

# Blast Off Into Your Future!

## Assignments & Curriculum

### A DAY IN THE LIFE OF YOUR FUTURE PROFESSION

The activities below will enhance your professional awareness while allowing you to gain a deeper understanding of your career interests. If you are a student, the assignments can be completed individually with the instructions provided. If you are a teacher, you can use these assignments to enhance your curriculum. Each assignment submitted to RMC will allow you to enter into a raffle for an iPod®. Assignments can be completed online with the links below. Video assignments can be submitted through YouTube: the username is **IAMRMC** and the password is **rmcvideos**.



The following information must be provided to be submitted as a valid entry: student's first and last name, mailing address, e-mail address, phone number, high school, and high school graduation year.

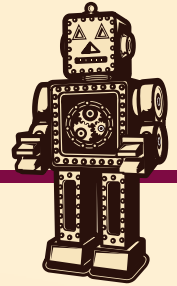
- 1 Choose your college major and your ideal career. Use the Future Ahead tool at [robertmorris.edu/futureahead](http://robertmorris.edu/futureahead).
- 2 Research two careers by answering the questions on the Career Research Sheet. Recommended resource is the US Labor Bureau at [bls.gov/oco](http://bls.gov/oco).
- 3 Using two different sources find and print two classified ads from the Internet for the career that you research and submit to RMC.
- 4 Using the interview guide sheet, interview one person from the career area that most interests you. Submit the completed interview guide sheet to RMC.
- 5 Give a presentation to your class covering the topics provided on the presentation guide sheet. Film your presentation and submit to RMC.
- 6 Stage an interview with a classmate or teacher where you are the interviewee. Film your interview and submit to RMC. Use the interview tips provided and suggested interview questions.
- 7 Research three colleges that provide your major and answer the questions on the college comparison chart.



# Career Research Sheet

## INSTRUCTIONS

Use the Internet and library to research two careers of your choice. Suggested Internet resource is the **US Labor Bureau** at [bls.gov/oco](http://bls.gov/oco). Answer the questions below and mail your responses to Nicole Farinella, Associate Dean of Admissions, 401 S. State St. Chicago, IL 60618.



- 1 What are the day-to-day job duties?
- 2 What is the work environment like (ex. are you standing or sitting, what shift would you work, are the hours flexible, indoors or outdoors etc.)?
- 3 Are you working with your hands, head or both?
- 4 What are the education and training requirements?
- 5 Does this career require licensing or certifications to practice?
- 6 What is the career outlook? What is the demand for this career?
- 7 What are the career opportunities and is there growth potential?
- 8 What are the salary earnings?
- 9 What are the related occupations?
- 10 What characteristics do I possess that would allow me to be successful in this career?



## INSTRUCTIONS

# Interview Guide Sheet

Use the Internet and library to research two careers of your choice. Suggested Internet resource is the **US Labor Bureau** at [bls.gov/oco](http://bls.gov/oco). Answer the questions below and mail your responses to Nicole Farinella, Associate Dean of Admissions, 401 S. State St. Chicago, IL 60618.



- 1 What is a typical day/week like in your career?
- 2 How would you describe this career? (competitive, conservative rapidly changing, creative, cutting edge, hectic etc.)
- 3 What are the advantages?
- 4 What are the disadvantages?
- 5 What motivates you to succeed in this career?
- 6 What are your predictions for the future outlook in this career? Is it expanding?
- 7 Where is the greatest need in this field?
- 8 If you were hiring someone for this job, what skills and personal attributes would you be looking for?
- 9 What are the typical mistakes employees make that prevent them from advancing in this field?
- 10 What personal advice would you give to someone wanting to enter into this career field?



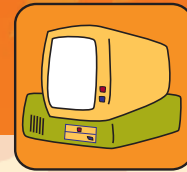
## INSTRUCTIONS

# Presentation Guide Sheet

You should conduct a five minute presentation describing what you learned in your research. Creativity is encouraged with visual aids such as posters, film, role playing etc. Use the research you have completed in your previous assignments to complete this presentation.

A topic guide is provided below. Similar to a research paper, your presentation should have an introduction, body and summary.

Film your presentation and submit it through YouTube: the username is **IAMRMC** and the password is **rmcvideos**. Let us know which video is yours by completing the submission form at [robertmorris.edu/highschool/assignments/activity6/](http://robertmorris.edu/highschool/assignments/activity6/)



- 1 Provide a description of an average day/week in this career.
- 2 Describe the most important skills and personal attributes needed to be successful in this career.
- 3 Describe the advantages and disadvantages of this field.
- 4 What are the educational requirements for this field?
- 5 What is the average salary in this career?
- 6 What is the career outlook in regards to demand and growth?
- 7 What are the related occupations?
- 8 What did you learn about yourself in this research process? Is this career a good fit for you? If so, why? If not, what other career would be a good fit for you?



# INSTRUCTIONS

## Interview Tips & Questions

Stage an interview with a classmate or teacher where you are the interviewee. Use the classified ad you selected as the sample company and job position you are interviewing for. Use the interview tips and suggested interview questions provided below. Film your interview and submit it through **YouTube: the username is IAMRMC and the password is rmcvideos.**

Let us know which video is yours by completing the submission form at [robertmorris.edu/highschool/assignments/activity6/](http://robertmorris.edu/highschool/assignments/activity6/)

Use the interview tips and suggested interview questions provided below.



### Interviewing Tips

- Be ready to give a deep and firm handshake
- Make eye contact
- Stand and sit straight
- Stay away from informal speech
- Take your time and think about your responses
- Research the company before you attend the interview
- Go to the interview prepared with questions
- Dress business professional



### Questions for the Interviewer

Tell me about yourself.

What are your long-term goals? How do you feel this position will fit into your long-term goals?

What prompted you to seek employment at XYZ company?

What do you enjoy about your current or previous position? Least?

In your opinion, why would you be the best candidate for this position?

What would your current supervisor or teacher say is your greatest strength? Weakness?

What was the most difficult problem at your previous employment or school that you faced and how did you resolve it?

What questions do you have for me?



# College Comparison Chart

Determine what type of school is best suited for you by completing the **Choosing A College** activity listed below. Once complete, research and visit (if possible) three colleges that offer your major. Use the **college comparison chart** below to rank each of the colleges you researched in regards to important characteristics. Once both forms are complete, click submit. Answer the questions below and mail your responses to Nicole Farinella, Associate Dean of Admissions, 401 S. State St. Chicago, IL 60618.

## College Choices:

### Important features to look for in a college.

You can't judge a college by its cover...

...you must see it for yourself! A college visit provides the opportunity to visit with an admissions counselor and get all of your questions answered. Come prepared with questions to ask.

	#1	#2	#3
Housing			
Cost			
Location			
Internships			
Class size			
Reputation			
Admissions Requirements			
Campus Life (athletics, clubs, etc.)			
Career Assistance			
Accreditation			
Program of Interest Offered			
Professionally Experienced Faculty			
Updated Technology			

## Choosing a College:

What type of school are you looking for?

- Public School
- Private School

Where do you want to go to school?

- Less than 50 miles away
- 51-99 miles away
- 100-500 miles away
- 500+ miles away

What type of campus are you looking for?

- Rural
- Urban
- Suburban

How many students would you feel comfortable with?

- Less than 2,000
- 2,000-15,000
- 15,000+

How long do you want to be in school?

- Less than 2 years
- Two years
- Four years
- Five years+

What type of major are you looking for?

- Technical/Vocational
- Applied
- Liberal Arts
- Research

Does the college offer the major you are interested in studying?

- Yes
- Something similar
- I'm undecided
- No

How important is diversity to you?

- Not at all
- Somewhat
- Neutral
- Important
- Very Important

