



Part II: Using the Exploring Careers Components Together

This part is the heart of the *Exploring Careers Instructor's Guide* and provides five sections that move students through a continuum of career development—from the point of self-discovery to a practical application of interview skills.

The five sections discuss how to use the Exploring Careers System, which includes *The World of Work and You* assessment, the *Exploring Careers* reference book, the *Exploring Careers Activities* workbook, and this instructor's guide.

The five section titles in this part mirror the *Exploring Career Activities*. Each section can be thought of as a unit. The sections are as follows:

- Section One: Explore Your Career Interests
- Section Two: Build Your Character
- Section Three: Share Your Skills
- Section Four: Get a Clear Picture
- Section Five: Put Yourself Out There

ORGANIZATION OF EACH SECTION

Included in each section are the following features:

- Objectives that highlight what students will learn.
- Overview of the section.
- Presentation suggestions for introducing and discussing the topic.
- Information on integrating *The World of Work of You* if desired.
- Information on integrating the relevant *Exploring Careers Activities*. For each activity, you will find snapshots of the corresponding pages from *Exploring Careers Activities* for quick reference, a description of the purpose of the activity, and helpful procedures for getting your students involved in the activity. Some of the activities reference transparency masters, which appear at the end of Part II.
- Extra activities related to the section topic for individual or group use.
- Discussion/quiz questions for use as desired. The responses to these questions are self-explanatory or subjective, so no answers are provided.
- Answer key for the *Exploring Careers Activities* related to the section.



A FLEXIBLE APPROACH MEETS YOUR OBJECTIVES

The Exploring Careers System is completely flexible depending on your course, your objectives, your students, and your time constraints.

- You can choose whether to use *The World of Work and You* assessment separately at the start of your course as described in Part I or use elements of it throughout your class as described in this section.
- You can choose to use some or all of the *Exploring Careers Activities*. In addition, all activities are self-guiding, so you can decide to assign some as homework or for completion by pairs or in small groups.
- You can have students use the *Exploring Careers* book as a reference in the Exploring Careers Study Center (see Introduction) or as a textbook that is employed and read in every session.
- Finally, you can assign the projects in Part III related to specific careers to add work exposure activities as desired.

SETTING UP YOUR CLASS

The Exploring Careers System assumes that each student has a copy of the 32-page *Exploring Careers Activities* workbook and access to or a copy of the *Exploring Careers* reference book. While *The World of Work and You* is not essential to the course, you will find it to be a helpful tool if each student has a copy.

You can set up your class in the way the best suits your needs. Here are several possibilities:

- Run as a full career development course, using the materials, activities, and suggestion that follow. Divide the number of weeks you have by the five sections for a sense of how long you should take with each section. You can add extra activities or projects or subtract activities as needed for your time frame.
- Integrate the *Exploring Careers* material into another course, choosing the number of activities in each section that fit into your time frame and goals.
- Use the Exploring Careers material as a self-study course, allowing students to work through the *Exploring Careers Activities* on their own in conjunction with research at the Exploring Careers Study Center.

We hope that you and your students enjoy and benefit from the Exploring Careers System. Please send your feedback and comments to info@jist.com.