their usefulness in providing career information. Which one was most helpful? Why?

8. How long did this entire activity take you? _____

9. What conclusions do you reach about using the Internet to research careers? _____

10. Now log on to the OOH Web site and research the same career. Compare the results.

Activity 12

Education & Training

Part 1 Directions: Different careers require different types of levels of education and training. When exploring careers you'll need to look into the education and training required and think about the time and costs involved. Different types of education and training are summarized below.

High School Diploma	Granted after completing high school.
On-the-Job Training	Received after a person has been hired.
Apprenticeship	Combines on-the-job training with classroom instruction.
Technical or Business	Granted after completing one or two years at a community college or technical school.
Associate Degree	Granted after completing two years at a community college or technical school.
Bachelor's Degree	Granted after completing a four-year program at a college or university.
Master's Degree	Granted after completing one- to three-year postgraduate program at a college or university.
Doctoral Degree (Ph.D.)	Granted after completing at least five years of postgraduate study.
Medical Degree (MD)	Granted after completing four years of medical school and at least three years of additional medical education.

Part 2 Directions: Use the *Occupational Outlook Handbook* and other sources to determine the type and level of education and training needed for each career listed. Write your answers in the spaces provided.

1. **Employment Relations Liaison** _____
2. **School Career Counselor** _____
3. **Job Analyst** _____
4. **Military Recruiter** _____

Activity 13

Working Conditions

Part 1 Directions: Different careers offer different kinds of work environments. When exploring careers you'll need to look into the working conditions and decide if they suit your needs and personality. Listed below are some factors to consider.

1. Number the factors to indicate how you would prioritize them during a job search.

- | | |
|-----------------------------------|---|
| _____ Number of hours required | _____ Shared or private work space |
| _____ Work alone or in a group | _____ Amount of physical labor involved |
| _____ Indoors or outdoors | _____ Amount of stress |
| _____ Air quality and temperature | _____ Amount of privacy |
| _____ Noise level | _____ Amount of supervision |
| _____ Dress code | _____ Amount of travel required |

Part 2 Directions: Use the *Occupational Outlook Handbook* and other sources to learn about the working conditions involved in each career listed. Describe the working conditions in the spaces provided.

2. **Coach** _____

3. **Airline Pilot** _____

4. **Air-Traffic Controller** _____

5. **Scientist** _____

Activity 14

Salary & Benefits

Directions: Different careers offer different salaries and benefits. Factors that influence salary and benefits include amount of education and training needed, years of experience, level of responsibility, geographic location, and many other aspects. Listed below are some items to consider when comparing the salary and benefits of different careers. Study the list and then follow the instructions.

- ◆ Hourly wage or regular salary?
- ◆ Payment for overtime?
- ◆ Paid holidays?
- ◆ Paid sick days?
- ◆ Paid vacation?
- ◆ Medical insurance?
- ◆ Dental insurance?
- ◆ Provision for child care?
- ◆ Help with tuition?
- ◆ Commission?
- ◆ Bonus plan?
- ◆ Pension plan?

Use print and online sources to discover as much as you can about the salary and benefits that go with the careers listed. Describe your findings in the spaces provided.

1. Press-Service Reader _____

2. Mathematician _____

3. Scientific Linguist _____

4. Computer Software Engineer _____

Activity 15

Using Technology

Directions: Almost every job requires the use of technology. Listed below are some technology skills that you will need to use in the workplace. Complete the chart by placing check marks in the appropriate boxes. Then answer the questions that follow.

	Good	Poor	None
Using word processing software			
Using presentation software			
Using database software			
Using spreadsheet software			
Using desktop publishing software			
Using the Internet			
Sending e-mails			
Using a copying machine			
Using a fax machine			
Using a computer catalog			

- Which are your strongest technology skills? _____

- What can you do to improve your weakest technology skills? _____

- Describe three ways technology is used in your school. _____

- Describe three ways you use technology at home. _____

- Why are technology skills more important today than ever before? _____

Activity 16

Teamwork

Directions: Employers rely more and more on teams of workers to get jobs done. Therefore, learning to work as part of a team may be important to your success in the workplace. Learn more about teamwork by answering the questions below.

Teamwork at Home

1. Give two examples of ways your family uses teamwork to get things done. _____

2. What are the advantages of using teamwork at home? _____

Teamwork at School

3. Give two examples of how teamwork is used in your school. _____

4. What are the advantages of using teamwork at school? _____

Teamwork in the Workplace

5. Why does a team need clearly defined goals? _____

6. Why is good communication critical to teamwork? _____

7. Why do team members need a clear understanding of their roles? _____

Activity 17

Job Outlook

Directions: An important factor to consider when researching careers is job outlook. You need to know whether employment in a specific career is growing fast, slowly, or not at all. Follow the directions to learn more about job outlook.

Fastest Growing Occupations

Do you want to know which occupations are growing the fastest? The Bureau of Labor Statistics lists the fastest growing occupations on its Web site at www.bls.gov.

1. Locate the list of fastest growing occupations. Choose two occupations that interest you and list them on the lines below.

Occupation 1: _____

Occupation 2: _____

Industry Trends

You can get information about industry trends at the Department of Labor's O*NET OnLine Web site. The site lists how many people are employed within a specific occupation. It also indicates an anticipated percentage change over a 10-year period.

2. Using the O*NET site, locate the two occupations you identified above. What are the employment figures and percentage change for each?

Occupation 1: _____

Occupation 2: _____

Job Outlook

The *Occupational Outlook Handbook* describes the job outlook for every occupation that it describes. It predicts the growth rate for the occupation, gives reasons for the prediction, and offers other related information.

3. Using the *OOH*, find the occupations you listed above and read about their job outlook. Summarize the reasons for the anticipated growth below.

Occupation 1: _____

Occupation 2: _____

*Activity 18***Job Shadowing**

Directions: Job shadowing involves following a worker while the person goes through a normal working day. By watching and listening, you discover what the job involves, and you learn about the day-to-day problems and rewards of the job. Arrange to shadow someone in a career that interests you. Afterwards, answer the questions below.

1. What is the job title of the person you shadowed? _____

2. Describe the work you saw being done. _____

3. What skills were needed to do the job? _____

4. Which of those skills do you already use in school? _____

5. What aspects of the job did you find interesting? _____

6. What aspects did not appeal to you? _____

7. Is this a career that interests you? Why or why not? _____

8. Would you recommend job shadowing to others? Why or why not? _____

Activity 19

Entrepreneurship

Part 1 Directions: Entrepreneurs are people who organize and run their own business. Find out if you have what it takes to be an entrepreneur by answering the questions below. Write “yes” or “no” in the space to the left of each item.

- _____ 1. Do you get along well with other people?
- _____ 2. Do you like to do things on your own without being told what to do?
- _____ 3. Do other people generally go along with what you want to do?
- _____ 4. Are you persistent—do you see something through once you start it?
- _____ 5. Are you a good organizer—do you plan things carefully?
- _____ 6. Are you willing to work hard and put in extra time when it is needed?
- _____ 7. Are you good at weighing options and making decisions?
- _____ 8. Are you able to persuade other people to your point of view?
- _____ 9. Are you creative when it comes to problem solving?
- _____ 10. Do you have good health and lots of energy?

Count up the number of “yes” responses. If you have more than seven, chances are you have the right personal qualities to become an entrepreneur.

Part 2 Directions: Think about the advantages and disadvantages of being an entrepreneur. List three advantages and three disadvantages in the spaces below. Then insert “would” or “would not” in the blank in item 13 and complete the sentence.

11. Advantages: _____

12. Disadvantages: _____

13. I _____ like to be an entrepreneur because: _____

Activity 20

Family Studies Careers

Careers in family studies focus on the health and welfare of families. Family members at all stages of the life span encounter difficulties for which they seek help. Many family studies careers involve research and counseling. Fields in this career cluster include:

- ◆ Early childhood development
- ◆ Children's mental health
- ◆ Child care
- ◆ Adolescent development
- ◆ Marriage education
- ◆ Parenting education
- ◆ Violence prevention in families
- ◆ Elder care

People who work in family studies work with all kinds of families in all kinds of environments. They may experience the rewards that come from helping people, but also the frustrations of not always being able to make a difference. When considering these careers, ask yourself if you have the necessary skills and personality. Are the skills transferable if the career doesn't work out? What issues and trends are affecting careers in family studies? What changes are taking place at the national, state, and local level? How might these changes affect funding for family programs?

Is This Career for You?

How do you know if a career in family studies is right for you? You can start by answering the following questions:

1. Do you want to reach out and help people? _____
2. Are you patient? _____
3. Are you persistent? _____
4. Are you a good listener? _____
5. Are you resilient, or able to bounce back after disappointment? _____
6. Are you a problem solver? _____
7. Do you like being in charge of how and when things are done? _____

If you answered "yes" to most of these questions, you might want to spend some time finding out more about these challenging and rewarding careers.

Activity 21

Home Care Aides

Home care aides help people continue to live in their own homes after they become sick or disabled, or too frail to cope on their own. Some home care aides help parents who have a child who is incapacitated. Others help people who have been discharged from the hospital and who need help coping while they recover.

The tasks performed by home care aides vary depending on their clients' needs. Some help clients bathe and get dressed. Some do laundry, change bed linens, and keep homes clean. Home care aides may also shop for food and prepare meals for clients. Often they serve as a companion for housebound clients, providing support and conversation as well as practical help.

Most home care aides work with a number of different clients and may visit three or four clients a day. They work in all kinds of homes, ranging from pleasant to depressing. They work with all kinds of clients, too. Some clients are grateful for the help they receive. Others can be uncooperative.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What kinds of organizations employ home care aides? _____

2. What type of training do home care aides need? _____

3. What personal qualities do home care aides need? _____

4. Why is the turnover rate high for this kind of work? _____

5. Why is this career one of the fastest growing in the United States? _____

6. What do home care aides earn? _____
7. Is this a career that interests you? Why or why not? _____

Activity 22

Recreational Therapists

Recreational therapists provide treatment for people with disabilities or illnesses. They help individuals recover physical or reasoning abilities using a variety of techniques. These techniques include sports, games, dance and movement, music, and arts and crafts. In addition, they help people with special needs learn to function in their community.

Some recreational therapists work in hospitals and rehabilitation centers. They help people who are recovering from disabling accidents, or from strokes. Others work in long-term residential care facilities, where they use leisure activities to improve the general health of the residents. Recreational therapists are also employed by school districts. They help teachers, counselors, and parents address the special needs of students with physical or mental disabilities.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What personal qualities do recreational therapists need? _____

2. Why do recreational therapists need to be in good physical condition? _____

3. What does a recreational therapist have to do in order to become certified? _____

4. In what employment settings is the fastest growth for this career expected? Why? _____

5. What do recreational therapists earn? _____
6. Does this career interest you? Why or why not? _____

Activity 23

Family Counselors & Practitioners

Directions: Read about the work of Family Counselors and Family Practitioners on page 56 of your textbook. Use print or online sources to complete the chart below. Then answer the questions that follow.

	Family Counselor	Family Practitioner
How many people are employed in this career?		
How many years of training are required?		
What are the advancement possibilities?		
What is the job outlook?		
What is the median salary?		

1. How are the two careers similar? How are they different? _____

2. What personal qualities are needed for both careers? _____

3. What basic skills are needed in both careers? _____

4. Which career is more likely to be affected by technological advances? Why? _____

5. Which career is more interesting to you? Why? _____

Activity 24

Human Services Careers

Careers in human services involve providing services that help to strengthen community life. People who work in human services provide information, assistance, guidance, and protection. Together, they help to keep communities together and help people confront challenges. People in human services careers provide many different services including:

- ◆ Social services
- ◆ Information and library services
- ◆ Religious services
- ◆ Police protection
- ◆ Fire protection
- ◆ Political representation

Most human services careers involve frequent contact with the public and require excellent communication skills. When considering these careers, ask yourself if you have the right personality and skills. Are the skills transferable if this career doesn't work out? What issues and trends are affecting careers in human services? What changes are taking place at the national, state, and community level? How might these changes affect local funding and job availability?

Is This Career for You?

To find out if a career in human services might be right for you, research two careers in the *Occupational Outlook Handbook*. Then answer the following questions.

Career 1:

1. What are the positive aspects of this career? _____

2. What are the negative aspects of this career? _____

Career 2:

3. What are the positive aspects of this career? _____

4. What are the negative aspects of this career? _____

After researching these two careers, you should have an idea of what human services careers are about. If you are interested, continue your research.

Activity 25

Social Workers

Social workers help people deal with personal, social, and family problems. These problems may include inadequate housing, financial hardship, unemployment, substance abuse, and child abuse. In addition, social workers provide counseling on marriage and adoption issues, and help people deal with emergencies and disasters.

The role of social workers is to identify clients' problems and refer them to specialists who can help them. They may, for example, arrange for clients to see debt counselors, obtain public assistance, or join a job-training program. Often they help clients fill out the necessary forms and applications, and provide support while clients work through their problems.

Most social workers specialize. Specialties include child welfare, mental health, substance abuse, and gerontology (services for older adults). A strong desire to help others is essential for those working in this profession.

Is This Career for You?

Find out more about social work by arranging to interview a social worker in your community. Ask your school guidance counselor for recommendations, or look up Social Service Agencies in the Yellow Pages. Ask about the four topics listed below and record your answers in the spaces provided. Then answer the final question.

1. Nature of the work: _____

2. Working conditions: _____

3. Most satisfying aspects of the work: _____

4. Most challenging aspects of the job: _____

5. Does this career interest you? Why or why not? _____

Activity 26

Police Officers & Firefighters

Directions: Read about the work of Police Officers and Firefighters on page 128 of your textbook. Use print or online sources to gather information and complete the chart below. Then answer the questions that follow.

	Police Officer	Firefighter
Main responsibilities of the job		
Rewarding aspects of the job		
Unpleasant aspects of the job		
Risks associated with the job		

1. In what ways are the two careers similar? _____

2. In what ways are the two careers different? _____

3. Why do you think there is a lot of competition for job openings in both careers? _____

4. Firefighters in some communities are volunteers. In other communities they are paid. Which situation applies to your community? _____

5. Which career is more interesting to you? _____
Why? _____

Activity 27

Librarians

When you think of librarians you probably think of books. But librarians today are more likely to be showing people how to use the Internet than how to locate a book. Librarians need a wide range of skills to work with library users, keep up with ever changing technology, follow trends related to publishing, and perform the many other tasks involved in running a library.

The majority of librarians work in public libraries, school libraries, and academic libraries. Some work in libraries maintained by government agencies, corporations, hospitals, museums, religious organizations, professional associations, and law firms.

Is This Career for You?

Find out more about library work by interviewing a librarian in your school or community. Ask about the topics listed below and record the librarian's responses. Then answer the final question.

1. Job title: _____

2. Education and training: _____

3. Experience: _____

4. Main responsibilities: _____

5. Working hours and conditions: _____

6. Most satisfying parts of the job: _____

7. Most difficult parts of the job: _____

8. Is this a career that interests you? Why or why not? _____

Activity 28

State Legislators

Directions: Read about the work of State Legislators on page 110 of your textbook. Use print and online sources to gather more information about this career. Then answer the following questions.

1. How do state legislators get their jobs? _____

2. What qualifications do legislative candidates need? _____

3. What skills are needed to run a successful election campaign? _____

4. Why do candidates need to be good at raising funds? _____

5. Why do candidates generally need to have energy, stamina, and good health? _____

6. What is the primary function of state legislators? _____

7. What skills do legislators need in order to do their work? _____

8. What do legislators need to do before they can vote on bills to pass legislation? _____

9. Why do legislators need the ability to inspire and motivate others? _____

10. Does this career interest you? Why or why not? _____

Activity 29

Arts & Communication Careers

Are you creative and talented and thinking that a career in arts and communication is right for you? The arts and communication cluster includes the following fields:

- ◆ Art and Photography
- ◆ Dance, Theater, and Music
- ◆ Books, Magazines, and Newspapers
- ◆ Television, Radio, and Movies
- ◆ The Internet

When considering a career in this cluster, remember to look at what skills are required. Are those skills transferable if the career does not work out? What are the opportunities for advancement? What issues and trends are affecting arts and communication? What impact might technology have? How does the career fit into the whole process? Where is the work located? What changes are taking place?

Is This Career for You?

Research two careers in arts and communication. Then answer the following questions.

Career 1:

1. What are two positive aspects of this career? _____

2. What are two negative aspects of this career? _____

3. What advice would you give someone who is interested in this career? _____

Career 2:

4. What are two positive aspects of this career? _____

5. What are two negative aspects of this career? _____

6. What advice would you give someone who is interested in this career? _____

Activity 30

Desktop Publishers

Desktop publishers use sophisticated computer software to produce materials that are ready for printing and publishing. They format and combine text, photographs, graphics, and other images into final pages. Materials produced by desktop publishers include books, magazines, calendars, advertisements, and various types of packaging.

The work done by desktop publishers varies, depending on the needs of the employer. They may write and edit text, create graphics, convert photographs and drawings into digital images, design page layouts, or create advertising campaigns. Because desktop publishing is a rapidly changing field, desktop publishers need to adapt to ever-changing software. They must often work under the pressure of tight deadlines too.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. Which industries employ the majority of desktop publishers? _____

2. How do people qualify for jobs as desktop publishers? _____

3. What courses are recommended for college students who want to become desktop publishers? _____

4. Why do desktop publishers need good communication skills? _____

5. What are four other job titles for desktop publishers? _____

6. Why is this one of the fastest growing careers in the United States? _____

If this career interests you, continue your research.

Activity 31

Public Relations Specialists

Directions: Read about the work of Public Relations Specialists on page 90 of your textbook. Use print and online sources to gather more information about this career. Then answer the following questions.

1. What is the main function of a public relations specialist? _____

2. What skills do public relations specialists need? _____

3. Identify five different types of organizations that might employ public relations specialists.

4. Why do public relations specialists need good relations with people in the media?

5. Identify five different ways a public relations specialist can distribute information to media representatives.

6. Why do the majority of public relations specialists work in large cities? _____

7. Why is there a lot of competition for job openings in this career? _____

8. Would you like to be a public relations specialist? Why or why not? _____

Activity 32

Editors

Editors prepare the work of writers for publication. Newspapers employ different kinds of editors with different responsibilities. Some editors focus on specific topics such as finance, sports, or international news. Others decide what stories will be published or who will cover a particular story. Copy editors edit the reporters' copy for grammar, accuracy, and style.

In publishing houses, editors plan the content of books, journals, magazines, and other publications. They decide what material will appeal to readers, edit manuscripts, offer authors suggestions for improving their work, and oversee illustration programs. All editors need good judgment, excellent language skills, and good communication skills.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. Why do editors need good decision-making skills?

2. How have changes in technology and communications affected the way editors do their work?

3. Identify five different types of organizations that employ editors. _____

4. Which U.S. cities have the biggest concentrations of jobs for editors? _____

5. What is a good way to gain valuable experience in this field while still in high school?

6. What is the outlook for employment in this field? Why? _____

7. Is this a career that interests you? Why or why not? _____

Activity 33

Art Therapists & Computer Animators

Directions: Read about the work of Art Therapists and Computer Animators on page 342 of your textbook. Use print and online sources to gather more information about these careers. Then answer the following questions.

Art Therapists

1. Art therapy is one of the helping professions. In what ways does it help people?

2. What kinds of patients benefit from art therapy? _____

3. How do art therapists work with their patients? _____

4. What skills do art therapists need in order to do their work? _____

5. What training is available for people who want to become art therapists? _____

Computer Animators

6. What kinds of organizations employ computer animators? _____

7. What skills and talents do computer animators need? _____

8. What is the outlook for employment in this field? Why? _____

If you are interested in these careers, continue your research.

Activity 34

Family & Consumer Sciences Careers

A degree in family and consumer sciences opens a variety of doors. Many people who study in family and consumer sciences find career opportunities in education, business, industry, and public service. People with careers in this cluster may work in any of the following areas:

- ◆ Preschool, elementary, and secondary schools
- ◆ Community and technical colleges
- ◆ Cooperative extension programs
- ◆ Summer camp programs
- ◆ Industrial health care programs
- ◆ Corporate health programs
- ◆ Consumer affairs programs
- ◆ Services for older adults

Most careers in this cluster require excellent communication skills. When considering a career in this cluster, ask yourself if you have what it takes to teach others. What else might you do if this career doesn't work out? What issues and trends are affecting careers in this cluster? What changes are taking place at the national, state, and local level? How might these changes affect local funding and job availability?

Is This Career for You?

How do you know if a career in family and consumer sciences might be right for you? You can start by answering the following questions:

1. Do you like to lead and motivate? _____
2. Are you patient with other people? _____
3. Are you good at explaining things? _____
4. Do you enjoy public speaking? _____
5. Are you creative? _____
6. Are you well organized? _____
7. Are you a good listener? _____

If you answered "yes" to most of these questions, spend some time finding out more about this challenging and rewarding career cluster.

*Activity 35***Camp Counselors**

Camp counselors organize and direct outdoor activities for children and teens. These activities might include swimming, hiking, riding horseback, and camping. In addition, counselors may provide instruction in activities such as tennis, gymnastics, boating, music, and computers. They work in summer camps, day camps, vacation resorts, amusement parks, and in many other settings.

Many camp counselors are part-time or seasonal workers. Others are volunteers. All need to be physically fit, outgoing, and able to motivate others. They must be prepared to work in all types of weather and with people from a wide range of cultural backgrounds. They should expect to work nights and weekends.

Because this kind of work is attractive to many young people, the competition for jobs as a camp counselor is stiff. Many people find that the nature of the work and the opportunity to work outdoors bring their own rewards.

Is This Career for You?

Learn more about the work of camp counselors by talking to people who have spent time at camp. Then answer the following questions.

1. What personal qualities do camp counselors need? _____

2. What important responsibilities do camp counselors have? _____

3. What do you think camp counselors would find most satisfying about their work?

4. What kinds of problems might camp counselors encounter in their work? _____

5. What valuable experience do camp counselors gain from their work? _____

6. If you wanted to be a camp counselor, how might you prepare for the job? _____

Activity 36

Vocational Counselors

Vocational counselors help students develop and work toward career goals. They help students identify their abilities, interests, talents, and personality traits. They may also conduct aptitude and achievement tests. After evaluating students, they can help them find possible careers that suit their needs and wants.

Vocational counselors work in schools, colleges, and universities. Many set up and maintain career information centers, offering a range of reference materials. They also offer career education programs. In these programs students learn how to write effective résumés and how to prepare for an interview.

Vocational counselors need to be well informed. They need to know the education and training requirements of various careers. They also need to be aware of employment trends in order to direct students toward companies that have openings.

Is This Career for You?

Learn more about the work of vocational counselors by visiting the career office in your school, or by using print and online sources to gather information. Then answer the following questions.

1. What personal qualities do vocational counselors need? _____

2. What skills and abilities do vocational counselors need? _____

3. What do you think vocational counselors would find most satisfying about their work?

4. What do you think they would find most challenging? _____

5. What training and education are required for this career? _____

6. Is this a career that interests you? Why or why not? _____

Activity 37

Family & Consumer Sciences Teachers

Directions: As a class, arrange to meet with your Family & Consumer Sciences (FCS) teacher to ask about the topics below. Summarize your findings in the spaces provided. Then answer the final question.

1. Education and training requirements	
2. Most satisfying aspects of the work	
3. Most challenging aspects of the work	
4. Ways the work has changed over the years	
5. Impact of technology on the job	
6. Tips for students who are interested in a career as an FCS teacher	

7. Does this career interest you? Why or why not? _____

Activity 38

Child Development, Education & Services Careers

Careers in child development, education, and services are concerned with the health, education, and welfare of children. These careers offer a variety of opportunities for people who enjoy working with children and who want to make a difference in their lives. The programs and services they provide include:

- ◆ Child care
- ◆ Recreation programs
- ◆ Early childhood development programs
- ◆ Family life education
- ◆ Preschool and elementary education
- ◆ Child health programs
- ◆ Drug prevention programs
- ◆ Child safety programs
- ◆ Child and youth support services

People who work in child development, education, and services work with children in all kinds of environments. They experience the rewards that come from improving the lives of the children. When considering a career in child development, education, and services, ask yourself if you have what it takes to work with children. What issues and trends are affecting careers in child development, education, and services?

Is This Career for You?

Choose a career in child development, education, and services that might be right for you, such as preschool teacher or child care worker. Read about it in the *Occupational Outlook Handbook* or in other sources. Then answer the following questions.

1. What does the work involve? _____

2. What are the positive aspects of this career? _____

3. What are the negative aspects of this career? _____

4. Is this a career you would consider? Why or why not? _____

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Activity 39

Teacher Assistants

Teacher assistants, also called teacher aides or instructional aides, provide support for classroom teachers. They help students who need individual attention, listening while they read or helping them find information. Outside the classroom, teacher assistants supervise students in the schoolyard and cafeteria and on school trips. Many teacher assistants work primarily with special needs students who have physical or mental disabilities.

Additional tasks that may be performed by teacher assistants include checking homework and keeping attendance records. Some assistants also perform clerical tasks such as filing and making photocopies. They may also help students use educational software programs and keep classroom equipment in order.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What are the educational requirements for teacher assistants? _____

2. What skills do employers look for when hiring teacher assistants? _____

3. What personal qualities do teacher assistants need? _____

4. How can teacher assistants advance in their career? _____

5. Give two reasons why the demand for teacher assistants is expected to grow.

6. Is this a career that interests you? Why or why not? _____

Activity 40

Child Care Instructors

Directions: Read about the work of Child Care Instructors on page 224 of your textbook. Use print and online sources to gather information about this career, or talk to people who work with children. Then answer the following questions.

1. What personal qualities do child care instructors need? _____

2. Child care instructors help children develop physically, emotionally, intellectually, and socially. Give examples of activities that encourage each aspect of development.

Physical: _____

Emotional: _____

Intellectual: _____

Social: _____

3. What are some of the rewards of working with children? _____

4. What makes child care work physically and emotionally demanding? _____

5. What high school courses would help you prepare for a career in child care? _____

6. What are the average hourly earnings of child care instructors in your community?

7. Does a career in child care interest you? Why or why not? _____

Activity 41

Pediatricians

Pediatricians are medical doctors who specialize in the diagnosis and treatment of diseases and injuries in infants and children. They examine patients, order diagnostic tests, and prescribe medicines. They also give vaccinations. Because their patients are often too young to describe their symptoms, pediatricians work closely with parents as well as children.

After four years of undergraduate study, pediatricians need four years of medical school, and then two or more years of additional training. No matter where they practice, pediatricians must be prepared to work long, irregular hours. They must also be willing to study throughout their career, because the field of medicine is constantly changing.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What high school courses are recommended for students who plan to go to medical school after college? _____

2. What personal qualities do medical schools look for when selecting applicants? _____

3. What percentage of medical students borrow money to complete their studies? _____

4. What do you think is the most rewarding part of a pediatrician's job? _____

5. What do you think is the most difficult part of a pediatrician's job? _____

6. Is this a career that interests you? Why or why not? _____

Activity 42

School Nurses

Directions: Read about the work of School Nurses on page 202 of your textbook. Then research this career. Summarize your findings in the spaces provided, then answer the final question.

1. Education and training requirements	
2. Personal qualities needed to do this kind of work	
3. Main responsibilities	
4. Most satisfying aspects of the work	
5. Most challenging aspects of the work	
6. Tips for students interested in a career as a school nurse	

7. Does this career interest you? Why or why not? _____

Activity 4B

Consumer & Resource Management Careers

Careers in consumer and resource management are concerned with assisting and educating consumers, and with helping people manage their finances and other resources. People who work in consumer and resource management may work in any of the following areas:

- ◆ Business
- ◆ Education
- ◆ Government
- ◆ Finance
- ◆ Manufacturing
- ◆ Consumer organizations
- ◆ Communications

When considering a career in consumer and resource management, ask yourself if you would enjoy working with many different people. Would the skills you develop be transferable to other careers if this one did not work out? What issues and trends are affecting careers in consumer and resource management? What changes are taking place that might affect employment patterns in consumer and resource management?

Is This Career for You?

How do you know if a career in consumer and resource management is right for you? You can start by answering the following questions.

1. Are you interested in consumer and economic issues? _____
2. Do you want a job that involves helping people? _____
3. Are you well organized? _____
4. Are you tactful? _____
5. Are you a good listener? _____
6. Are you good at explaining things? _____
7. Are you good at doing research and solving problems? _____

If you answered “yes” to most of these questions, spend some time discovering more about careers in consumer and resource management.

Activity 44

Retail Salespeople

Retail salespeople help customers find what they want and receive payment for purchases. Depending on the store and the products sold, salespeople might also explain features, demonstrate products, or discuss options and financing. Because retail salespeople deal with the public, courtesy and efficiency are important personal qualities.

Most retail salespeople have to work evenings and weekends, especially during peak seasons. They are often required to stand for long periods. Individuals who enjoy selling and like working with people find the job rewarding and satisfying. Because retailers offer many opportunities for part-time work, the occupation is also attractive to people who want to limit the hours they work.

Is This Career for You?

Find out more about the work of retail salespeople by arranging to interview a salesperson in your community. Ask the questions below and record the answers in the spaces provided.

1. How long have you had this job? _____
2. What are your main responsibilities? _____

3. What hours do you work? _____
4. What do you like about this work? _____

5. What do you dislike about this work? _____

6. What advice would you give someone considering a career as a retail salesperson?

7. Does this career interest you? Why or why not? _____

Activity 45

Loan Officers

Loan officers help people apply for and obtain loans. They usually specialize in mortgage, commercial, or consumer loans. Mortgage loans enable people to buy real estate or refinance existing loans. Commercial loans enable businesses to expand operations or buy new equipment. Consumer loans enable people to buy vehicles or make other large purchases.

Loan officers must make sure that clients qualify for a loan by analyzing information that the client provides. Often they will check into the client's credit history and obtain a credit rating. If a loan is approved, the loan officer will discuss the arrangements with the borrower and set up a payment schedule.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. Name four kinds of institutions that employ loan officers. _____

2. Why does the work of a loan officer often involve a lot of travel? _____

3. What is the minimum education requirement for a loan officer? _____

4. What college courses are useful for someone who wants to become a loan officer?

5. What personal qualities do loan officers need? _____

6. What is the job outlook for loan officers? _____
7. Is this a career that interests you? Why or why not? _____

*Activity 46***Accountants & Tax Accountants**

Directions: Read about the work of Accountants and Tax Preparers on page 252 of your textbook. Use print and online sources to gather more information about these careers. Then answer the following questions.

1. What is the minimum education requirement for an accountant? _____

2. What do the letters CPA stand for? _____
3. What must a CPA candidate do to gain certification? _____

4. What percentage of the people who take the CPA exam each year pass every part they attempt?

5. Why do you think the requirements for CPAs are so strict? _____

6. What personal qualities do accountants need? _____

7. Why do accountants need high standards of integrity? _____

8. What economic trends are creating more opportunities for accountants? _____

9. Identify four other careers that call for the skills that accountants need. _____

10. Does a career as an accountant interest you? Why or why not? _____

Activity 47

Business & Management Careers

Careers in business and management involve planning, organizing, and performing business functions. The cluster includes a wide variety of occupations spread among the following fields:

- ◆ Accounting and Financial Management
- ◆ Business and Systems Analysis
- ◆ Human Resources Development
- ◆ Management
- ◆ Administration and Information Systems
- ◆ Marketing and Communications

Most careers in business and management require good math and communication skills. When considering a career in business and management make sure you look at what skills are required. Are they transferable if the career does not work out? What issues and trends are affecting the business economy? What changes are taking place that might affect employment patterns? What is the outlook for careers in this area?

Is This Career for You?

How do you know if a career in business and management is right for you? You can start by answering the following questions.

1. Are you interested in the way businesses and the economy function? _____
2. Are you good at working with numbers? _____
3. Are you good at organizing and planning? _____
4. Are you good at explaining things? _____
5. Are you precise and detail-oriented? _____
6. Are you tactful? _____
7. Are you good at working with other people? _____

If you answered “yes” to most of these questions, spend some time learning more about possible careers in business and management.

Activity 48

Administrative Assistants

Administrative assistants perform a variety of duties that keep organizations running smoothly. They may schedule meetings, prepare correspondence, organize and maintain files, conduct research, and make travel arrangements. Most administrative assistants use computers and must be familiar with word processing, spreadsheet, and database software.

Technology has changed the role of administrative assistants, making it possible for them to perform tasks more efficiently. At one time, administrative assistants, or secretaries, typically worked for one executive. Today, they often provide support services for several executives at a time. In some organizations administrative assistants work in teams.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. List three different businesses or organizations that employ administrative assistants.

2. What basic skills do administrative assistants need? _____

3. What personal qualities do administrative assistants need? _____

4. Why is continuing education necessary for administrative assistants? _____

5. What are some advancement possibilities for administrative assistants? _____

6. Is this a career that interests you? Why or why not? _____

Activity 49

Time-Study Managers & Transportation Schedulers

Directions: Read about the work of Time-Study Managers and Transportation Schedulers on page 218 of your textbook. Use print and online sources to gather more information about these careers. Then answer the following questions.

Time-Study Manager

1. What skills does the time-study manager need? _____

2. What kinds of tasks undergo a time-and-motion study? _____

3. How does a time-study manager improve efficiency? _____

Transportation Scheduler

4. What skills does a transportation scheduler need? _____

5. What is the minimum education requirement for a transportation scheduler? _____

6. Why would a transportation scheduler be necessary? _____

7. What personal qualities do transportation schedulers need? _____

8. List three different businesses or organizations that employ transportation schedulers.

If you are interested in these careers, continue your research.

Activity 50**Computer Support Specialists**

Computer support specialists provide assistance and advice to computer users. There are two main types of computer support specialists: technical support specialists and help-desk technicians. Technical support specialists help employees solve computer problems and train people to use new software. They install, modify, and repair computer hardware and software.

Help-desk technicians work for companies that produce software and hardware. Their job is to help customers who need guidance on technical problems. Customers contact them by telephone and e-mail. The help-desk technician asks questions, diagnoses the problem, and walks the customer through the steps that need to be taken to solve the problem.

Both types of computer support specialists need strong computer skills and excellent communication skills. Because they are usually dealing with people who are experiencing problems, they also need to be patient and reassuring.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. Why is there a high demand for computer support specialists? _____

2. How can computer support specialists keep pace with changing technology? _____

3. Why is demand for computer support specialists expected to increase? _____

4. What college courses are recommended for someone who wants to become a computer support specialist?

5. Is this a career that interests you? Why or why not? _____

Activity 51

Mathematicians

Directions: Read about the work of Mathematicians on page 174 of your textbook. Use print or online sources to gather more information about these careers, then answer the following questions.

1. In what institutions do the majority of mathematicians work? _____

2. Give three examples of practical problems in business that might be solved by mathematicians.

3. Many students study math in college or university, but few become mathematicians. What do they become instead?

4. Why is the employment of mathematicians expected to decline? _____

5. What are the main duties of mathematicians? _____

6. What kind of training do mathematicians receive? _____

7. Why must mathematicians be able to work independently? _____

8. Is this a career that interests you? Why or why not? _____

*Activity 52***Environmental Design Careers**

Do you have an eye for color, a good sense of space, and a desire to improve people's living and working environments? If so, a career in environmental design might be right for you. People with careers in this field design many different kinds of environments including:

- ◆ Homes and offices
- ◆ Manufacturing facilities
- ◆ Hotels and conference centers
- ◆ Housing developments

Some people in this field design the actual buildings; others design what goes into the buildings—color schemes, walls and partitions, furnishings, kitchens and bathrooms, floor coverings, window treatments, and so on. When considering a career in environmental design, look at what skills are required. Are they transferable if the career does not work out? What issues and trends are affecting the building and design of living and working environments? What changes are taking place? How will you keep up with changing technology?

Is This Career for You?

How do you know if a career in environmental design is right for you? You can start by answering the following questions.

1. Are you creative? _____
2. Do you have an eye for color and detail? _____
3. Do you have a sense of balance and proportion? _____
4. Are you a good listener? _____
5. Are you patient with other people? _____
6. Are you willing to work flexible hours to meet the needs of your clients? _____
7. One third of designers are self-employed. Are you willing to run your own business?

If you answered "yes" to most of these questions, spend some time finding out more about environmental design careers.

Activity 53

Interior Designers

Interior designers use their creativity and practical knowledge to plan interior environments. They choose color schemes and select floor coverings, window treatments, furniture, and accessories. Most interior designers specialize. Some concentrate on private homes, or specialize even further by focusing on specific rooms, such as kitchens or bathrooms. Others focus on hotels, restaurants, or offices.

Many interior designers are self-employed. They must spend part of their time developing business contacts to ensure a steady flow of work. They must also devote time to reviewing catalogs, ordering samples, and planning and revising layouts.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to learn more about this career. Then answer the following questions.

1. What skills and abilities do interior designers need? _____

2. What information does an interior designer need to obtain from a client before starting to work on a design? _____

3. What high school courses would be useful for this career? _____

4. What are the advantages of using a computer to plan a design? _____

5. What are some of the frustrations associated with this type of work? _____

6. If you were interested in becoming an interior designer, in what would you like to specialize? _____

7. Does this career interest you? Why or why not? _____

Activity 54**Environmental Engineers**

Environmental engineers work to solve problems that affect the environment. These problems include air pollution, water pollution, waste disposal, global warming, and acid rain. To find solutions they analyze scientific data, conduct research, and develop methods to solve or prevent the problem.

Some environmental engineers work on problems affecting a community, others deal with worldwide environmental issues. Many work for local, state, and federal government agencies. Others work as consultants, helping clients clean up hazardous sites or comply with government regulations. Growing concern about environmental issues has increased the demand for environmental engineers.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What basic skills do environmental engineers need? _____

2. Identify two factors that have led to an increase in demand for environmental engineers.

3. Why are the employment prospects for environmental engineers closely tied to government policies?

4. What effect might an economic downturn have on the employment of environmental engineers? Why?

5. What organization could provide you with more information about environmental engineers?

6. Does this career interest you? Why or why not? _____

Activity 55

Architects

Directions: Read about the work of Architects on page 298 of your textbook. Use print and online sources to gather more information about this career, then answer the following questions.

1. List at least six skills that architects need. _____

2. How long does it take to get a Bachelor of Architecture degree? _____

3. What courses does a typical architecture program include? _____

4. What type of computer technology do architects need to master? _____

5. After architecture students graduate, they must undergo a training period before they can be licensed as an architect. What does this training period involve? How long does it last?

6. If you were to become an architect, what kinds of buildings would you like to design?

7. Does this career interest you? Why or why not? _____

Activity 56

Natural Resources Careers

Careers in natural resources involve using and protecting the earth's resources. Many people who work in natural resources careers work outdoors in one of the following areas:

- ◆ Farming, ranching, and aquaculture
- ◆ Fishing
- ◆ Forestry and logging
- ◆ Mining and quarrying
- ◆ Oil and gas extraction
- ◆ Government
- ◆ Education

People who work in natural resources careers are concerned about making the best possible use of resources. They are also concerned about the impact of human activities on the environment. When considering a career in this field, be sure to look at what issues and trends are affecting careers in natural resources. What impact might technology have? Where are the jobs located? What changes are taking place? How might those changes affect employment in the area you are considering? Would the skills you build be transferable to other careers?

Is This Career for You?

How do you find out if a career in natural resources is right for you? You can start by answering the following questions.

1. Are you interested in the use and preservation of natural resources? _____
2. Do you enjoy working with plants and animals? _____
3. Are you willing to work outdoors in all types of weather? _____
4. Are you concerned about protecting the environment? _____
5. Are you willing to move to remote locations? _____
6. Are you strong and physically fit? _____
7. Are you a good communicator? _____

If you answered "yes" to most of these questions, spend some time discovering more about natural resources careers.

Activity 57

Agricultural Workers

Agricultural workers perform a variety of duties on farms and ranches and in nurseries and greenhouses. Some tend to animals, performing tasks such as feeding, watering, herding, milking, administering medications, and assisting in birth deliveries. Others are involved in raising crops. Their tasks might include planting, weeding, pruning, irrigating, fertilizing, and harvesting. Agricultural workers who work in nurseries and greenhouses may wrap and pack flowers, shrubs, and trees to fill orders from customers.

Most agricultural workers work long hours outdoors. They often work seven days a week during planting and harvesting seasons. Some types of agricultural work are seasonal, needing large numbers of workers in spring and summer. For this reason, some agricultural workers move from place to place as crops ripen.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What are some of the benefits that agricultural workers enjoy? _____

2. What are some of the risks associated with agricultural work? _____

3. What qualities do employers look for when hiring agricultural workers? _____

4. Why do you think the turnover rate is very high in this occupation? _____

5. What are some ways that agricultural workers can advance in their career _____

6. Is this a career that interests you? Why or why not? _____

Activity 58**Petroleum Engineers**

Petroleum engineers figure out how to extract oil and natural gas from underground and underwater reservoirs. They work with geologists and other specialists to determine the drilling methods to be used. They then design equipment and processes to recover the oil and gas. Because they cannot actually see the reservoirs, computer models are used to simulate the effects of different recovery options.

Petroleum engineers may inject water, chemicals, gases, or steam into an oil reservoir to force the oil out. These methods recover only a portion of the available oil in a reservoir, however. As a result, petroleum engineers continue to develop technology that will increase the amount of oil recovered while lowering the cost of drilling.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What kinds of companies employ petroleum engineers? _____

2. In which parts of the United States do most petroleum engineers work? _____

3. Where are the best employment opportunities for petroleum engineers likely to be in the future?

4. Petroleum engineers have to work where deposits of oil and gas are found. What are some of the drawbacks of this requirement?

5. Why do you think petroleum engineers receive high salaries? _____

6. Does this career interest you? Why or why not? _____

Activity 59

Ecologists

Directions: Read about the work of Ecologists on page 316 of your textbook. Use print and online sources to gather more information about this career. Then answer the following questions.

1. Why is the work of ecologists important? _____

2. Why do ecologists often work in isolated areas? _____

3. What are some of the environmental problems that ecologists study? _____

4. Why do ecologists study ecosystems? _____

5. What kinds of things can upset the balance of ecosystems? _____

6. What kinds of organizations employ ecologists? _____

7. What high school courses are recommended for students who want to study ecology?

8. Why do ecologists need good computer skills? _____

9. What personal qualities do ecologists need? _____

10. Are you interested in becoming an ecologist? Why or why not? _____

Activity 60

Textiles & Apparel Careers

Careers in textiles and apparel involve all aspects of clothing and accessories, from initial design to final sale. Textiles and apparel careers offer a variety of opportunities for people who are interested in the fast-paced world of fashion. Textiles and apparel careers include:

- ◆ Design
- ◆ Manufacturing
- ◆ Marketing
- ◆ Merchandising
- ◆ Promotion
- ◆ Sales

Careers in textiles and apparel require a sense of design and excellent communication skills. When considering a career in textiles and apparel, be sure to look at what issues and trends are affecting careers in this market sector. Where are the jobs located? What changes are taking place? How might the economy as a whole affect the industry? Would the skills you develop be transferable if this career did not work out?

Is This Career for You?

How can you find out if a career in textiles and apparel is right for you? You can start by answering the following questions.

1. Are you interested in the world of fashion? _____
2. Do you have an eye for color and detail? _____
3. Do you have a sense of balance and proportion? _____
4. Are you patient with other people? _____
5. Are you willing to accept other people's ideas? _____
6. Are you prepared to work long hours? _____
7. Are you tactful? _____
8. Are you flexible enough to work in an industry that changes constantly? _____

If you answered "yes" to most of these questions, a career in textiles and apparel might be right for you. Spend some time learning more about these exciting and highly competitive careers.


 Activity 61

Patternmakers

A patternmaker translates a sample garment into patterns that can be used to mass-produce the garment. In the past, patternmakers used pencils and rulers to create the patterns. Today they use computers to outline the parts and to indicate the position of pleats, darts, buttonholes, and other features. Once they have created one pattern, patternmakers can increase and decrease the size of the pattern in order to produce garments of different sizes. To do this they use a device called a digitizer tablet that electronically records dimensions in a graphics program.

Patternmakers work for clothing manufacturers and for fashion houses. Computers have made their work easier, but they must still understand how garments are constructed and pay close attention to detail.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. In which states are most clothing manufacturing companies located? _____

2. What skills do patternmakers need? _____

3. Give at least three reasons why the employment of apparel workers in the United States is expected to decline.

4. Why is patternmaking less likely to be affected by overseas competition than some other jobs in the apparel industry?

5. How much do patternmakers earn? _____
6. Does this career interest you? Why or why not? _____

Activity 62

Fashion Coordinators & Designers

Directions: Read about the work of Fashion Coordinators and Fashion Designers on page 340 of your textbook. Use print and online sources to gather more information about these careers. Then answer the following questions.

Fashion Coordinator

1. What skills does a fashion coordinator need? _____

2. What personal traits does a fashion coordinator need? _____

3. What high school courses are useful for someone who wants to become a fashion coordinator?

Fashion Designer

4. What skills does a fashion designer need? _____

5. What personal traits does a fashion designer need? _____

6. What high school courses are useful for someone who wants to become a fashion designer?

A Career in Fashion

7. Are you interested in the world of fashion? _____
8. Are you creative and artistic? _____
9. Do you have a good sense of color and proportion? _____
10. Are you interested in a career in fashion? Why or why not? _____

Activity 63

Buyers

Buyers decide what clothing items a store will sell. They do this by analyzing sales figures from previous seasons. The figures tell which items sold well, and which did not. Buyers also conduct market research. They check competing stores to see what items are selling and at what prices. They review catalogs and trade journals. They attend trade shows to find out what's new in their industry. They also visit the showrooms of designers and manufacturers to learn about new trends and fashions.

The work of a buyer is responsible and demanding. The success of a store may depend on the decisions made by the buyer. For this reason, buyers need to use all possible means to stay constantly informed. They need stamina because their work requires a lot of travel. Buyers need to be able to make decisions quickly and confidently. Finally, they need to be very flexible, because consumer tastes are constantly changing.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What types of stores employ buyers? _____

2. What skills do buyers need? _____

3. What personal qualities do buyers need? _____

4. How do computers help buyers do their work? _____

5. What kinds of working hours do buyers have? _____

6. How does someone who wants to be a buyer get started in the retail business? _____

7. Does this career interest you? Why or why not? _____

Activity 

Dry Cleaners

Directions: Read about the work of dry cleaners on page 362 of your textbook. Then interview a dry cleaner in your community. Ask the questions below and summarize your findings in the spaces provided. Then answer the follow-up question.

1. How did you get started in this business?	
2. What hours do you work?	
3. What does your work involve?	
4. What do you like about your work?	
5. What do you dislike about your work?	
6. What personal qualities are needed to do this work?	
7. What tips would you give someone who is interested in being a dry cleaner?	

Follow-up

8. Does this career interest you? Why or why not? _____

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Activity 65

Engineering & Industrial Careers

Engineering and industrial careers involve designing, constructing, and operating tools and machinery used to manufacture products. Many of these jobs require advanced education and training. Engineering and industrial careers include:

- ◆ Electrical and electronics engineering
- ◆ Mechanical engineering
- ◆ Systems engineering
- ◆ Industrial design
- ◆ Manufacturing
- ◆ Maintenance

Most engineering and industrial careers require good science and math skills. When considering an engineering and industrial career, be sure to look at what your goal is in entering this field. What issues and trends are affecting engineering and industrial careers? What changes are taking place? How will your work affect the environment? How might the economy as a whole affect this employment sector?

Is This Career for You?

To find out if a career in engineering and industry might be right for you, choose a career and read about it in the *Occupational Outlook Handbook*. Then answer the following questions.

1. What does the work involve? _____

2. What kind of education and training is required? _____

3. What would you like about this career? _____

4. What would you dislike about this career? _____

5. Could you get the qualifications to pursue this career? _____
6. Is this a career you would consider? Why or why not? _____

Activity 66

Computer Software Engineers

Computer software engineers design, develop, and test computer software and systems. It is the software and systems that enable computers to perform their many functions. Software engineers also evaluate software and systems and solve technical problems that arise. Because computers are so widely used in industry and business today, this is the fastest growing occupation in the United States.

Some computer software engineers work for companies that design, develop, and install complete computer systems. They work with the customer to make sure the system works properly, and may continue to provide technical support after the system has been installed. Others work for software vendors and consulting firms. They analyze users' needs and then design and develop new software to meet those needs. They may also improve or modify a company's existing software.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What skills do computer software engineers need? _____

2. What qualifications do software engineers need? _____

3. Why do computer software engineers need to keep acquiring new skills? _____

4. Why is the demand for computer software engineers likely to increase? _____

5. What is the starting salary of computer software engineers who have a bachelor's degree in computer engineering?

6. Does this career interest you? Why or why not? _____

Activity 67

Agricultural Engineers

Directions: Read about the work of Agricultural Engineers on page 504 of your textbook. Use print or online sources to gather more information about this career. Then answer the following questions.

1. What skills do agricultural engineers need? _____

2. For what kinds of problems might farmers consult with agricultural engineers? _____

3. Identify five industries that employ agricultural engineers. _____

4. What kinds of working conditions do agricultural engineers have? _____

5. What is the employment outlook for agricultural engineers? _____

6. What factors create job opportunities for agricultural engineers? _____

7. What is the starting salary for an agricultural engineer? _____
8. What organization could you contact if you wanted more information about this career?

9. Would you like to be an agricultural engineer? Why or why not? _____

Activity 

Printing Machine Operators

Printing machine operators run the printing presses that are used to print newspapers, magazines, and other printed documents. When the presses are running, the machine operators monitor their operation, make adjustments as necessary, and add paper when needed. Some printing presses are small and can be run by one operator. Others need a team of operators.

Most printing companies have computerized press operations. The computers allow the printing machine operators to perform electronically many of the tasks that they once did by hand. This saves time and reduces the threat of accidents.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What kinds of companies employ the majority of printing machine operators?

2. In which large cities are printing jobs concentrated? _____

3. How long does a printing machine operator apprenticeship take? _____

4. What skills do printing machine operators need? _____

5. In what ways are the working conditions of printing machine operators stressful?

6. What factors will cause the printing industry to expand? _____

7. Does this career interest you? Why or why not? _____

Activity 69

Microwave Test Engineers

Directions: Use print and online sources to gather more information about Microwave Test Engineers. Then answer the following questions.

1. Give examples of what microwave test engineers are asked to create. _____

2. What skills do microwave test engineers need? _____

3. What kinds of organizations employ the majority of microwave test engineers?

4. In which states are the largest concentrations of microwave test engineering firms?

5. What is the job outlook for microwave test engineers? _____

6. In which sector of the economy is job growth for microwave test engineers expected to be fastest?

7. Why is continuing education important for microwave test engineers? _____

8. What is the starting salary for a person with a bachelor's degree in microwave test engineering?

9. What organization can you contact for more information about this career? _____

10. Are you interested in a career in microwave test engineering? Why or why not?

Activity 70

Health & Medical Careers

Health and medical careers involve diagnosing and treating illness and providing patient care in a variety of settings. These settings include hospitals, private practices, clinics, and nursing homes. Fields in health and medical careers include:

- ◆ Medicine
- ◆ Dentistry
- ◆ Nursing
- ◆ Mental health services
- ◆ Therapeutic services
- ◆ Diagnostic services
- ◆ Pharmaceutical services

People who work in health and medicine must have a responsible attitude and a desire to help people. When considering a career in health and medicine, be sure to look at who provides medical care. What are the different specialties? How is medical care paid for? What issues and trends are affecting health care delivery and employment patterns? What changes are taking place? What is the role of technology? What effect does the economy as a whole have on the health care industry?

Is This Career for You?

How can you find out if a career in health and medicine is right for you? You can start by answering the questions below.

1. Are you interested in health and medicine? _____
2. Do you like the idea of helping people feel better? _____
3. Are you good at science? _____
4. Are you patient with other people? _____
5. Are you a good listener? _____
6. Are you precise and detail-oriented? _____
7. Do you like the idea of working in a hospital or medical facility? _____

If you answered “yes” to most of these questions, a career in health and medicine might be right for you. Spend some time learning more about this challenging and rewarding career.

Activity 71

Nurse Practitioners

Nurse practitioners are medical professionals who diagnose and treat illness and injury. They also work to promote health and prevent disease. Most nurse practitioner's train and work as nurses first. They then train for an additional one or two years. The additional training prepares them to perform some tasks that once had to be done by doctors only. Unlike nurses, nurse practitioners are allowed to prescribe medications.

Nurse practitioners work in a variety of medical settings, including hospitals, clinics, private practices, and nursing homes. They are often employed in settings where they can treat patients who have routine health problems that don't need a doctor's expertise. Because they are paid less than doctors, they help organizations keep down the cost of providing health care. Many patients need 24-hour care, so nurse practitioners, like other medical professionals, must work nights, weekends, and holidays.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What skills do nurse practitioners need? _____

2. What personal qualities do nurse practitioners need? _____

3. What are some of the rewards and satisfactions of working as a nurse practitioner?

4. What does nursing education involve? _____

5. Why is the job outlook for nurse practitioners expected to be very good? _____

6. Does this career interest you? Why or why not? _____

Activity 72

Medical Assistants

Medical assistants perform a variety of administrative tasks that keep clinics and doctors' offices running smoothly. They answer telephones, greet patients, schedule appointments, and update and file patients' medical records. They may also fill out insurance forms, arrange for laboratory services, and handle billing and bookkeeping. Purchasing and maintaining supplies and equipment may also be the responsibility of a medical assistant.

Some medical assistants record vital signs, prepare patients for examination, and explain procedures. They may also prepare laboratory specimens, sterilize medical instruments, instruct patients about medications, and change dressings. All medical assistants have contact with patients and must be respectful and courteous.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. In what types of facilities do the majority of medical assistants work? _____

2. What kind of training is available for medical assistants? _____

3. What high school courses are recommended for students who want to become medical assistants? _____

4. What advancement opportunities are available to medical assistants? _____

5. What is the job outlook for medical assistants? _____

6. What do medical assistants earn? _____
7. Does this career interest you? Why or why not? _____

Activity 7B

Psychologists

Directions: Read about the work of Psychologists on page 24 of your textbook. Use print or online sources to gather information. Then answer the following questions.

1. How many years of training are required for a psychologist? _____

2. What methods are used to treat patients? _____

3. What is the job outlook for psychologists? _____

4. What is the median salary for psychologists? _____

5. What are some of the rewards and satisfactions of working as a psychologist? _____

6. What personal qualities are needed for this career? _____

7. What are some of the challenges facing psychologists? _____

8. Would you be interested in pursuing this career? Why or why not? _____

Activity 74

Nutrition & Wellness Careers

Careers in nutrition and wellness involve helping people follow healthful diets and active lifestyles. People who work in this field are employed in a number of settings including:

- ◆ Health spas
- ◆ Fitness centers
- ◆ Nutrition counseling centers
- ◆ Corporate wellness programs
- ◆ Food production and processing
- ◆ School systems
- ◆ Government agencies
- ◆ Hospitals and health organizations

People who work in nutrition and wellness careers need to have a responsible attitude and a commitment to helping people. When considering a career in nutrition and wellness, be sure to look at what skills are required. Are they transferable if this career does not work out? What issues and trends are affecting the field of nutrition and wellness? What changes are taking place that might affect employment patterns? What is the outlook for careers in nutrition and wellness?

Is This Career for You?

How can you find out if a career in nutrition and wellness is right for you? You can start by answering the following questions.

1. Are you interested in nutrition and wellness? _____
2. Are you good at science? _____
3. Do you have an outgoing personality? _____
4. Do you follow a healthful and active lifestyle? _____
5. Are you tactful? _____
6. Are you good at explaining things? _____
7. Are you patient and tolerant? _____
8. Do you like the idea of helping people adopt healthy lifestyles? _____

If you answered “yes” to most of these questions, a career in nutrition and wellness might be right for you. Spend some time learning more about these rewarding careers.

Activity 75

Fitness Trainers

Fitness trainers coach and supervise people in a variety of exercise activities. Most work in gyms, health clubs, and fitness centers. There they teach activities such as aerobics, weight and strength exercises, yoga, dancing, and karate to groups of people. Fitness trainers need to be physically fit. They also need to be good at encouraging and motivating people.

In addition to teaching classes, fitness trainers help new clients assess their level of fitness. Then they help the clients set and reach fitness goals. They may keep records of their clients' exercise sessions, and help them improve their techniques. Some fitness trainers, called personal trainers, work with clients on a one-to-one basis, either in a gym or in the client's home.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What kinds of skills do fitness trainers need? _____

2. What personal qualities do fitness trainers need? _____

3. Name two organizations that offer certification for fitness trainers. _____

4. Why is the employment of fitness workers expected to increase much faster than the average?

5. Why is there a lot of competition for jobs as fitness trainers? _____

6. How much do fitness trainers earn? _____
7. Does this career interest you? Why or why not? _____

*Activity 76***Nutritionists & Dietitians**

Directions: Read about the work of Nutritionists and Dietitians on page 366 of your textbook. Use print or online sources to gather more information about these careers. Then answer the following questions.

1. What kinds of institutions employ nutritionists and dietitians? _____

2. Why do some advertising and marketing companies employ nutritionists? _____

3. What personal qualities do nutritionists and dietitians need? _____

4. What high school courses are helpful to students who want to become nutritionists or dietitians?

5. What is the minimum qualification for these careers? _____

6. What college courses are recommended for a degree in dietetics or nutrition? _____

7. Why do dietitians need to know about the laws governing dietetics in the state in which they plan to practice?

8. What organization can you contact to find out more about these careers? _____

9. Do you think you would like to work as a nutritionist or dietitian? Why or why not?

Activity 77

Chefs

Chefs plan and prepare meals in restaurants and other food service establishments. The duties of chefs vary, depending on the type of establishment. Some chefs plan menus, estimate food requirements, and order supplies. Others focus solely on food preparation, and are helped by a variety of food preparation workers. Some chefs specialize in specific types of food, such as vegetables or pastries, working as part of a team of chefs in a large kitchen. Chefs can advance by moving to bigger or better restaurants, or by establishing their own restaurants.

Most chefs have to work evenings, weekends, and holidays. They must also work in close quarters with other workers, and stand for hours in hot kitchens. For these reasons, the turnover rate in this occupation is quite high.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What skills do chefs need? _____

2. What personal qualities do chefs need? _____

3. What kinds of organizations offer apprenticeship programs for chefs? _____

4. How many years must a person work as a cook in order to become a chef? _____

5. What aspects of this job would you enjoy? _____

6. What aspects of this job would you find difficult? _____

7. Does this career interest you? Why or why not? _____

Activity 78

Weight-Loss Counselors & Exercise Physiologists

Directions: Read about the work of Weight-Loss Counselors and Exercise Physiologists on page 458 of your textbook. Use print or online sources to gather more information about these careers, then answer the following questions.

1. In what ways are these two careers similar? _____

2. In what ways are these two careers different? _____

3. What personal qualities do people in these careers need? _____

4. Why do you think the demand for weight-loss counselors is rising? _____

5. Why do you think the demand for exercise physiologists is rising? _____

6. What college courses would be helpful for students planning to become weight-loss counselors?

7. What college courses would be helpful for students planning to become exercise physiologists?

8. Which career is more interesting to you, weight-loss counselor or exercise physiologist?

9. What aspects of this career would you enjoy? _____

10. What aspects of this career would you find difficult? _____

Activity 79

Food Science & Technology Careers

Careers in food science and technology are concerned with making sure that the food we eat is safe and nutritious. Food science focuses on the nature and composition of food. Food technology applies food science to the development of food products that meet the needs of consumers. Work in food science and technology may focus on one of the following:

- ◆ Research and development
- ◆ Processing and production
- ◆ Quality, safety, and wholesomeness
- ◆ Nutritional values
- ◆ Packaging
- ◆ Storage
- ◆ Distribution

Most careers in food science and technology require an advanced science degree. When considering a career in this field, be sure to look at what skills are required. Are those skills transferable if this career does not work out? Where is the work located? What issues and trends are affecting the food industry? What changes are taking place? How might those changes affect employment in this industry? How might the economy as a whole affect the industry?

Is This Career for You?

How do you know if a career in food science and technology is right for you? You can start by answering the following questions.

1. Are you interested in food science and technology? _____
2. Are you good at science and math? _____
3. Do you have good computer skills? _____
4. Are you good at solving problems? _____
5. Do you work well as part of a team? _____
6. Are you good at explaining things? _____
7. Are you willing to study for an advanced degree? _____

If you answered “yes” to most of these questions, a career in food science and technology might be right for you. Spend some time discovering more about these challenging careers.

Activity 80

Food Scientists

Food scientists work to ensure that food products are safe, healthful, and convenient. Using their knowledge of chemistry, biology, and other sciences they develop and test better ways of processing and preserving foods. They also develop ways to package, store, and transport foods. Most food scientists have advanced degrees.

Some food scientists are involved in basic research. They may, for example, discover new food sources, or determine the levels of vitamins or minerals in particular foods. Others enforce government regulations. They ensure that food-processing companies meet government standards for sanitation, safety, and quality.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What kinds of companies and organizations employ food scientists? _____

2. What percentage of food scientists work for government agencies? _____
3. Why do you think governments employ so many food scientists? _____

4. What college courses are recommended for students who plan to become food scientists? _____

5. What skills do food scientists need? _____

6. What is the median annual salary of food scientists? _____
7. Does this career interest you? Why or why not? _____

Activity 81

Agricultural Technicians

Agricultural technicians work with agricultural scientists to develop ways of improving the quantity and quality of farm crops and animals. Some conduct tests to improve the yield and quality of crops. Others look into ways of increasing the resistance of plants to disease or insects. Those who work with animals may work in the fields of nutrition, breeding, or disease resistance. Technicians generally do practical work that supports the work of scientists. They set up, operate, and maintain laboratory instruments. When an experiment is under way, they make observations and then calculate and record results. Agricultural technicians must be able to operate sophisticated laboratory equipment and use computers.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What kinds of companies and organizations employ agricultural technicians?

2. What high school courses are helpful for students who want to become agricultural technicians?

3. Describe two different ways to qualify for a job as an agricultural technician.

4. What scientific skills do agricultural technicians need? _____

5. Why do agricultural technicians need good communication skills? _____

6. What are the median earnings of agricultural technicians? _____
7. Does this career interest you? Why or why not? _____

Activity 82

Food Technologists & Testers

Directions: Read about the work of Food Technologists and Food Testers on page 504 of your textbook. Use print or online sources to gather more information about these careers. Then answer the following questions.

1. What kinds of companies employ food technologists and food testers? _____

2. What skills and training do these careers require? _____

3. Why is it important to continue to develop new foods? _____

4. Why do consumers need to know the content of foods and beverages? _____

5. How do government regulations affect the employment of food technologists and testers?

6. What are the working conditions of food technologists and food testers? _____

7. What high school courses would be helpful to students who wanted to work in the food industry?

8. What college courses are recommended for students who want to become food technologists or food testers?

9. What organizations could you contact to find out more about these careers? _____

10. Does a career as a food technologist or food tester interest you? Why or why not?

Activity 83

Hospitality Careers

Careers in hospitality involve providing tourists and travelers with lodging, food, recreation, and other services. Hospitality careers offer opportunities at all levels in the following fields:

- ◆ Hotels, motels, inns, and resorts
- ◆ Restaurants and catering services
- ◆ Amusement parks and recreation centers
- ◆ Convention centers
- ◆ Sports stadiums
- ◆ Cruise ships

Many hospitality careers involve contact with the public, so an outgoing personality and excellent communication skills are important. When considering a career in this field, be sure to look at what skills are required. Are those skills transferable if this career does not work out? Where are the jobs located? What issues and trends are affecting the hospitality industry? What changes are taking place? How might those changes affect employment patterns? How might the economy as a whole affect the industry?

Is This Career for You?

How do you find out if a career in the hospitality industry is right for you? You can start by answering the following questions.

1. Are you interested in hospitality and tourism? _____
2. Are you friendly and outgoing? _____
3. Do you like to travel? _____
4. Are you patient? _____
5. Are you good at explaining things? _____
6. Are you tactful? _____
7. Are you willing to work evenings, weekends, and holidays? _____
8. Do you like the idea of helping people enjoy themselves? _____

If you answered “yes” to most of these questions, spend some time finding out more about this exciting career field.

Activity 84**Hotel Desk Clerks**

Hotel desk clerks provide a variety of services for hotel guests. They greet guests when they arrive, register them, and assign them to their rooms. When guests depart, hotel desk clerks prepare and explain the charges, and process payments. Desk clerks also answer the telephone, take reservations, answer guests' questions, and keep records of room assignments. In smaller hotels, one desk clerk handles all of these duties. In larger hotels, desk clerks work as part of a team.

Hotel desk clerks need to be well-groomed and courteous. They give arriving guests a first impression of the hotel. They also need to be well informed about hotel services and about local amenities and attractions. Because hotels need someone at the reception desk 24 hours a day, many desk clerks must be willing to work nights and weekends.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What skills do hotel desk clerks need? _____

2. What personal qualities do hotel desk clerks need? _____

3. Why is employment of hotel workers expected to grow faster than the average?

4. Why is the hotel industry particularly affected by the state of the economy as a whole?

5. What do you think you would like about this job? _____

6. What would you dislike about this job? _____

7. Does this career interest you? Why or why not? _____

Activity 85

Food Service Managers

Food service managers perform a wide variety of tasks in restaurants, cafeterias, and other food service facilities. One of their most important tasks is to select menu items. When doing this, they need to consider seasonal availability of foods, variety, and the past popularity of specific items. They must also consider costs and preparation methods. Once menu items have been selected, food service managers place orders with suppliers, and check deliveries when they come in.

Food service managers must manage people as well as food. They are responsible for interviewing and hiring new employees, and for supervising kitchen and dining room staff. They check that all dishes are correctly prepared and that health and safety standards are maintained. Because of their wide range of responsibilities, food service managers tend to work long hours. They are often the first to arrive at their place of work and the last to leave.

Is This Career for You?

Use the *Occupational Outlook Handbook* and other resources to answer the following questions.

1. What kinds of establishments employ food service managers? _____

2. Why do food service managers need good communication skills? _____

3. What are some of the stresses associated with food service management? _____

4. What kinds of college programs are recommended for people who want to become food service managers?

5. How long do typical training programs for food service management positions take?

6. Does this career interest you? Why or why not? _____

*Activity 86***Food Servers & Caterers**

Directions: Read about the work of Food Servers and Caterers on page 482 of your textbook. Use print and online sources to gather more information about these careers. Then answer the following questions.

Food Servers

1. What skills does a food server need? _____

2. What personal qualities does a food server need? _____

3. What aspects of this work do you think you would enjoy? _____

4. What aspects of this work do you think you would find difficult? _____

Caterers

5. What skills does a caterer need? _____

6. What personal qualities does a caterer need? _____

7. What aspects of this work do you think you would enjoy? _____

8. What aspects of this work do you think you would find difficult? _____

If you are interested in working in the food service industry, continue your research.