

# CAREER EXPLORATION EXPERIENCE

- Required for all PV Middle School 8<sup>th</sup> graders
- Will be a grade in your Language Arts Classes and Independent Living Class
- Each person must do a presentation in Language Arts Class about your experience
- Each person must do a poster or powerpoint presentation



## You have 3 choices—pick the one that best fits you and your situation.

1. You, 2 of your friends, and one parent driver may create your own **field trip**.
2. You may find a site to **volunteer** and spend 4 to 6 hours volunteering.
3. You may choose a site to **job shadow** someone.

### Questions?

You may contact me by email  
[lori.tabor@pvschools.org](mailto:lori.tabor@pvschools.org)

New forms may be picked up at the PV Middle School office and are available on the PV Schools Website.

## THINGS TO KNOW (READ THIS!)

- The Career Exploration experience is required of all 8<sup>th</sup> graders.
- Career Exploration is to be completed between July 1, 2024 and October 31, 2024.
- You should spend between 4 to 6 hours at the job site. (At least 3 hours on a field trip tour).
- You **MAY NOT** volunteer somewhere you already volunteer.
- You **MAY NOT** job shadow a close relative. (If you want to shadow a teacher you must go outside of the PV district.)
- The grade for the Career Exploration experience will be on the 2<sup>nd</sup> nine weeks grading period in your Language Arts class.
- You must keep notes from your Career Exploration experience, have pictures, create a poster or powerpoint, and give a presentation of your experience in your Language Arts class.
- You will be excused from school for one day, to complete job shadowing, if you choose to do it on a school day.

**Work with your parents to make transportation plans.**

## **General Help**

How do I pick a place?

- Think about what career you are interested in.
- Contact someone in that field—don't know anyone? Ask your neighbors, friends' parents, or teachers. You would be surprised who might know someone who is willing to help you with your project. You could also look on the internet to locate a business that you could visit.
- Think outside the box – Get creative and find somewhere interesting to go!

Found a place to go?

- Now call them!
  - Introduce yourself
  - Explain your purpose for calling
  - Gather details such as
    - Contact person's name and business address
    - Appropriate dress
    - Arrival and departure times
    - Meal arrangements

**IMPORTANT!** Confirm your appointment two days prior to your scheduled visit.

While there. . .

- Present an appropriate appearance
- Arrive at the site on time. Stay for the full time.
- Be courteous
- Take notes about the jobs you see.
- Ask questions!
- Take a couple of pictures

- Find a prop for your presentation (DO NOT TAKE ANYTHING WITHOUT PERMISSION!)

## **Rubrics for the 2024-2025 School Year**

### **Oral Presentation Rubric**

4– Excellent 3–Average 2– Needs work 1–Poor 0–Missing

- \_\_\_ Student has a script or notes: glances at but does not read from (4)
- \_\_\_ Student appears to have practiced (4)
- \_\_\_ Student is thorough in explanation (4)
- \_\_\_ Student is well organized (4)
- \_\_\_ Student uses a clear, audible voice (4)
- \_\_\_ Student uses props, charts, and pictures (4)
- \_\_\_ Student can answer questions effectively (4)

### **Career Exploration Poster Rubric**

\*all information is to be on the front of the poster\*

4– Excellent 3–Average 2– Needs work 1–Poor 0–Missing

- \_\_\_ Student's first and last name (4)
- \_\_\_ Name of the company, the name & occupation of the host (4)
- \_\_\_ Job description for the occupation and average salary (4)
- \_\_\_ Training/ education required for the job including continuing education (4)
- \_\_\_ Tasks and responsibilities of the occupation (4)
- \_\_\_ Skills needed (4)
- \_\_\_ What the student liked about the job (4)
- \_\_\_ Appropriate photographs, graphics and information from the company (brochures, business cards, etc.) (4)
- \_\_\_ Neat, easy to read writing (4)
- \_\_\_ Attractive layout or design (4)

## Career Field Trip

1. Choose a workplace that involves an area of work that you think you would like to be involved in. (*Example-planes, flying, aircraft*)
2. Sit down and make a list of at least 5 destinations where you could learn about that area of work. (*Keeping with the example-airport, pilot training school, crop-dusting business, flying museum*)
3. Use your resources (phone book, internet, and your parents) to help you locate somewhere you could go.
4. Have your parents contact the business and set up a visitation day-your assignment is to tour the business from “behind the scenes” and come back with lots of information to share.

### **You need to take a notebook and a camera!**

What do you need to be looking for?

- Jobs—find out at least 15 job titles that are involved in the business.
- Choose one job that seems interesting (or you are surprised that is there) and get details. \*\*\*\***If you are with friends, you each need to have a different job.** \*\*\*\*
- Education needed
- Special job skills necessary
- Beginning salary (approximately)
- Job outlook (How many of these types of jobs are there in the world –and is that number going up or down?)
- 3 characteristics that you would have to have to succeed in the job.
- Can this job be used somewhere outside of the location where you are now?
- The most interesting thing about this job
- Something you think you might dislike about the job.

## Volunteering

What should I do?

- Think of a place that you might not mind spending a few hours (hints; like animals? Try the APL; miss your grandparents? Call the retirement center; hate litter? Call the Ash. Co. Solid Waste Management Office)
- Make a phone call (or have your parents call) and arrange to volunteer there for at least 6 hours. (The time does not have to be all in one day—you may even go for 1 hour on 6 different days.)
- Have your paperwork filled out.

Your presentation needs to include:

- Where you volunteered
- Why you choose that site
- Who you helped
- What you did
- How you felt after volunteering
- Careers that your volunteering experience could lead into (or make you avoid—if you did not like the site)

In addition, you need to research and include on your poster/presentation:

- Jobs you saw at the site
- Other volunteering opportunities at the site

**Job Shadowing**

- You will need to follow a person at their job for 4 to 6 hours.
- There are some jobs that you will not be able to follow because of confidentiality rules (law enforcement, doctors)

**POSSIBLE INTERVIEW QUESTIONS**

- You may add your own questions to this list.
- Many questions may be answered through observation and information offered by your host throughout the day,
- It is not necessary that you record written responses to each of the questions, but you may want to make notes that will help as you prepare for your job shadowing/volunteering presentation.
- Put your notes, pictures, paperwork, and prop in a safe place so you will have it to turn in when school starts.
  
- What are some routine tasks and responsibilities of your job?
- What is the best education or training for your work?
- Are there good opportunities for young people in this field?
- What other occupations have you seriously considered?
- Do you enjoy your work?
- What is the least liked feature of your work?
- How will classes I take in school assist me in this field?
- What changes do you see in this field in the future?
- What is the demand for employees in this field?
- What is a realistic salary range for jobs in this field?
- What are the opportunities for advancement within this field?

**VERIFICATION OF JOB SHADOWING,  
CAREER FIELD TRIP OR VOLUNTEER HOURS**

Thank you for sharing your time and talent today to host a Pymatuning Valley Middle School student for a career exploration experience.

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Job Title: \_\_\_\_\_

Printed Name of Host: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address of Business:

\_\_\_\_\_

\_\_\_\_\_

Signature of Host: \_\_\_\_\_

