

FOR THE TEACHER:

Introduction

One of the greatest problems educators face is helping students bridge the gap between school and work. Many students cannot see the connection between what they are learning now and their future career. As a result, they may lack confidence in themselves and their ability to contribute in the workplace.

The purpose of this activity is to help students make links between their daily activities and work skills. In particular, they will:

- See the importance of their curricular and extracurricular activities
- Gain a better understanding of their own skills
- Learn about career options related to their skills.

How the Activity Works

Students first use the 'A Day in the Life' chart to set out a sample day in their life, being sure to include all curricular, extracurricular, social, and at-home activities. Then they use the 'Activities & Work Skills' chart to link their activities to work-related skills. (Both the 'A Day in My Life' chart and the 'Activities and Work Skills' chart can be found in the pages immediately following this activity.)

The next step is to use Career Cruising to search for and learn about careers in which those skills are important.

Starting the Program

1. Click on your web browser.
2. Type **www.careercruising.com** into the web address box at the top of the screen, then press **ENTER** on your keyboard.
3. Enter your school's username and password, and click on **START CAREER CRUISING**.

STEP 1: A DAY IN MY LIFE

Take the 'A Day in My Life' chart. In the Activities column, write down the things you do in a typical day. Be sure to include all classes, sports, social events, clubs, hobbies, chores, after school jobs, etc. (*You may use the 'Activities & Work Skills' chart as a reference.*)

STEP 2:

Using the 'Activities & Skills' chart, match your activities with the related work skills.

STEP 3:

Now go back to your 'A Day in My Life' chart and write down the work skills that match your activities (*put the work skills beside each activity, in the right hand column*).

STEP 4:

1. Write down the work skill that appears most often in your day:

Work Skill #1: _____

2. Write down the work skill you would most enjoy using in a job:

Work Skill #2: _____

3. Write down the work skill you think would be most important in getting a good job:

Work Skill #3: _____

STEP 5: USING CAREER CRUISING / WORK SKILL #1

From the Main screen, click on **EXPLORE CAREERS**, then click on **CAREER SELECTOR**.

Then, click on **CORE TASKS**.

Select the work skill/core task that *appears most often* in your day (*Work Skill #1 above*).

Click on **VIEW RESULTS**. Career Cruising will show you a list of careers where people use the skill you selected.

STEP 6: RESEARCHING THE CAREER

Scroll through the list and click on a career that interests you.

Career:

4. Click on **JOB DESCRIPTION**. Write down examples of how people in this career use the work skill you selected.

Click on one of the two interviews.

Person's name:

5. Click on **A DAY IN THE LIFE**. Write down examples of how the person uses the skill you selected in his/her workday.

Use the gray **BACK TO CAREER PROFILE** button near the top of your screen to return to the previous page (the page with the Job Description and other general information about the career you chose).

Click on the other interview.

Person's name:

6. Click on **A DAY IN THE LIFE**. Write down examples of how this person uses the skill you selected in his/her workday.

STEP 7: USING CAREER CRUISING / WORK SKILL #2

Use the **BACK** button at the top left of screen to return to the **CAREER SELECTOR** screen. Click on **CORE TASKS**.

Deselect the work skill/core task you chose before (*i.e. click on it once to delete the checkmark*).

Now select the work skill that you would most enjoy using in a job (*Work Skill #2 above*).

Click on **VIEW RESULTS**.

Scroll through the list and click on a career that interests you.

Career:

7. Read Job Description and each of the interviewees' Day In The Life. Write down examples of how people in this career use the work skill you selected.

STEP 8: USING CAREER CRUISING / WORK SKILL #3

Repeat Step 7, except this time select the work skill that you think would be most important in getting a good job (*Work Skill #3 above*).

Career:

8. Write down examples of how people in this career use the work skill you selected.

Time	Activity	Work Skills
7:00am – 8:00am		
8:00am – 9:00am		
9:00am – 10:00am		
10:00am – 11:00am		
11:00am – 12:00pm		
12:00pm – 1:00pm		
1:00pm – 2:00pm		
2:00pm – 3:00pm		
3:00pm – 4:00pm		
4:00pm – 5:00pm		
5:00pm – 6:00pm		
6:00pm – 7:00pm		
7:00pm – 8:00pm		
8:00pm – 9:00pm		

SCHOOL SUBJECT	WORK SKILLS
Biology	Doing Research Inspecting, Measuring, or Monitoring Keeping Accurate Records Working with Animals or Plants
Business (e.g. Accounting, Entrepreneurial Studies, Marketing)	Communicating Information or Persuading People Keeping Accurate Records Selling or Promoting
American and World Studies (e.g. US History and Politics, American and World Issues, Law, World History)	Communicating Information or Persuading People Doing Research Writing
Chemistry	Inspecting, Measuring, or Monitoring Keeping Accurate Records Programming, Analyzing Data, or Doing Calculations
Computers	Programming, Analyzing Data, or Doing Calculations Identifying/Diagnosing Problems
Dance	Artistic Expression Physical Training or Performing
Technology (e.g. Design and Technology, Construction Technology, Communication Technology)	Operating Machines or Vehicles Building or Creating Objects Inspecting, Measuring, or Monitoring
Drama	Artistic Expression Communicating Information or Persuading People Writing
English	Artistic Expression Communicating Information or Persuading People Writing
Family Studies (e.g. Parenting, Fashion, Individuals and Families in a Diverse Society)	Caring for or Treating People Organizing People or Planning Activities Making sure that things are Clean and Organized
Geography (e.g. Geography – Physical, World Issues)	Doing Research Writing Communicating Information or Persuading People
Health and Physical Education	Physical Training or Performing Organizing People or Planning Activities
History (e.g. US History, Society: Challenge and Change, Modern Western Civilization, etc.)	Doing Research Writing Communicating Information or Persuading People
Languages (e.g. French, Japanese, Latin)	Communicating Information or Persuading People Writing
Math	Programming, Analyzing Data, or Doing Calculations Inspecting, Measuring, or Monitoring Identifying/Diagnosing Problems
Music or Visual Art (e.g. Band, Strings, Musical Theatre, etc.)	Artistic Expression Building or Creating Objects Designing or Drawing Things
Physics	Inspecting, Measuring, or Monitoring Keeping Accurate Records Programming, Analyzing Data, or Doing Calculations Designing or Drawing Things
Science	Inspecting, Measuring, or Monitoring Keeping Accurate Records Programming, Analyzing Data, or Doing Calculations

OTHER SCHOOL ACTIVITIES	WORK SKILLS
Assemblies (e.g. organizing, participating in)	Artistic Expression Communicating Information or Persuading Others Organizing People or Planning Activities
Clubs (e.g. chess club, outers club, environment club)	Communicating Information or Persuading Others Organizing People or Planning Activities Selling or Promoting
Dances (e.g. organizing, attending)	Organizing People or Planning Activities Physical Training or Performing Selling or Promoting
Fundraising (e.g. raising money for a charity or school trip; you may hold an event, have a car wash, sell chocolates)	Organizing People or Planning Activities Selling or Promoting Communicating Information or Persuading People Keeping Accurate Records
Independent Study Project/Unit (e.g. research essay on a topic of your choice)	Doing Research Keeping Accurate Records Writing
Journal (e.g. keeping a daily journal for English class)	Writing
Library (e.g. finding books in the library)	Doing Research
Lunch/Recess	Communicating Information or Persuading People
Peer Editing (e.g. reading and correcting other students' work)	Communicating Information or Persuading People Writing
Peer Tutoring/Helping (e.g. helping students with school work or problems)	Teaching or Training Identifying/Diagnosing Problems
Presentations or Seminars	Communicating Information or Persuading People Teaching or Training
Projects (e.g. researching and presenting information in a visually appealing way)	Doing Research Writing Designing or Drawing Things Building or Creating Objects
Sales (e.g. bakesales)	Selling or Promoting Communicating Information or Persuading People Organizing People or Planning Activities
School Newspaper (e.g. being a reporter, taking photos, doing layout)	Writing Doing Research
School Shows (e.g. plays, music night)	Artistic Expression Communicating Information or Persuading People Selling or Promoting Building or Creating Objects
Science Project	Doing Research Inspecting, Measuring, or Monitoring Programming, Analyzing Data, or Doing Calculations Writing
Sports (e.g. playing on, coaching, or helping out with a team)	Physical Training or Performing Organizing People or Planning Activities
Student Council (e.g. being a student council member such as school president or treasurer)	Communicating Information or Persuading People Organizing People or Planning Activities
Yearbook (e.g. writing for, taking photos, doing layout)	Writing Artistic Expression Designing or Drawing Things

LEISURE ACTIVITIES AND HOBBIES	WORK SKILLS
Athletic activities (e.g. hiking, swimming, skating)	Physical Training or Performing
Being interested in professional sports (e.g. following a sports team; watching sports on TV, keeping track of players' stats, discussing sports)	Doing Research Communicating Information or Persuading People
Building things (e.g. models)	Building or Creating Objects Designing or Drawing things
Camping	Physical Training or Performing Organizing People or Planning
Card or Board Games	Programming, Analyzing Data, or Doing Calculations Communicating Information or Persuading People Identifying/Diagnosing Problems
Collecting things (e.g. baseball cards, stickers)	Doing Research Keeping Accurate Records Making Sure Things are Clean and Organized
Computer (e.g. using a paint program, installing new software, fixing problems)	Programming, Analyzing Data, or Doing Calculations Identifying/Diagnosing Problems Operating Machines or Vehicles
Diary (e.g. writing down your thoughts in a diary)	Writing Artistic Expression
Drawing (e.g. pictures, cartoons, etc.)	Artistic Expression Designing or Drawing things
Driving (e.g. driving the family car)	Operating Machines or Vehicles
Friends (e.g. hanging out with, helping with problems)	Communicating Information or Persuading People Organizing People or Planning Identifying/Diagnosing Problems
Internet (e.g. surfing the net, downloading music, making a web page)	Doing Research Designing or Drawing things Programming, Analyzing Data, or Doing Calculations
Making crafts (e.g. bracelets)	Artistic Expression Designing or Drawing things Building or Creating Objects
Music (e.g. listening to, singing, playing an instrument)	Artistic Expression Communicating Information or Persuading People Doing Research
Playing on a sports team (e.g. baseball, soccer)	Physical Training or Performing Communicating Information or Persuading People
Reading (e.g. magazines, novels, comic books)	Doing Research
Riding a Bike	Physical Training or Performing Operating Machines or Vehicles
Shopping	Doing Research
Skateboarding	Physical Training or Performing Fixing/Repairing Things
Talking on the Phone	Communicating Information or Persuading People
Video or Computer Games	Identifying/Diagnosing Problems Physical Training or Performing
Writing letters or emails	Writing Communicating Information or Persuading People

HOUSEHOLD ACTIVITIES	WORK SKILLS
Babysitting (e.g. younger sister/brother, neighbors' kids)	Caring for or Treating People
Cleaning (e.g. your room, bathroom, garage)	Making Sure Things Are Clean and Organized Identifying/Diagnosing Problems Operating Machines or Vehicles
Cooking or Baking	Inspecting, Measuring, or Monitoring Building or Creating Objects
Mowing the Lawn	Operating Machines or Vehicles Physical Training or Performing Working with Plants or Animals
Helping in the Garden (e.g. planting flowers, pruning bushes, weeding)	Physical Training or Performing Working with Plants or Animals Artistic expression
Shoveling Driveway	Physical Training or Performing
Taking care of a pet (e.g. walking the dog, feeding cat)	Working with Plants or Animals
Taking Phone Messages	Keeping Accurate Records Writing
Vacuuming	Operating Machines or Vehicles
Washing the Dishes	Making Sure Things Are Clean and Organized

OTHER	WORK SKILLS
Part-time job - Cashier	Assisting Customers or the Public Programming, Analyzing Data, or Doing Calculations
Part-time job - Food Services (e.g. working at a fast food chain, waiting tables, bussing)	Assisting Customers or the Public Making Sure Things Are Clean and Organized
Part-time job - Recreation (e.g. lifeguard, sports instructor, camp counselor)	Teaching or Training Caring for or Treating People
Part-time job - Retail (e.g. working in a clothing store)	Assisting Customers or the Public Keeping Accurate Reports Making Sure Things Are Clean and Organized Selling or Promoting
Volunteering (e.g. volunteering at a hospital, charity)	Assisting Customers or the Public Caring for or Treating People Communicating Information or Persuading People Teaching or Training