

Name: _____

Hour: _____

Career Research

Cluster: _____

Pathway: _____

Occupation: _____

Job Description/Duties:

Responsibilities: _____

Responsibilities I like: _____

Responsibilities I dislike: _____

Personal Characteristics Needed:

What personal characteristics do you think would be needed to be happy and successful in this

occupation? _____

Why does this career fit your personality? _____

Name: _____

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What personal values does this career provide that are important to you? (Examples: security, having fun, status, helping others, challenging...)

Education Needed:

What specific high school classes and activities would be most helpful in preparing for this career?

What type of education or training would you need after high school?

List possible colleges/schools where you may receive training:

Work Setting:

How many hours would you generally work? _____

What would your work environment be? _____

What would you like about the work setting? _____

Name: _____

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What would you dislike about the work setting? _____

Wages and Benefits:

Starting Wage: _____

Range of wages an experienced worker can earn? _____

What benefits does this occupation offer? (Examples: insurance, sick leave, paid vacations...)

Will this occupation provide enough income for your living expectations? Why or why not? _____

Employment Outlook:

What is the occupational outlook for this career? _____

Personal Assessment:

Why do you think this occupation would be right for you? How does it fit your personality, interests, values, educational plans? _____

Name: _____

Hour: _____

Websites (Need at least 3)

Website 1:

Site Name _____

Sponsor: _____

Contact Information:

Address: _____

E-mail: _____

Phone: _____

Last Updated: _____

URL: _____

Website 3:

Site Name: _____

Sponsor: _____

Contact Information:

Address: _____

E-mail: _____

Phone: _____

Last Updated: _____

URL: _____

Name: _____

Hour: _____

Website 2:

Site Name: _____

Sponsor: _____

Contact Information:

Address: _____

E-mail: _____

Phone: _____

Last Updated: _____

URL: _____

Website 4:

Site Name: _____

Sponsor: _____

Contact Information:

Address: _____

E-mail: _____

Phone: _____

Last Updated: _____

URL: _____

Name: _____

Hour: _____

Score: _____ / 100

Career Report Rubric

Excellent	Needs Work	Unacceptable
Report follows MLA formatting guidelines as explained in class (30 Points)	Report follows most formatting guidelines as explained in class, and the PowerPoint. (29-20 Points)	Report contains multiple formatting errors. (19-0 Points)
Introduction paragraph states the career choice and reasons for selecting the career (7 points)	Introduction paragraph is missing at least one component (4 points)	Introduction paragraph is omitted. (0 points)
Job description included and is accurate, and complete (7 Points)	Job description is mostly included, accurate, and complete. (4 Points)	Job description is omitted from the report. (0 Points)
Skills needed are included, accurate, and completely explained (7 points)	Skills needed are included, but little explanation is given (4 points)	Skills needed are omitted (0 points)
Personality traits are listed and explained in detail, including why each is important (7 points)	Personality traits are listed but lack explanation of the trait and its importance (4 points)	Personality traits are omitted (0 Points)
Educational needs are included, accurate, and complete. (7 Points)	Educational needs are limitedly included, accurate, and complete. (4 Points)	Educational needs are not included, accurate, and complete. (2-0 Points)
Earnings information is included is accurate, and complete (7 Points)	Earnings information is included but is incomplete or inaccurate (4 Points)	Earnings information is omitted (0 Points)
Working Environment is included and completely explained (7 Points)	Working environments is included but little explanation is given (4 Points)	Working environment is omitted. (0 Points)
The job outlook for the career is given and reasoning for the outlook is provided (7 points)	The job outlook for the career is given but no reasoning for the outlook is provided (4 points)	The job outlook for the career is omitted (0 points)
The conclusion is complete, concise, and meaningful. It relates to the content of the report. (7 Points)	The conclusion is limitedly complete, concise, and meaningful. (4 Points)	The conclusion is not complete, concise, and meaningful. It does not relate to the content of the report. (0 Points)
Spelling and Grammar is 100% correct (7 Points)	Spelling and Grammar is 70% correct (4 points)	Spelling and Grammar is < 70% correct (0 Points)

Proper MLA Report Formatting (2 pts. each):

____ Margins – 1 inch (TM, BM, LM, RM)

____ 4th Line of Heading – Current Date (Military style)

____ Line Spacing – Double

____ Indent beginning of each paragraph (First-Line Indent)

____ Font – 12 pt. (Easy to Read: Times New Roman or Courier)

____ Word Wrap (Press Enter at the end of the paragraphs)

____ Header (Right Aligned -Includes Last Name & Page #)

____ Block quotes are properly indented

Use Insert Page Number

____ In text citations formatted properly

____ 1st Line of Heading – Student

____ Hanging Indent Set for Works Cited

____ 2nd Line of Heading – Instructor Name

____ Works Cited on own page and formatted correctly

____ 3rd Line of Heading – Course Title

____ No orphan/widow paragraphs

Name: _____

Hour: _____