

GUIDE TO
CAREER

PLANNING
LESSONS

CaliforniaColleges.edu

The go-to source for college and career planning in California

About CCGI

The California College Guidance Initiative (CCGI) partners with K-12 school districts to provide technological tools that support students and parents as they plan, prepare and figure out how to pay for college.

Did you find this helpful?

Find more resources like this on CCGI's Educator portal, CCGI Solutions!

- Visit www.CaliforniaColleges.edu
- Click on *Educators*.
- Scroll down to *Other Resources*.
- Click on Visit the *Educator Success site to search lesson plans, FAQ, and other tools*.

1. Enter a keyword and hit Search.

If you enter a multiple-word phrase, such as *financial aid*, the portal will look for anything that has the words "financial" and "aid" in the title or description. If you type the phrase with quotations ("*financial aid*"), the portal will look for anything that has the phrase "financial aid" in the title or description.

2. Check only the category(ies) you are interested in, do NOT enter a word in the search box, and click Search.

You will search all resources in the category(ies) that you selected.

Career Planning Lessons

1. Introduce students to career planning resources on CaliforniaColleges.edu.
2. Guide students through career planning assessments and tools.
3. Help students understand the connection between career and college.

Sample of Career Planning Lessons

Lesson	<i>Selecting a Career</i>	<i>Do my Career and Education goals match?</i>
Milestone Met	Career Key	Saved Program, Saved Careers
Outcome	Save two careers.	Save one career and the associated program/major.

Lesson	<i>What are your work values?</i>	<i>What is a Resume?</i>
Milestone Met	Saved Careers, Work Values Sorter	Preparation for Resume Builder
Outcome	Save two careers.	Save one activity, job, or leadership position.

Lesson	<i>Which Career(s) Fit YOU: Personal Values</i>	<i>What skills do you need for this career? Where are you now?</i>
Milestone Met	Personal Values	Basic Skills Survey
Outcome	Save at least one program/major.	Complete Basic Skills Survey.

Lesson	<i>What is networking?</i>	<i>What am I interested in?</i>
Milestone Met	Networking	Interest Profiler
Outcome	Save at least one contact.	Students get their Top Interest Areas.

Vocabulary List

The following is a list of terms that may be unfamiliar to students.

It is helpful to offer definitions for students to use as they participate in these lessons:

- **Career Cluster:** a group of many different careers in the same general industry or professional field. One way to learn about careers is to search by Career Cluster.
- **Program/major:** the academic field (i.e. biology, history, engineering, education, etc.) you study and specialize in while in college.
- **Internship:** a paid or unpaid opportunity where you have the chance to explore a career field you are interested in. You can intern at a company in your professional area of interest and are usually assigned a mentor who will guide you and help you grow professionally. You will also work on projects with your mentor, other interns, and maybe even independently. Most interns are still in school.
- **Apprenticeship:** usually a paid opportunity in a very specific field or trade you know you want to pursue. You will work alongside an expert in your field or trade so you can begin to master necessary skills. Most apprentices are not in school.
- **Annual salary:** how much money you will make in one calendar year as a salaried employee. Workers who are salaried are paid a specific amount of money each year for a predetermined amount of hours per week. They do not get paid more money if they work more than the predetermined amount of hours per week.
- **Hourly wage:** how much money you will make in one hour. Workers who are paid an hourly wage work a specific amount of hours per day, week, month, or year. If they work more than 40 hours per week, they get paid overtime, which is more than their normal hourly wage.
- **Entry level job:** a job for workers who are new to the workforce or to the specific industry. Entry level jobs offer you an opportunity to learn about an industry and build your skills.
- **Experienced:** a job for workers who have been working in a specific industry for a period of time.
- **Types of degrees:** you can earn different degrees depending on the type of college you attend.
 - Associates' degree: earned at a community college.
 - Certificate or License: can be related to a vocation like an electrician, hair stylist, nursing assistant, etc.
 - Bachelor's degree: earned at a CSU, UC, or independent college.
 - Postgraduate/Professional/Graduate degree: earned *after* you earn a bachelor's degree, i.e. master's degree, Ph.D., M.D., J.D.

Frequently Asked Questions: Career Planning Lessons

Why is it important to think about a career if I am still in middle or high school? Thinking about your future career helps you make smarter academic decisions now. Those decisions lay the foundation for choices in college and beyond. Even if you don't know exactly what you want to be, it's still good to get an idea of careers that interest you. One way to explore careers is to take a career assessment.

Learn more: Sign in to your account on CaliforniaColleges.edu and click on Career Planning → Learn About Yourself → take the Career Cluster Survey, Career Key, and/or Interest Profiler assessments.

Do you have to go to college to get a job? How much money will I make in different jobs? You can find information about education requirements and average salaries by searching for specific careers and reading more about them.

Learn more: Sign in to your account on CaliforniaColleges.edu and click on Career Planning → Explore Careers → Search Careers → when you find a career you like click on the What to Learn and Money and Outlook tabs on the career's information profile. Remember to save any careers you like to your portfolio.

What is the value of college if I have no idea what career I am interested in? College is about exploration. When you go to college, you have the opportunity to learn about different fields and eventually choose one that really interests you. Advisors at your college can help you with that process.