

Name _____

ASSIGNMENT 4

Research How Careers Progress



1. Do the activities listed in the Assignments box.
2. Type in your work in the spaces provided below.

Assignments	Due Date
<ul style="list-style-type: none">• Assignment 4: Research How Careers Progress	

Assignment 4: Research How Careers Progress

1. **Read** the text on the Use Your (Job) Words activity sheet and answer the questions.

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2. **Review** the job levels listed below. Most careers have the option to progress from **entry level** to **senior leadership**.

- Entry level means the starting point on a career path. Most entry-level positions require less technical expertise.
- Employees that show the ability to grow, communicate, collaborate, and other soft skills often have the opportunity to move to a higher level in their job.

3. **Unscramble** the below job levels, predicting the order they are likely to be in from the beginning of a career path to the highest level.

Job Levels

youth apprenticeship
president or CEO
manager
department head
junior level
vice president
entry-level

4. **Read** the skills on the 5 Skills You Need to Succeed sheet.

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5. **Write** in the space below, describing how these skills can help employees stand out from other employees and grow in their jobs.

6. **Complete** the Plot Your Career Path activity sheet.

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7. **Project:** Use the information you gathered on the Plot Your Career Path activity sheet to develop a board game that traces a career journey from entry-level to the top professional of an industry. Use everyday materials to design your game. Your board game should:

- spotlight key steps
- include setbacks and achievements
- show how specific soft skills connect to the events
- creatively show that there can be many different paths to a successful career

Stuck? Try making a deck of cards with career events for players to pick as they move through your board game.

For Families: Discuss Future Careers

Discuss careers with your family members—and use the resources to investigate youth apprenticeships you may be able to have in the future.

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Use Your (Job) Words!

Brush up on some key career vocabulary below.



Part A: Audrey's Story

Directions: Read the passage, then fill in the table. Underline the context clues that helped you predict the meaning of the words.

Audrey loves taking photos and creating graphics. She's super talented! She makes party invites for her friends, signs for neighborhood events, and posters for clubs at her school. Audrey dreams about finding an **occupation** or job where she can use her artistic skills, but she's not sure where to start.

"You should apply for a graphic design **youth apprenticeship** when you start high school!" says her older brother Gabriel. Audrey remembers that Gabriel was a youth apprentice at a medical lab when he was in high school. "Being a youth apprentice is a

great way for teens to get real-world work experience," Gabriel says. "That's why I'm majoring in biology at college—I know I'll get a good job as a lab technician when I graduate."

Gabriel explains that a youth apprenticeship can help Audrey earn **income** and save for the future. She researches graphic design apprenticeships and learns that she'll also get classroom training and earn a **credential** showing she's proficient in the latest design software. Sounds awesome! Audrey can't wait to apply. She plans to use her apprenticeship to explore a **career** in graphic design.

WORD	I PREDICT IT MEANS...
occupation	
youth apprenticeship	
income	
credential	
career	

Now check your answers by using a dictionary. Revise your definitions if needed.



Part B: Your Turn

On a separate sheet of paper, write your own story using the new vocabulary words.

Here are some ideas of job fields your character could explore: computer science, engineering, robotics, electrical fields, transportation and logistics, healthcare, advanced manufacturing, education; or you can choose another career to focus on.

5 SKILLS YOU NEED TO SUCCEED!

Want to make a great impression? It's never too early to build your soft skills at school, at a volunteer gig, or as a youth apprentice.



POSITIVE ATTITUDE

You are enthusiastic, willing to try new things, excited to learn as you go.



EFFECTIVE TIME MANAGEMENT

You are good at meeting deadlines, organized, focused, reliable about getting tasks done.



CREATIVE PROBLEM-SOLVING

You are innovative, good at thinking outside the box, excited to find a smart solution when a problem comes up.



PRODUCTIVE TEAMWORK

You are comfortable working with a group to achieve a common goal, collaborative, a good listener.



FLEXIBILITY

You are able to stay calm in a crisis, willing to try new tasks, good at adapting to sudden changes.

Plot Your Career Path



PART 1 Use the questions below to complete detailed research on a line of work you are interested in. Focus on how a career in your chosen industry can evolve over time. (Use additional paper as necessary.)

1. Which job sector/industry would you like to focus on? (For example, information technology, health sciences, business, etc.)

2. What types of jobs exist in this industry? (For example, nurse, coder, accountant, etc.)

3. What are the most common career paths for working in this industry?

4. What additional skills, experience, or credentials do you need to advance in this field?

5. Which hard skills are especially important to have in this line of work?

6. Which soft skills are especially important to have in this line of work?




PART 2 Use the information you gathered to develop a board game that traces a career journey from entry-level to the head of an industry. Your game should spotlight key steps, include setbacks as well as achievements, and show how specific soft skills connect to the events. Remember, there can be many different paths to a successful career



It's never too soon
for your child to
learn about careers.

DEAR FAMILY,

Your child has been learning about careers and pathways to different occupations as part of the *Jobs of the Future* program from the U.S. Department of Labor. One great way for kids your child's age to start preparing for their future: being aware of opportunities like youth apprenticeships. Different from internships, these paid programs help students set professional goals while providing:

 on-the-job training, experience, and credentials  mentoring opportunities
 a foundation for jump-starting a career

Flip the page for tips on how to have an age-appropriate discussion with your child about the future, and discover apprenticeship opportunities together. ➡

WHAT EXACTLY IS AN APPRENTICESHIP?

Some people are surprised to learn that apprenticeships are available for occupations in almost every field and that youth apprenticeships, in particular, can give teens an early start on a career with an industry-recognized credential they can take anywhere as proof of their proficiency. Since the legal age to begin work is 16 in most states, youth apprenticeships are typically designed for high school juniors and seniors.

In-demand industries that offer youth apprenticeships: advanced manufacturing, cybersecurity, information technology, engineering, and marketing—to name just a few!

START THE CAREER PLANNING CONVERSATION!



CONVERSATION STARTERS FOR STUDENTS TO FAMILY MEMBERS

- What are some of the most important skills you learned on the job?
- Is there any career-related info you wish you had known when you were a student?
- Would you change anything about the position/industry you work in? Why or why not?

CONVERSATION STARTERS FOR FAMILY MEMBERS TO STUDENTS

- How could learning about various types of jobs at an early age benefit you?
- What career paths do you find most interesting?
- How can learning about youth apprenticeships give you a clearer idea of what your next steps should/could be?

+ BONUS

- Reflect on what you've learned together! What insights have you gained?

EXPLORE THESE ONLINE RESOURCES AS A FAMILY

Begin here, and check with your child's school to see if they recommend any other career exploration resources!

- Learn more about apprenticeship and find real job listings of apprenticeships across the country: [apprenticeship.gov](https://www.apprenticeship.gov)
- Find out more about apprenticeships for high school students: [apprenticeship.gov/educators/high-school](https://www.apprenticeship.gov/educators/high-school)
- Get information about industries that have the most new jobs: [bls.gov/ooh/](https://www.bls.gov/ooh/)
- Answer questions about yourself to unlock ideas for careers and apprenticeships, or browse hundreds of careers by industry: [mynextmove.org](https://www.mynextmove.org)