

CAREER & TECHNOLOGY STUDIES

Prairie Rose School Division

Management Skills 40S

MODULE A:

SELF-AWARENESS

Career Internship

A.1 Orientation; Course Purpose

Name: _____

Learning Experience – Purpose, Success, Goals, and Actions

What goal(s) do you see this project assisting you in achieving? How do these connect with your reason for registering for this study?

If this experience were successful for you... what would be true for you at the end? (what indicators will you choose to use, e.g. new friends, paid employment, industry contacts, other ?)

What experience do you have in managing a project? What resources (e.g. information, time, organizing travel) will **the teacher** need to help you focus on in order to make this course successful for you?

What will you need to do to insure that this is a meaningful experience for you?

A.2

Inukshuk and “Essential Skills”. Identify your strengths, interests and ability in the essential skills by placing them in order from least to most, from the bottom of the Inukshuk to the top. The essential skills are: reading text, document use, numeracy, writing, oral communication,

working with others, continuous learning, thinking skills and computer use. For more information on the essential skills go to http://www10.hrsdc.gc.ca/CE/English/ES_Profiles.aspx

A.3 Career Cruising

ACCESS: <http://www.careercruising.com>

Instructions:

1. Select “Student”
2. Enter: User name: manitoba280
 Password: careers
3. Select “Matchmaker” from the menu bar.
4. Complete the questionnaire to identify occupations based on your Values, Skills, Interests, and Personal Style
5. Review “Other Options” and complete the “ My Skills “inventory”
6. Save results to your ‘e’ portfolio and print out for your file.
7. Select an occupation of interest to you, save it to your portfolio and print out a copy for your file.

A.4 PERSONALITY TYPE AND CAREERS

ACCESS: <http://www.keirsey.com>,

Instructions:

1. Select Keirsey Temperment Sorter II
 Complete the *Keirsey Temperament Sorter* (70 items) Score
 Print 'Graphical Representation' of results
2. Select 'Sixteen Variants', Select your profile from the list.
 Print profile description.
3. Exit Keirsey Temperment Sorter II
4. Match your profile with description from "Introduction to Type and Careers" (Available from instructor)
5. Submit the 'Graphical Representation', 'profile description', and 'career types' in your portfolio
Note: Text version of the test is available if on-line attempts fail.

A.5 AUTOBIOGRAPHICAL NOTE:

The objective of this assignment is to assist you in developing a narrative (i.e. your story) in a concise and meaningful way. This assignment will help you to pull together some of your experiences, strengths and aspirations. Think of this “bio” as a way that you would like to be introduced to a potential employer. Use titles listed on “**The Wheel**” as a guide for topics to comment on. Try to elaborate on interests and experiences that you include by way of connection with you career path. Understand “career” to mean more than simply your

occupation. In your final paragraph, comment on where you are along this career pathway and what actions you are taking to develop it. 1-2 pages in length.

A.6 College/University Link

Rationale:

Some students enter post secondary studies immediately following completion of high school (sequential students). Most students however enter the work force and continue their education and training through industry training programs and on-the-job training. Regardless of the sequence, we all continue “learning” in one form or another throughout our lives. Transition from high school to post-secondary studies or work is facilitated when a familiarity with the new learning environment (facilities, faculty, and learners) exists. On-going contact between secondary students and college/university, or industry representatives can be helpful in solidifying career plans based on relationships and concrete experience. Assisting students to connect academic studies with workplace experience and post secondary education provides opportunity for authentic 'career path' development.

Determine the post-secondary educational requirements for an occupational field of your interest. Review requirements from the literature (including Bridges) and through discussions with your internship sponsor.

Make contact with the college/university, industry training or apprenticeship department that you are interested in exploring (contact names are available from your guidance counselor).

Set up a visit for the date specified on your time scale. Transportation will be arranged and coordinated through the school.

Including information from your visit as well as your reflections and plans for subsequent contacts in your Learning Portfolio allows you to claim hours toward internship.

Optional: Interview and report on a conversation with a student involved in the program of your interest.