



CAREER ASSIGNMENT/EXTRA CREDIT IDEAS

CAREER EXPLORATION

CAREER ASSESSMENT REFLECTION PAPER

NOTE: Students will be required to meet with a Career Counselor in order to receive assessment results for this assignment.

1. Complete the Myers Briggs Type Indicator (MBTI) and Strong Interest Inventory career assessments in the Career Center. After completion of the assessments, schedule a counseling appointment with a Career Counselor to review the results of the assessment. Research at least three occupations, including the typical daily tasks, salary, and educational requirements on <http://www.onetonline.org>.
2. Type a 2 page summary (12 point font, double-spaced, 1" margins) on what you learned about yourself from completing the assessments. What is your personality type and how does your type help you to identify what type of work tasks and work environment fits you best? What are your top interest areas and how do they relate to your top recommended careers? Which three occupations did you research? Why do you think you these occupations are good fits based on what you learned from the assessments?

FOCUS2CAREER

1. Complete all 5 assessments on Focus2Career to receive results about good matches for college majors and careers. You can access Focus2Career from your Student Portal and then click on the Focus2Career link. Start by clicking on *Start* under the Work Interest Assessment and then work through all 5 assessments of the *Work Interest Assessment, Personality Assessment, Leisure Assessment, Values Assessment, and Skills Assessment*.
2. After completion of all the assessments, click on *Combine Assessment Results*. Explore the list of best matches and review the job descriptions, employment outlook and educational pathways.
3. Type a 2 page summary (12 point font, double-spaced, 1" margins) on what you learned about yourself from completing the assessments. What are some of your main work interests and how do they relate to your best matched careers? What do you think about the top 3 values you selected? How do your top career choices match your values? Based on the combined recommended career options and your research, which career do you think is the best option for you and why?

MY NEXT MOVE REFLECTION PAPER

1. Complete the O*NET Interest Profiler found at www.mynextmove.org/explore/ip. Come into the Career Center to receive assistance with the assessment and to print your results for free. Be sure to select your identified Job Zone to see careers that fit within your educational goals. Print your results. Then, click on the link of the careers that fit your interests to read more about those careers.
2. Type a 1 page reflection (12 point font, double-spaced, 1" margins) on what you learned about yourself from completing the assessments. What careers fit best based on your interests? What careers stand out as the best options and why?

CAREER LEARNING ACTIVITIES (CLA'S)

DRESS FOR SUCCESS CLA

- Complete the Dress for Success CLA in the Career Center by reviewing the video and completing the handout. Meet with a Career Success Guide to review the activity and address any questions. Provide a copy of the completed handout to your instructor.

CAREER EXPLORATION CLA

- Complete the Career Exploration CLA in the Career Center by reviewing the video and completing the handout. Meet with a Career Success Guide to review the activity and address any questions. Provide a copy of the completed handout to your instructor.

21ST CENTURY SKILLS CLA

- Complete the Career Exploration CLA in the Career Center by reviewing the video and completing the handout. Meet with a Career Success Guide to review the activity and address any questions. Provide a copy of the completed handout to your instructor.

SKILL BUILDING WORKSHOPS

1. Select a workshop to attend in the Career Center. Collect an attendance verification slip from the presenter.
 - Typical topics include: Resume Writing, Cover Letter Writing, Career Planning, Interview Preparation, 21st Century Job Skills, Job Searching, Dress for Success, LinkedIn, Networking
 - Other topics throughout the semester: A Day in the Life of... or What can I do with a major in?
2. Type a 1 page reflection (12 point font, double-spaced, 1" margins) on what you learned from attending the workshop. What are the two to three skills you need to work on after attending the workshop?

INTERVIEW PREPARATION

MOCK INTERVIEWING

Practice professional interviewing skills by scheduling an appointment for a Mock Interview. The Success Guide or Counselor will ask sample interview questions and provide feedback on how you can improve your answers and communication skills.

1. Type a 1 page reflection identifying how you can improve your communication skills to master interviewing.
2. Provide an oral presentation on what you learned about interviewing techniques, specifically addressing verbal and non-verbal responses in an interview.

Note to professor: The Career Center can provide a feedback form to the student identifying strengths and areas of growth in both verbal and non-verbal responses. This feedback form can be customized to your individual course needs.

INFORMATIONAL INTERVIEWING

Conduct an informational interview with a career professional in the field of study you are interested in pursuing as a career. Visit the Career Center to receive assistance on finding a professional to interview and for strategies on how to conduct the interview.

1. Type a 2 page reflection or prepare an oral presentation responding to the following questions:
What was your experience like in setting up the informational interview? What were some of the challenges you faced and what was your strategy in setting up the interview? Why did you select this career professional to interview? Who did you interview? What was his/her career field and profession? What did the professional enjoy most about his/her job or industry? What were some of the day to day challenges? What did you learn about the profession that you did not know before? What was most surprising? What are some of the challenges you will face in getting started in the industry? Do you still want to pursue this profession, why or why not? What is the best advice you received from the interview?
2. This is a fun assignment to assign in groups. Students can be divided into groups of 3 to 4 students who share the same major and career interests. Each group can present their findings to the class.

RESUME WRITING

Create a professional, up-to-date and ready to use resume. Visit the Career Center to meet with a Success Guide or Counselor to create or update your resume. Walk-ins or appointments are available.

SCAVENGER HUNTS

Include the Career Center in your scavenger hunt activities! Have the students come to the Career Center and:

- Take a selfie with a staff member in front of our selfie wall
- Collect a flyer with a list of our services
- Collect a flyer with a list of our workshops
- Take a selfie in the Career Center
- Use our computer lab to sign-up for Chaffey Connect

The assignment ideas listed above can be customized to fit your course's learning outcomes. Please feel free to adjust and add as needed. If you would like to brainstorm ideas and other ways to include the Career Center in your courses, please contact Kristen Burlison at (909) 652-6189 or kristen.burlison@chaffey.edu or Wendy Whitney at (909) 652-6512 or wendy.whitney@chaffey.edu. We are excited to collaborate with you to prepare students for their careers!