



Be Alert, Be Aware!
Careers Are Everywhere
Activity WorkBook



About the Careers Are Everywhere Activities Workbook

Careers are everywhere. More than just the title of this career-related elementary level activities workbook, the fact is that children start the process of exploring the world of work as early as the elementary grades. With each class they take, with each life experience, they gain a greater awareness of the nature of work and begin to form ideas about their future career goals.

The activities in this workbook are intended to be fun and challenging. They have been designed around the building blocks of the elementary National Career Development Guidelines with the goal of raising career awareness. Specific objectives of the workbook include the concept of self-knowledge, the development of a basic understanding of interests, likes and dislikes and how to interact with others. The various activities are also designed to raise awareness of the relationship between work and learning, the awareness of how work relates to the needs and functions of society and the interrelationship of life roles. The elementary grades are also a good time to introduce the importance of personal responsibility and good work habits and the benefits of educational achievement.

This is the first edition of the Career Activities workbook from the Labor Market and Career Information (LMCI) department of the Texas Workforce Commission. We encourage counselors and teachers to use this workbook with students and share with us any unique teaching methods or lesson plans you develop so that we might share them with your colleagues in the state. If students would like to know more about a particular occupation they see in this workbook, they can view short video clips on their computer from the Career Clusters Digital Video Show product also available from LMCI. The Video Show provides roughly two-minute clips on the duties, interactions and workplace environments of over 350 occupations, 180 of which also have Spanish language narration.

Special recognition is due to Jane Herrmann, LMCI Finance Manager, as the driving force in conceptualizing and designing this Workbook. Additional recognition is owed to Roger Gonzales for his creative drawings and to Gary Tucker for the sterling layout design. Each of these contributors has shown extraordinary talents and dedication in turning this idea into reality. Thanks also to the National Association of State Directors of Career & Technical Education Consortium, State's Career Cluster Initiative for use of the 16 career cluster icons.

Richard Froschle, Director
Labor Market and Career Information
Texas Workforce Commission

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Introduction

Awareness is the first process for students to begin exploring career possibilities. This activity book tries to help them develop Self-knowledge, Educational and Occupational Exploration, and Career Planning awareness while exploring sixteen career clusters. Career Clusters are groupings of jobs that share common characteristics. By looking at clusters of jobs, students may find a variety of careers with similar characteristics in which they may be interested. The Career Clusters shown in this activity book were developed by the US Department of Education. These clusters and associated careers and pathways can be viewed online at www.careerclusters.org.

The activities in this book were prepared with the National Career Development Guidelines (NCDG) in mind to help students achieve the following twelve goals for elementary grades.

Self-Knowledge:

1. Knowledge of the importance of self concept
(Self-Knowledge, pg.5; My First Résumé, pg.9; Work Environment, pg.23)
2. Skills to interact with others
(Assembly Line, pg. 29)
3. Awareness of the importance of growth and change
(The Future, pg.7)

Educational and Occupational Exploration:

4. Awareness of the benefits of educational achievement
(Interview, pg.35)
5. Awareness of the relationship between work and learning
(Doghouse, pg.11; Choose an Occupation, pg.17; Interview, pg.35)
6. Skills to understand and use career information
(Matching, pg.13; Choose an Occupation, pg.17; Maze, pg.25)
7. Awareness of the importance of personal responsibility and good work habits
(Assembly Line, pg.29; Work Habits, pg.33)
8. Awareness of how work relates to the needs and functions of society
(Definitions, pg.21)

Career Planning:

9. Understand how to make decisions
(Interview, pg.35; True/False Quiz, pg.38)
10. Awareness of the interrelationship of life roles
(Multiple Roles, pg.27)
11. Awareness of different occupations and changing male/female roles
(The Future, pg.7; Definitions, pg.21)
12. Awareness of the career planning process
(Interview, pg.35; True/False Quiz, pg.38)

The activities can stand alone or be incorporated into a career curriculum. Self-knowledge, exploration and planning are life-long activities that begin at an early age.

Be Alert, Be Aware.....Careers are EVERYWHERE! Get started now!



Sample Careers

1. Pest Controller
2. Farm Equipment Mechanic
3. Veterinarian
4. Grounds Keeper

Can you think of another?

5. _____

Careers in the Agriculture, Food & Natural Resources cluster help us to wisely utilize what Mother Nature gave us. People in these kinds of occupations can work with plants, trees and animals. They work on farms, in veterinary offices, forests or even out at sea. They mow lawns, catch fish, grow food and raise animals. You can be an engineer, pest control worker, farmer, tree pruner or forest worker and be in this career cluster.



SELF-KNOWLEDGE

1. Things that interest me at home:

2. Things that interest me at school:

3. Things that I am good at doing:

4. Subjects I have to work hard at:

5. Subjects that are easy for me:

6. I like to solve number problems (circle one)
yes no

7. I like to write about my ideas yes no

8. I am very organized yes no

9. What careers might use some of these interests and abilities?



Sample Careers

1. Radio Announcer
2. Photographer
3. Jeweler
4. Writer

Can you think of another?

5. _____

Careers in the Arts, Audio/Visual Technology & Communications cluster usually utilize a person's creativity. People in these occupations can work with cameras, musical instruments or small tools. They may work in TV studios, jewelry stores and theaters or be self-employed. You can be an illustrator, writer, musician, radio announcer, reporter or film editor and be in this career cluster.





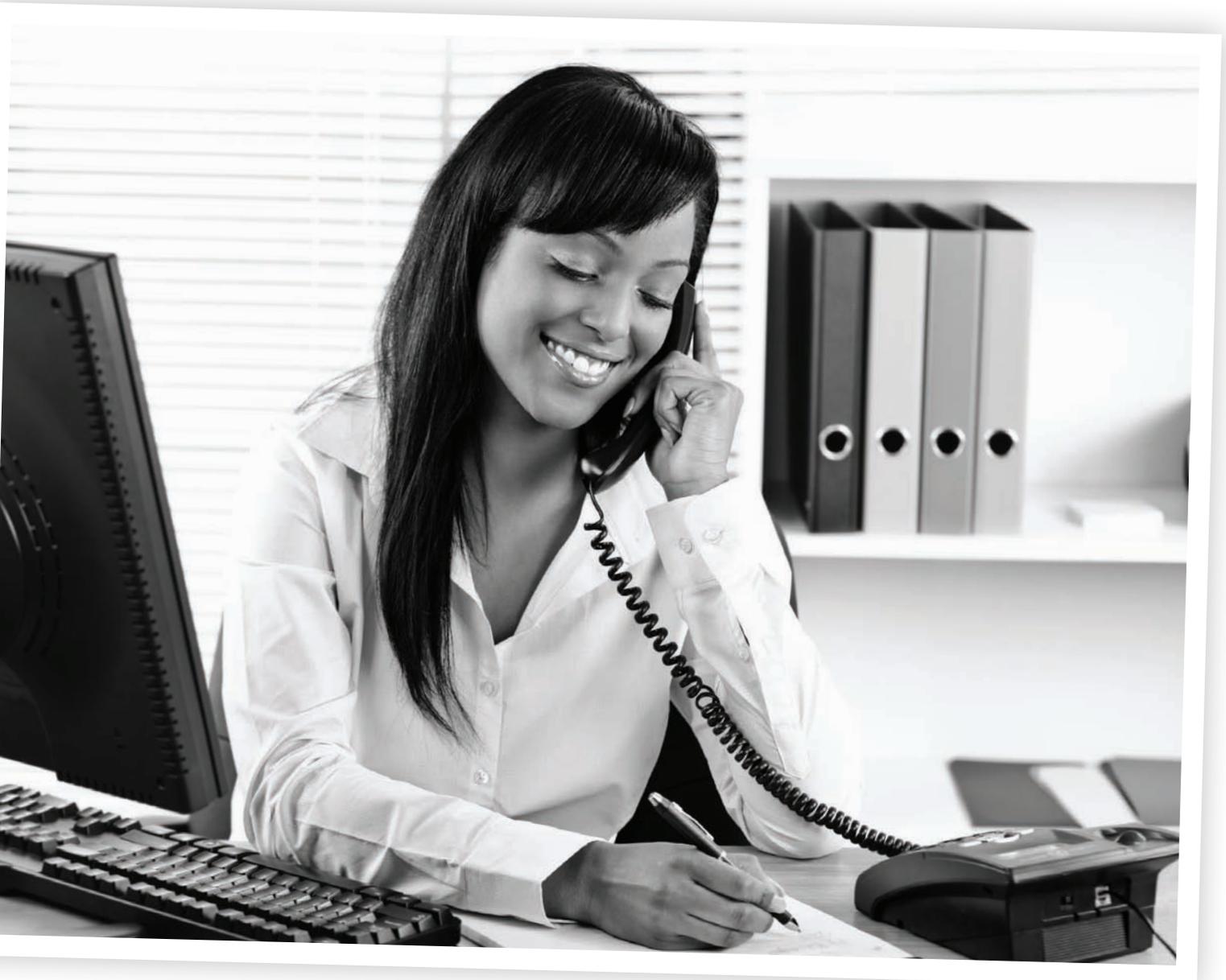
Sample Careers

1. Mail Clerk
2. Receptionist
3. Accountant
4. Human Resources Administrator

Can you think of another?

5. _____

Careers in the Business, Management & Administration cluster help to run businesses smoothly. People in these occupations can work with math, grammar, money, people and computers. They work to connect business people and provide services that help make businesses successful. They may work in banks, insurance offices or just about ANY business you can think of. You can be a bookkeeper, stock clerk, purchasing agent or manager and be in this career cluster.



My First Resume

Your Name		
Address		
City	State	Zip
Telephone		

A résumé is a short summary of a person's work experience and qualifications. You can create your first resume by filling in the blanks.

Position Sought: _____
(A job you might want to have)

Abilities and Talents: (list positive character traits and things you are good at. For example: good listener, reliable, computer skills, good in math, great speller.)

Achievements and Awards: (list awards you have received and when. For example; Honor Roll for 4th Grade, Perfect Attendance 2nd Grade, Scouting Award 2004, Citizenship Award.)

Work Experience: (list jobs you had or currently have. For example: dog walker, babysitter, plantwaterer, salesperson at school store. These do not have to be jobs you receive pay for)

Education: _____
Grade Name of School

References: (list people who will say good things about you)



Sample Careers

1. Roofer
2. Electrician
3. Plumber
4. Architect

Can you think of another?

5. _____

Careers in the Architecture & Construction cluster design and build things. People in these occupations can work with many different tools to help them do their special jobs. They may build or design houses and buildings out of wood, steel or stone. They build highways and bridges too. You can be an engineer, electrician, carpenter or drafter and be in this career cluster.



Doghouse

What you learn today will help you tomorrow!

Reading and math are important skills to have. Architects and construction workers need to be able to plan, read and follow directions. They also need to know how to make estimates on how much material they will need and how much it will cost.

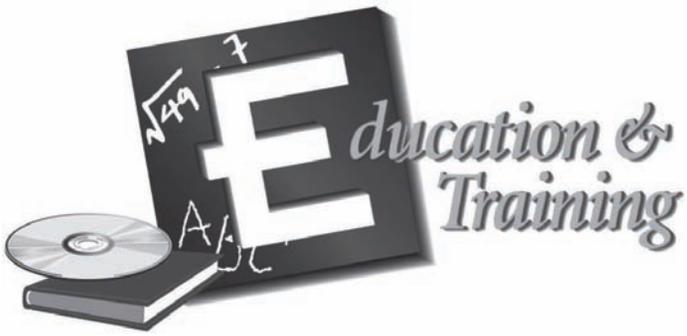


Materials Needed	Unit Price	Total Cost
2 sheets plywood	\$9.95 each	_____
1 box roofing shingles	\$12.45	_____
1 box roofing nails	\$1.89	_____
1 box small nails	\$1.492	_____
8 foot boards	\$.89 each	_____
	TOTAL	_____

1. What is the total cost of materials to build the doghouse?
2. Rounding to the nearest 50 cents, what is the estimated cost of materials to build the doghouse?
3. What school subjects would help you build a doghouse? Why?

For A Challenge:

4. If there was a 15% increase in prices, how much would each material cost? What would the new total be?



Sample Careers

1. School Teacher
2. School Principal
3. Coach
4. Librarian

Can you think of another?

5. _____

Careers in the Education & Training cluster help people learn new knowledge and get new skills. People in these occupations may work in libraries, schools or recreation centers. They may help plan or manage activities in a learning environment. You can be a teacher, counselor, librarian or a coach and be in this career cluster.



Matching

1. Draw a line connecting the name of a career with a tool that person might use.

CAREER	TOOL
Accountant	Measuring Cup
Nurse	Axe
Firefighter	Calculator
Chef	Telescope
Electrician	Insulated Gloves
Astronomer	Stethoscope

2. What tools might be used in these careers? Draw a picture of the tools.

Reporter	Carpenter
Elementary School Teacher	Doctor



Sample Careers

1. Credit Analyst
2. Accountant
3. Bank Teller
4. Insurance Adjuster

Can you think of another?

5. _____

Careers in the Finance cluster work with money. They help people and businesses account for money they spend or invest. People in these occupations use lots of math when they work. They may work in banks, insurance and tax offices or in most any business. You can be a budget analyst, cashier, insurance agent or loan officer and be in this career cluster.





Sample Careers

1. Nurse
2. Pharmacist
3. Surgeon
4. Dentist

Can you think of another?

5. _____

Careers in the Health Science cluster help people stay healthy or take care of people who are sick. People in these occupations might specialize in different parts of your body like your teeth, feet, eyes, back or even your brain. They may work in hospitals, laboratories, pharmacies, dentist offices or schools. You can be a psychiatrist, optician, pharmacist, nurse or chiropractor and be in this career cluster.



Choose an Occupation

1. Choose an occupation and write it down here: _____

2. What kind of skills do you think a person would need for this occupation?

3. What kind of tools do you think this person would use ?

4. What do you think a typical day on the job might be like for this person?

5. How is their day on the job similar to your day at school?

6. What kind of education do you think a person would need for this occupation?



Sample Careers

1. Hotel Manager
2. Chef
3. Amusement Park Operator
4. Recreation Worker

Can you think of another?

5. _____

Careers in the Hospitality & Tourism cluster help people have a safe and good time when they are traveling or visiting new places. People in these occupations can work with food, sports, or amusement rides. They may work in restaurants, hotels or amusement parks. You can be a baker, flight attendant, travel agent or hotel manager and be in this career cluster.



Unscramble

Unscramble the list of people's names to find out their profession.
The first one is done for you.

Anna C. Coutt	accountant
Ray Creets	_____
Tim Niser	_____
Roy Tenat	_____
Art Rein	_____
Chet Incani	_____
Leon Roucs	_____
Nat Joir	_____
Sami C. Thin	_____
Regie Nen	_____
Lela A. Prag	_____
Vic E. Teedt	_____
Bee W. Smart	_____

Words To Choose From:

Minister	Engineer	Janitor	Trainer
Teacher	Detective	Secretary	Webmaster
Machinist	Technician	Counselor	Paralegal
Attorney			



Sample Careers

1. Funeral Director
2. Child Care Worker
3. Social Worker
4. Residential Counselor

Can you think of another?

5. _____

Careers in the Human Services cluster prepare people to help families and communities. People in these occupations work closely with others helping them with childcare, family counseling or investigations. They may work in funeral homes, preschools or counseling offices. You can be a minister, counselor, nursing aide or massage therapist and be in this career cluster.



Definitions

Occupation: The name for a unique set of tasks, skills and abilities that a worker performs. Many workers can be in the same occupation.

Job: The set of tasks done for a specific employer.

Industry: A business or group of businesses making similar types of goods or services.

Employer: The person or company who pays a worker for doing a job.

1. What **occupations** do your family members have?

2. What are some **employers** in your community?

3. What kind of **jobs** can be done in a hospital?



Sample Careers

1. Help Desk Technician
2. Webmaster
3. Cable TV Installer
4. Computer Programmer

Can you think of another?

5. _____

Careers in the Information Technology cluster are usually very technical. People in these occupations work with computers and lots of information. They may work in almost any business where computers are used. They may develop or design computer programs and hardware. You can be a web master, programmer or database administrator and be in this career cluster.



Work Environment

Think about the environment you may want to work in.
On each line, circle the environment you like better.

A

- Work indoors
- Work with people
- Travel
- Work with hands
- Work by myself
- Work during the day
- Work in busy places
- Wear a uniform
- Make things
- Communicate with words
- Work 12 months a year
- Work the same schedule each day
- Give directions to others
- Work with humans
- Work under pressure

B

- Work outdoors
- Work with information
- Work in office
- Work with mind
- Work in groups
- Work at night
- Work in quiet places
- Wear casual clothing
- Sell things
- Utilize math skills
- Work seasonally
- Work a variable schedule
- Take directions from others
- Work with animals
- Work without deadlines

Can you think of any career or careers that have most of your favored environments?



Sample Careers

1. Lawyer
2. Security Officer
3. Firefighter
4. Police Officer

Can you think of another?

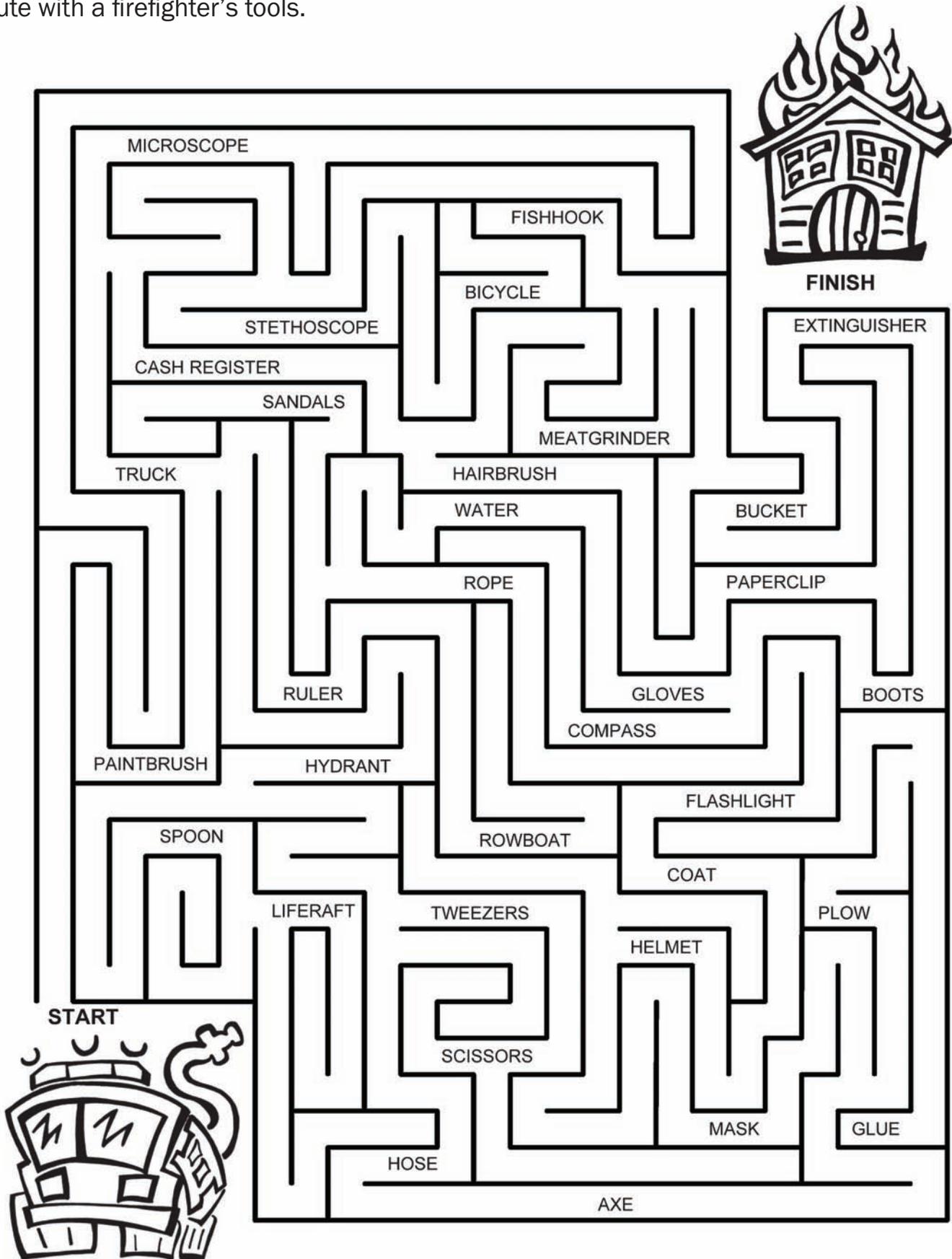
5. _____

Careers in the Law, Public Safety & Security cluster help protect the people living in the community. They may work in law offices, police stations, fire stations or jails. You can be a sheriff, judge, emergency medical technician (EMT) or warden and be in this career cluster.



Maze

Every occupation uses a unique set of tools. Find your way through the maze by taking the route with a firefighter's tools.





Sample Careers

1. Ship Captain
2. Automotive Mechanic
3. School Bus Driver
4. Airplane Pilot

Can you think of another?

5. _____

Careers in the Transportation, Distribution & Logistics cluster move people, material and goods safely. People in these occupations can work with cars, busses, trucks, trains, boats and airplanes. They may work in the air, on the ocean or on highways moving things from one place to another. You can be a taxi driver, engineer, air traffic controller or mechanic and be in this career cluster.



Miltiple Roles

Every person plays more than one role in life. Can you identify some of your roles?

I am the child of _____.

I am a student at _____.

I live in the community of _____.

I am a member of _____.

I am a player of _____.

I am an owner of _____.

I am a relative of _____.

_____ is a teacher at my school.

_____ is a person in my neighborhood.

_____ is a member of my family.

_____ is a member of my team.

_____ is a member of my class.



Sample Careers

1. Chemical Equipment Operator
2. Machinist
3. Welder
4. Electronic Assembler

Can you think of another?

5. _____

Careers in the Manufacturing cluster involve turning raw materials into final consumer products. People in these occupations can work with big machines, precision tools and computers to assemble parts or build products. They may work in large buildings, outdoors or in warehouses. You can be many types of engineer, machine operator, electrician or quality control technician and be in this career cluster.



Assembly Line

Assembly lines are where factories make products and each person is responsible for making a different part of it or putting pieces together. At the end, someone inspects it for accuracy.

What would it be like to work on an assembly line making 20 greeting cards?

Get in a group with 8 people. Each person will be in charge of one task.

Tasks

1. Fold construction paper in half.
2. Color 4 daisy flowers yellow.
3. Color 4 stems green
4. Cut out flowers and stems.
5. Glue flowers on inside of card.
6. Write 'Have A Great Day!' inside card.
7. Write on back of card 'Made in USA'.
8. Inspect card for accuracy. Ones with errors go back to be corrected.

What are the pros and cons of working on an assembly line?

What things around you do you think were made on an assembly line?



Government & Public Administration

Sample Careers

1. Highway Maintenance Worker
2. Postal Mail Carrier
3. Water Treatment Operator
4. City Manager

Can you think of another?

5. _____

Careers in the Government & Public Administration cluster work in our local, state and federal government. They help people get government services such as driver's licenses and building permits. They enforce regulations so that roads and bridges are built safely and air and water remain clean. People in these occupations work with the public and are sometimes elected into their jobs. They may work in offices or even in the outdoors. You can be an elected official like the President or mayor, or be a tax collector, highway maintenance worker or mail carrier and be in this career cluster.



Write It Down

How many occupations can you write down that begin with the letter . . .

P

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

S

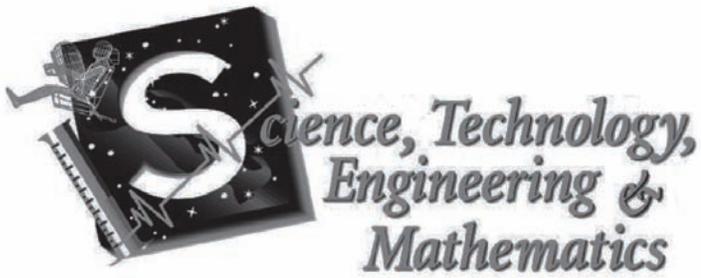
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Sample Careers

1. Biological Scientist
2. Chemical Engineer
3. Drafter
4. Robotics Technician

Can you think of another?

5. _____

Careers in the Science, Technology, Engineering & Mathematics cluster are usually very technical and employ people who are good at problem solving and measuring things. People in these occupations may do lots of research. They may work in laboratories or in offices. You can be an engineer, archeologist, astronomer or meteorologist and be in this career cluster.



Work Habits

Good work habits are important in any job you have. Right now your job is going to school. Look at your work habits at school and at home and see where you could work to improve these habits for the future.

SCHOOL WORK HABITS

	NEVER																	ALWAYS
arrive at school on time	0	1	2	3	4	5	6	7	8	9	10							
listen to directions	0	1	2	3	4	5	6	7	8	9	10							
hand in homework on time	0	1	2	3	4	5	6	7	8	9	10							
cooperate with other students	0	1	2	3	4	5	6	7	8	9	10							
check my work	0	1	2	3	4	5	6	7	8	9	10							
work neatly	0	1	2	3	4	5	6	7	8	9	10							
use time wisely	0	1	2	3	4	5	6	7	8	9	10							
keep desk neat and clean	0	1	2	3	4	5	6	7	8	9	10							
try to improve grades	0	1	2	3	4	5	6	7	8	9	10							
I can follow rules	0	1	2	3	4	5	6	7	8	9	10							

HOME WORK HABITS

	NEVER																	ALWAYS
wake up on time	0	1	2	3	4	5	6	7	8	9	10							
listen to directions	0	1	2	3	4	5	6	7	8	9	10							
do chores when I am supposed to	0	1	2	3	4	5	6	7	8	9	10							
cooperate with brothers/sisters	0	1	2	3	4	5	6	7	8	9	10							
check chores are done completely	0	1	2	3	4	5	6	7	8	9	10							
put my stuff away	0	1	2	3	4	5	6	7	8	9	10							
use time wisely	0	1	2	3	4	5	6	7	8	9	10							
keep room neat and clean	0	1	2	3	4	5	6	7	8	9	10							
help without being asked	0	1	2	3	4	5	6	7	8	9	10							
I can follow rules	0	1	2	3	4	5	6	7	8	9	10							

Two habits I will try to improve on are:

1. _____

2. _____



Sample Careers

1. Purchasing Manager
2. Cashier
3. Real Estate Agent
4. Hairdresser

Can you think of another?

5. _____

Careers in the Marketing, Sales & Service cluster sell products or services. People in these occupations may work in an office or spend time traveling as they sell the products made by the company for which they work. They will sometimes have to do research and figure out what people want to buy or how much they would be willing to pay for a product. You can be a sales executive, store manager, advertising manager or customer service representative and be in this career cluster.



Interview

Interview a person who works in a career in which you are interested. Some questions you might want to ask are:

1. Where do you work? _____

2. What is your job title? _____

3. What is your favorite part of your job? _____

4. What is the least favorite part of your job? _____

5. Have you ever made a mistake in your job? _____

6. What is the easiest part of your job? _____

7. What is the hardest part of your job? _____

8. Do you use any special tools on your job? _____

9. Did you need special training for your job? _____

10. How did you figure out what career you wanted? _____

11. What was your favorite subject in school? _____

12. What school subject helps you the most in your job? _____

13. What career did you think about when you were young? _____

14. What do you like to do in your free time? _____

15. How did you choose your career? _____

Word Search

Find the hidden words listed. Remember, the words can run up, down, backward, forward, or diagonally.

WORD LIST

Career	Labor Market
Occupation	Employment
Job	Salary
Tools	Profession
Uniform	Work
Industry	Skill
Employer	Interests
Wage	Explore
Information	Business
Training	Goal

Word Search

C	H	U	S	T	S	E	R	E	T	N	I	L	O
A	V	C	K	T	R	A	I	N	I	N	G	C	O
R	D	V	I	N	D	U	S	T	R	Y	C	P	E
E	M	P	L	O	Y	M	E	N	T	U	F	W	D
E	C	I	L	R	G	M	K	R	P	Q	S	A	N
R	W	T	A	E	P	S	E	A	G	O	M	G	N
J	U	L	S	L	O	O	T	J	N	X	O	E	J
Q	A	X	O	F	Z	I	D	O	C	A	I	O	L
S	B	Y	A	H	O	P	I	B	L	F	W	K	M
Y	E	R	E	N	B	S	Y	S	H	G	D	W	R
R	M	Q	B	S	S	E	N	I	S	U	B	K	O
Z	L	I	F	E	X	P	L	O	R	E	J	J	F
S	G	A	F	V	N	M	N	O	C	U	X	W	I
R	I	O	I	N	F	O	R	M	A	T	I	O	N
A	R	Z	T	M	H	T	P	K	Y	L	B	R	U
P	L	A	B	O	R	M	A	R	K	E	T	K	A

True / False Quiz

Write **why** the statement is true or false.

TRUE **FALSE**

1. I need to know exactly what I want to be when I grow up.

2. Once I decide on a career I have to stay in that career forever.

3. My job right now is being a student in school.

4. Lots of good work habits begin when I am a student.

5. Kids my age don't have jobs.

6. We only learn things in school.

7. Working in a group is easy because everyone always agrees with each other.

8. People get hired for jobs just because they want them.

9. I need information to make good choices.

10. Positive thinking helps you take action; negative thinking causes you to stop.

11. I can learn from my mistakes.

12. It is important to have a plan of action when I decide on a career.

Can You Haiku?

Haiku poems are unrhymed traditional Japanese poetry.

They are very short, just 3 lines, with 17 syllables total. The first and third lines have 5 syllables and the second line has 7 syllables. Most Haiku poems describe some detail of everyday life with a personal reaction. The poems have two sections.

The poet moves from description to reflection. Try to create an image of yourself or a career with just a few words following the Haiku format.

Here are 3 samples to help you get started:

The Accountant

Adding, subtracting
Calculator on the desk;
Numbers never stop

The Vet

The animals come
Each day the doors open wide--
Owners look like them

Susan

A large broad smile
Her wide open brown eyes blink;
Happy in her skin

5 _____

7 _____

5 _____

5 _____

7 _____

5 _____

Answers

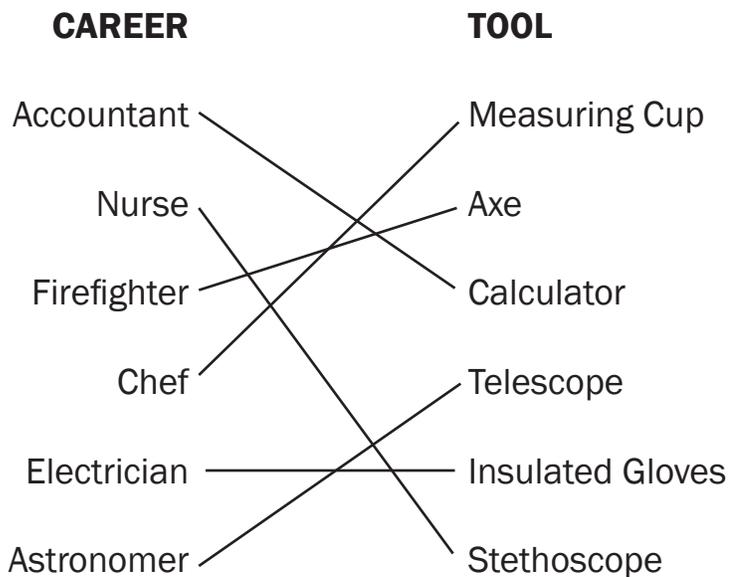
Doghouse (Page 11)

Materials Needed	Unit Price	Total Cost
2 sheets plywood	\$9.95 each	<u>\$19.90</u>
1 box roofing shingles	\$12.45	<u>\$12.45</u>
1 box roofing nails	\$1.89	<u>\$1.89</u>
1 box small nails	\$1.492	<u>\$1.49</u>
8 foot boards	\$.89 each	<u>\$1.78</u>
	TOTAL	<u>\$37.51</u>

2. \$20.00
 \$12.50
 \$2.00
 \$1.50
 \$2.00
 TOTAL \$38.00

4. \$43.14

Matching (Page 13)



Answers

Secret Message (Page 15)

1. CAREERS
2. COLLEGE
3. EDUCATION & TRAINING
4. VOLUNTEERS
5. INFORMATION
6. CHOICE
7. TECHNOLOGY
8. FINANCE

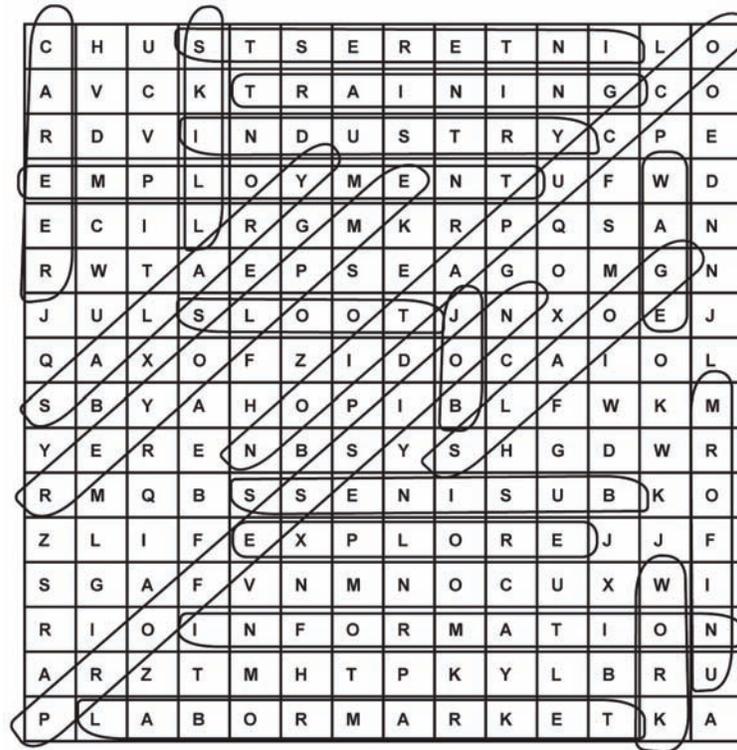
CALL the **CAREER INFORMATION
HOTLINE** to receive information about careers
and colleges.

Unscramble (Page 19)

Anna C. CoultAccountant
Ray CreetsSecretary
Tim NiserMinister
Roy TenatAttorney
Art ReinTrainer
Chet IncaniTechnician
Leon RoucsCounselor
Nat JoirJanitor
Sami C. ThinMachinist
Regie NenEngineer
Lela A. PragParalegal
Vic E. TeedtDetective
Bee W. SmartWebmaster

Answers

Word Search (Page 37)



True / False Quiz (Page 38)

- False** 1. I need to know exactly what I want to be when I grow up.
- False** 2. Once I decide on a career I have to stay in that career forever.
- True** 3. My job right now is being a student in school.
- True** 4. Lots of good work habits begin when I am a student.
- False** 5. Kids my age don't have jobs.
- False** 6. We only learn things in school.
- False** 7. Working in a group is easy because everyone always agrees with each other.
- False** 8. People get hired for jobs just because they want them.
- True** 9. I need information to make good choices.
- True** 10. Positive thinking helps you take action; negative thinking causes you to stop.
- True** 11. I can learn from my mistakes.
- True** 12. It is important to have a plan of action when I decide on a career.

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