

Binder Inserts

for College and Career Planning Bootcamp

Cover page: Type your name on the page and insert on the front cover of your binder

College Major Decision Model: Inside front cover

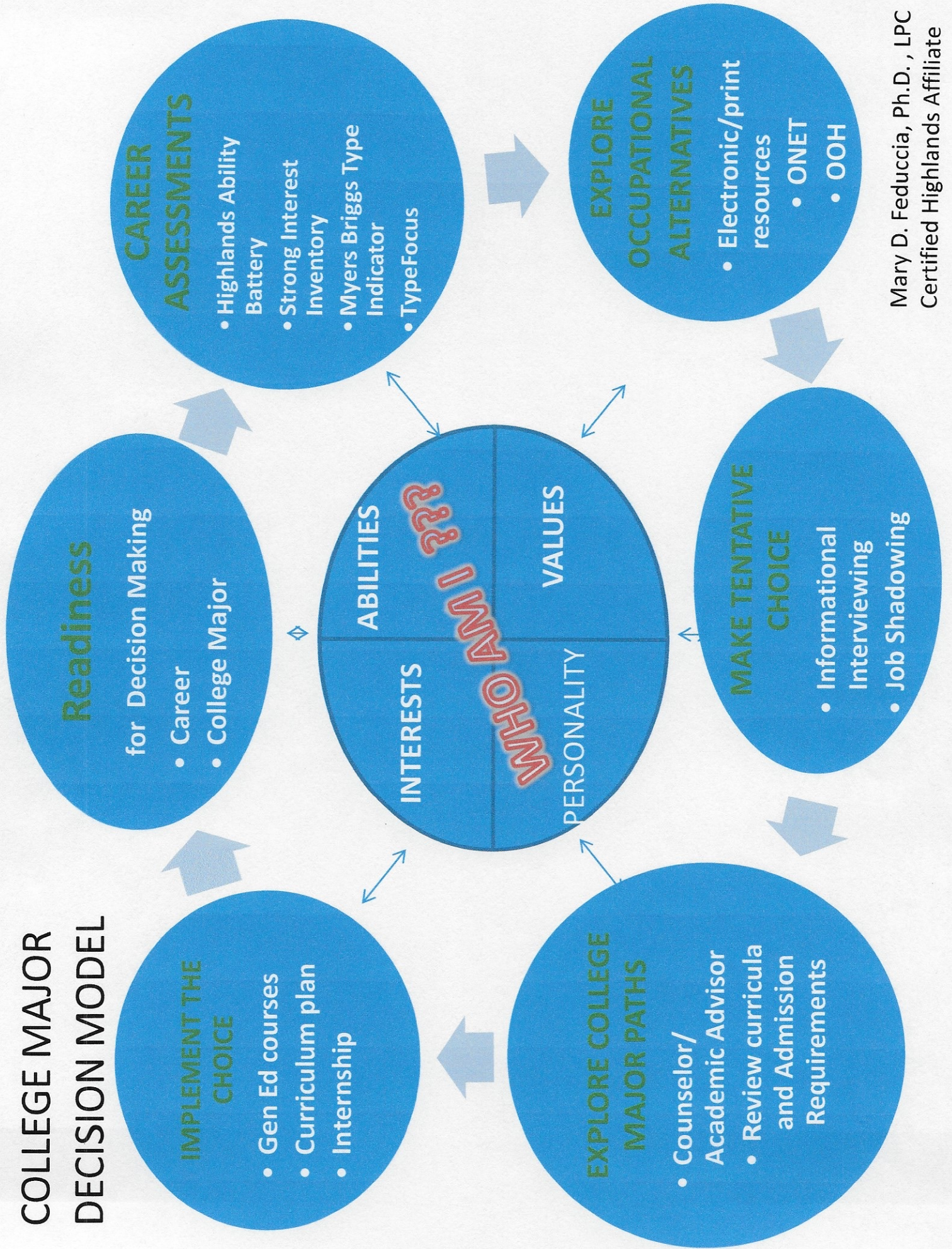
I'm Available.....: Inside back cover

Binder tab sheet: put your blank tab page in your printer and this sheet in your copier and print

Career Action Plans: Behind Tab #4

Careers, College Majors, and Curricula: Behind Tab #5

COLLEGE MAJOR DECISION MODEL



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I AM AVAILABLE TO HELP YOU—now & in the future!

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mary@careerworks360.com

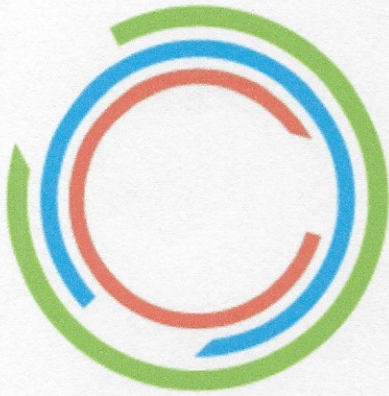
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9035 Bluebonnet Blvd.

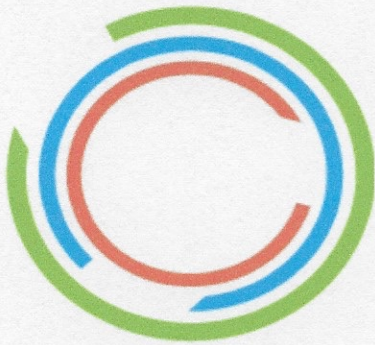
Baton Rouge, LA 70810





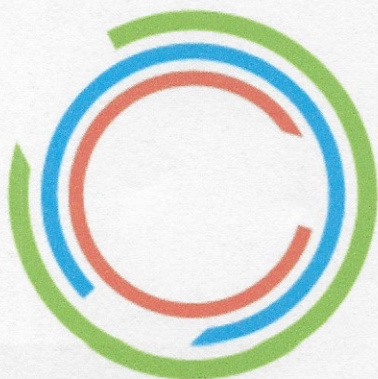
Highlands Ability Battery Report

Highlands Career Exploration Supplement



TypeFocus Career Assessment

Career Action Plans



College Action Plans

CAREER ACTION PLANS

STEP 1. Assessment

Based on the results of the above assessment tools, these are the occupations that interest me most:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____
- i) _____
- j) _____

STEP 2. Career Exploration:

After researching my career interests, my top three careers are:

Career #1: _____

Educational Requirements: (i.e., certificate, high school diploma, college degree, related **college majors**)

Training Requirements (i.e., apprenticeship, on-the-job training, certification or licensing)

Skills or Special Personal Characteristics: (i.e., good oral and written communication skills, the ability to work alone and as part of a team or high ethical standards.)

Salary: _____

Employment Outlook: _____

Other (i.e., working conditions, advancement opportunities, anything else I feel is important):

Career #2: _____

Educational Requirements: (i.e., certificate, high school diploma, college degree, related **college majors**)

Training Requirements (i.e., apprenticeship, on-the-job training, certification or licensing)

Skills or Special Personal Characteristics: (i.e., good oral and written communication skills, the ability to work alone and as part of a team or high ethical standards.) _____

Salary: _____

Employment Outlook: _____

Other (i.e., working conditions, advancement opportunities, anything else I feel is important):

Career #3: _____

Educational Requirements: (i.e., certificate, high school diploma, college degree, related **college majors**)

Training Requirements (i.e., apprenticeship, on-the-job training, certification or licensing)

Skills or Special Personal Characteristics: (i.e., good oral and written communication skills, the ability to work alone and as part of a team or high ethical standards.) _____

Salary: _____

Employment Outlook: _____

Other (i.e., working conditions, advancement opportunities, anything else I feel is important):

STEP 3: Action

a. After narrowing my options,
I have decided I would like to become a (n): *i.e., Accountant*

b. Creating my action plan.

- i. The first step is to set goals. They can be occupational, educational or training goals. Goals should be realistic and specific.**
- ii. Now take each of these goals and identify the steps needed to achieve them. This is your action plan.**

My short-term career goals (i.e., in a day, within a week, or possibly within a few months).

- 1. _____
- 2. _____
- 3. _____

Action Steps to be taken	Target Date	Done
1.		
2.		
3.		

4.		
5.		

My long-term career goals (i.e., one semester, one year, five years, or twenty years).

1. _____
2. _____
3. _____

Action Steps to be taken	Target Date	Done
1.		
2.		
3.		
4.		
5.		

c. Possible Roadblocks to Achieving My Goals.

You have your action plan but things can still go wrong that make it hard for you to reach your goal. Think of it as being roadblocks to reaching your destination. You need find a detour or another route to get there. If you are prepared in advance, you will not get lost. Examples of roadblocks are lack of support from parents or others, young children, child care, elderly or sick parents, any type of disability, finances, etc.

List any roadblocks you can think of and develop a strategy of how to deal with each one as they arise.

Possible Roadblocks	Possible Detours to Roadblocks

Adapted from Athabasca University Counseling Services, Alberta, Canada (May 2012)

INFORMATIONAL INTERVIEWS

There are interviews you go on to get a job; interviews you do to write an article or a paper for school; and interviews you do simply to learn about a career or field. This last kind of interview is what career-planning professionals like to call an "informational interview." It lets professionals in the fields you are considering give you the lowdown on what it really means to be in a certain career field day in and day out. The information they share may excite you, or it may make you say, "Hold up. I'm not so sure about that part of the gig!" So, now you know how great informational interviews are and you want to set one up. Tap into your friends', neighbors' and parents' contacts.

Oh, and we bet you're wondering what to ask . . . use these questions to get started, and be sure to come up with some of your own, too:

What do you enjoy about your work?

What is your least favorite thing about your work?

What takes most of your time and attention during the day?

How would you describe a typical workday?

What would you change about your typical day if you could?

What qualities should a person have to be successful in this field?

What suggestions do you have for someone interested in entering your line of work?

Your specific questions about the career you are considering:

After the informational interview, be sure to write a thank-you to the professional who took his/her time to increase your understanding about the career. It can be an email or a hand-written/snail mail thank you.

CAREERS, COLLEGE MAJORS, AND CURRICULA

Top careers based on "Who Am I?"

1. _____

2. _____

3. _____

Universities I am considering:

1. _____

Website: _____

Admission requirements: _____

Should I be admitted: Yes No Maybe (ifexplain): _____

Possible college majors for (career; include the College the major is in):

Pro's: _____

Con's _____

Notes: _____

2. _____

Website: _____

Admission requirements: _____

Should I be admitted: Yes No Maybe (ifexplain): _____

Possible college majors for (career; include the College the major is in):

Pro's: _____

Con's _____

Notes: _____

3. _____

Website: _____

Admission requirements: _____

Should I be admitted: Yes No Maybe (ifexplain): _____

Possible college majors for (career; include the College the major is in):

Pro's: _____

Con's _____

Notes: _____

College Visit Checklist

School:

DATE:

WEATHER:

GUIDED TOUR: Y OR N

ADMITTED: Y OR N

5 things I liked about the CAMPUS:

1. _____

2. _____

3. _____

4. _____

5. _____

5 things I liked about the PROGRAMS:

1. _____

2. _____

3. _____

4. _____

5. _____

What is it like off campus?

-
-

Where would I live after the dorms?

-
-

What would I like to look into more?

-
-
-
-
-

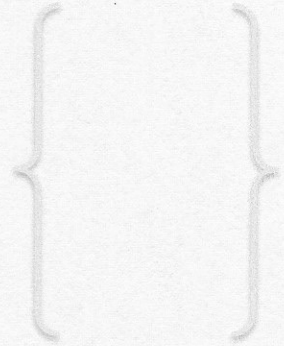
How did this school make me FEEL?

College Planning Checklist

School:

reach goal security

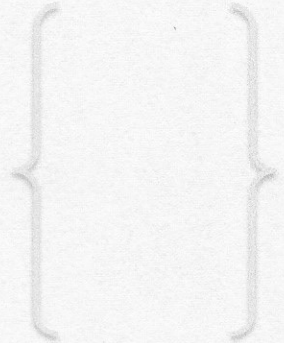
Location
Avg. GPA
Majors
Avg. Cost
Essay topics
App due



School:

reach goal security

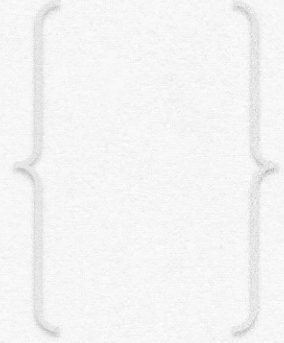
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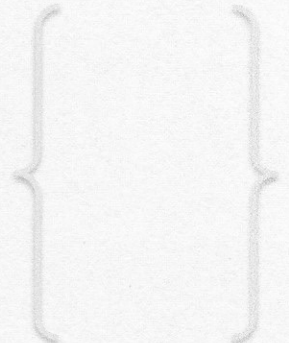
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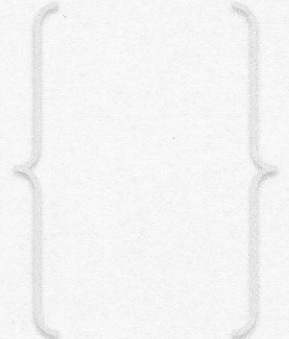
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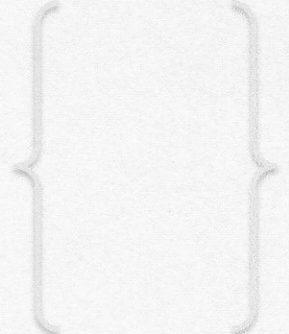
Location
Avg. GPA
Majors
Avg. Cost
Essay topics
App due



School:

reach goal security

Location
Avg. SAT
Majors
Avg. Cost
Essay topics
App due



Additional schools:

1. _____
2. _____
3. _____