



Sam Barlow High School

Career Related Learning Experience PD2 – CAREER RESEARCH REPORT

Student Name _____
Student ID # _____ Graduation Year _____
Period _____ Due Date _____

- **Go to the CIS website:** oregoncis.uoregon.edu/go (**username: barlow password: bruins**) Look under **Occupations**. (Click on Occupations and search under Cluster Index). Select a cluster and then an occupation within the cluster.

- List the occupation that you intend to explore. _____

- Name the cluster which your occupation falls under. _____

- **What type of training and/or education after high school is required to prepare for this career?** (Click on Preparation for information.)

- **What are the salary/benefits (click on Wages for information) that a person in this career can expect (in Oregon) when:**
 - Entering job:
 - Medium:
 - Top:
 - Name Benefits:

- **What is the “outlook” for this job? Research employment, growth rate and annual openings in Oregon.** (Click on Employment & Outlook).

- **What can you do NOW to further explore this occupation, i.e. classes, volunteering, other preparation, etc.?** (Click on Helpful High School Courses to research.)

Name: _____

Your Career-Related Learning Experience must address each of the six Career-Related Learning Standards listed below. Reflect on how each standard would be present in this career area, and complete the chart below. **Circle one bullet in each box** and answer the question to the right. **Suggested links: Skills & Abilities or Working Conditions on Oregon CIS.**

Career Related Learning Standard	How did you apply these criteria in completing this Career-Related Learning Experience:
<p>Personal Management Exhibit appropriate work ethic and behaviors.</p> <ul style="list-style-type: none"> • Identify tasks that need to be done and initiate action to complete the tasks. • Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality. • Take responsibility for decisions and actions and anticipate consequences of decisions and actions. • Maintain regular attendance and be on time. • Maintain appropriate interactions with colleagues. 	<p>Talk about why this would be important in the occupation you researched.</p>
<p>Problem Solving Apply decision-making and problem-solving techniques.</p> <ul style="list-style-type: none"> • Identify problems and locate information that may lead to solutions. • Identify alternatives to solve problems. • Assess the consequences of the alternatives. • Select and explain a proposed solution and course of action. • Develop a plan to implement a selected course of action. 	<p>Talk about why this would be important in the occupation you researched.</p>
<p>Communication Demonstrate effective communication skills to give and receive information.</p> <ul style="list-style-type: none"> • Locate, process and convey information using traditional and technological tools. • Listen attentively and summarize key elements of verbal and non-verbal communication. • Give and receive feedback in a positive manner. • Read technical/instructional materials for information and apply to specific tasks. • Write instructions, technical reports, and business communications clearly and accurately. • Speak clearly, accurately, and in a manner appropriate for the intended audience when giving oral instructions, technical reports, and business communications. 	<p>Give an example of how communication is used and its importance in the occupation you researched.</p>

Career Related Learning Standard	How did you apply these criteria in completing this Career-Related Learning Experience:
<p>Teamwork Demonstrate effective teamwork.</p> <ul style="list-style-type: none"> • Identify different types of teams and roles within each type of team; describe why each role is important to effective teamwork. • Demonstrate skills that improve team effectiveness (e.g. negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting). 	<p>Give an example of how teamwork would be used in the occupation you researched.</p>
<p>Employment Foundations Demonstrate both academic knowledge and technical skills required for successful employment within a career area.</p> <ul style="list-style-type: none"> • Apply academic knowledge and technical skills in a career context. • Select, apply, and maintain tools and technologies appropriate for the workplace. • Identify parts of organizations and systems and how they fit together. • Describe how work moves through a system. • Describe the changing nature of work, workplaces, and work processes on individuals, organizations, and systems. • Demonstrate dress, appearance, and personal hygiene appropriate for the work environment and situation. • Explain and follow health and safety practices in the work environment. • Explain and follow regulatory requirements, security procedures, and ethical practices. 	<p>What kind of schooling/training is required or needed for the occupation you researched?</p>
<p>Career Development Demonstrate career development skills in planning for post high school experiences.</p> <ul style="list-style-type: none"> • Assess personal characteristics related to educational and career goals. • Research and analyze career and educational information. • Develop and discuss a current plan designed to achieve personal, education, and career goals. • Monitor and evaluate educational and career goals. • Demonstrate job-seeking skills (e.g. writing resumes, completing applications and participating in interviews). 	<p>What skills do you think would be valuable in preparing for this kind of position?</p>

5 PARAGRAPH CRLE ESSAY

- Write a 5-paragraph essay explaining what you learned about this career from your research and how it has or has not impacted your career goals.
 - ✓ 12pt.-font and double-spaced
 - ✓ Be sure to spell check and proofread your essay.
 - ✓ Name (first and last) and ID # must be on this essay.
 - ✓ Save this essay in your Google Drive.
 - ✓ Attach essay to this packet

Essay Outline

Paragraph 1 Introduction

Describe the career you researched and why you chose this career.

Paragraph 2

Give information about the job duties and responsibilities.

Paragraph 3

Explain where to get training, preparation, skills and education.
Does the job match your strengths/weaknesses?

Paragraph 4

Benefits of the job; wages, health care and outlook.

Paragraph 5 Conclusion

Wrap up the essay by discussing if this is a career you are still interested in as a result of your research. What are your future goals and plans?

**THIS IS A GRADUATION
REQUIREMENT, MAKE SURE THAT IT IS
TURNED IN BY THE ASSIGNED DUE
DATE.**

