
MICHIGAN 4-H PATHWAYS TO CAREER EDUCATION

Resource List

Web Sites

Hot Shot Business

www.hotshotbusiness.com

This award-winning Internet simulation game gives millions of boys and girls the chance to run a business in Opportunity City. The Kauffman Foundation teamed up with Disney on this creative site. A Teacher's Guide is available along with numerous lessons. For youth ages 9 to 12. Area of interest: Career Exploration Age level: Elementary, Middle School

Macomb Community College: Employment Resources

<http://www.macomb.edu/>

[EmploymentResources/jobseeker/resume/default.asp](http://www.macomb.edu/EmploymentResources/jobseeker/resume/default.asp)

This is an excellent site that includes resume, cover letter and thank-you letter information. It provides links to other helpful sites. This site was originally created by Kathy Jamieson, MSUE Macomb County. Area of interest: Job Search Age level: High School

Michigan.gov

www.michigan.gov

Visit this official portal of the state of Michigan and click on "Careers, Colleges & Training." Find links to a wide variety of resources, including Getting Ready for College Early – A Handbook for Parents of Students in Middle and Junior High School Years, Skills Profiler (associates various occupations with skills), Entrepreneurship and Professional IT (Information Technology) Certification to name a few.

Area of interest: Career Exploration

Age level: Parents, Middle School, High School

Michigan State University Career Services Network

www.csp.msu.edu/

This site has Quick Guides that provide resume, interviewing and portfolio tips and links to other helpful sites.

Area of interest: Job Search

Age level: High School

Monster

www.monster.com

This Web site is one of the largest, most popular job-related sites on the Internet.

Area of interest: Job Search

Age level: High School

My Future.com

www.MyFuture.com

This United States Department of Defense Web site includes a work interest quiz, resume builder and more.

Area of interest: Job Search

Age level: High School

Nextstepmag.com

www.nextstepmagazine.com

This Web site offers interactive tools to help students through the college-planning process. The site features the College Match, a tool that matches students to colleges that meet their criteria. It also has helpful articles for parents.

Area of interest: Career Exploration

Age level: High School, Parents

Susan Ireland Resumes

<http://www.susanireland.com/index.html>

On this Web site, Susan Ireland, resume expert and author of *The Complete Idiot's Guide to Cool Jobs for Teens*, offers free advice and sample cover letters and resumes.

Area of interest: Job Search

Age level: High School

Van Buren Technology Center

<http://www.vbisd.org/techcenter/index.htm>

This excellent Web site is an extension of the Van Buren Intermediate School District, providing career and technical training for high school students. The extensive site index has several helpful tools.

Area of interest: Career Exploration

Age level: High School

Youngbiz.com

www.youngbiz.com

This teen resource Web site is dedicated to helping youth create their own business models and entrepreneurial skills.

Area of interest: Career Exploration & Entrepreneurship

Age level: Middle School, High School

Programs

CANR Pre-College Programs

<http://www.canr.msu.edu/undergraduaterdiversity/>

Sponsored by the College of Agriculture and Natural Resources (CANR) at Michigan State University, the ANR Institute for Multicultural Students (AIMS) (<http://www.canr.msu.edu/undergraduaterdiversity/Aimsinfo.html>) and the ANR Institute for Multicultural Students—Bilingual (AIMS-B) (<http://www.canr.msu.edu/undergraduaterdiversity/Aiminfo.htm>) are one-week programs designed to give minority and bilingual high school students a broad exposure to the food and agriculture sciences, natural resources and related fields.

The Multicultural Apprenticeship Program (MAP) (<http://www.canr.msu.edu/undergraduaterdiversity/infomap.html>) is a 6-week summer experience program sponsored by CANR at Michigan State University. MAP

is designed to give high school students the opportunity to experience college life and to explore the many exciting educational and career opportunities in the agricultural and food sciences, natural resources and related fields.

Area of interest: Career Exploration

Age level: Middle School, High School

Spartan Youth Programs

<http://spartanyouth.msu.edu/>

Michigan State University – Spartan Youth Programs. This site contains a descriptive listing of pre-college programs and activities for pre-K through 12th graders offered by Michigan State University.

Area of interest: Career Exploration

Age level: Elementary, Middle School, High School

Computer Software

Career Connections, Jr.

Career connections, jr. (2004). [CD-ROM]. Indianapolis, IN: JIST Publishing. This software contains entertaining career self-assessment plus solid information on 260 major jobs. Available at www.jist.com

Area of interest: Career Exploration

Age level: Middle School

Books

Amazing Resumes

Bright, J., & Earl, J. (2006). *Amazing resumes: What employers want to see—and how to say it*. Indianapolis, IN: JIST Works. This international bestseller was produced after interviews with hundreds of recruiters and contains information on how to get your resume to surface to the top of the pile. It also has a section about online resumes. Available at www.jist.com

Area of interest: Job Search

Age level: High School

Becoming the Best Me

Orndorff, B. (2004). *Becoming the best me: 10 career and character education essentials*. Indianapolis, IN: JIST Life. This book blends the elements of character education with the world of work. It includes recruiter quotes from nine of the best companies in America. Available at www.jist.com. Also available: *Becoming the Best Me Instructor's Manual*.

Area of interest: Career Exploration

Age level: High School

Be the “E” Entrepreneurship

Be the “e”: *Entrepreneurship activity guide for middle and high school youth*. (2004). St. Paul, MN: National 4-H Cooperative Curriculum System. Youth develop knowledge, skills and mindsets to meet the challenges of work and community in the 21st century using this entrepreneurship curriculum. It helps youth discover whether they have the “right stuff” to meet the challenges as an entrepreneur. Available at www.n4hccs.org. Also available: *Be the “E”*: *Entrepreneurship Helper's Guide*.

Area of interest: Career Exploration, Entrepreneurship

Age level: Middle School, High School

Best Jobs for the 21st Century

Farr, M. (2004). *Best jobs for the 21st century*. (3rd ed.) Indianapolis, IN: JIST Works. The first section of this

Books, continued

best seller contains more than 65 “best jobs” lists using the U.S. Department of Education career clusters. After selecting potential jobs to explore further, the reader goes to the second section of the book to view detailed job descriptions and other information like pay, potential growth and skills needed for that job. Available at www.jist.com.

Area of interest: Career Exploration

Age level: Middle School, High School, Parents

Career Coaching Your Kids

Montross, D. H., Kane, T. E., & Ginn, R. J. (2004).

Career coaching your kids: Guiding your child through the process of career discovery (2nd ed.). Mountain View, CA: Davies-Black Publishing. The authors identified the different roles parents can play at each stage and the most appropriate to take as children grow into adulthood. Available from <http://www.cpp.com/products/catalog/DBSpring2006.pdf>

Area of interest: Career Exploration

Age level: Parents

College Success Guide

Blackett, K., & Weiss, P. (2005). *College success guide: Top 12 secrets for student success*. Indianapolis, IN: JIST Works. This book is designed to walk college students through steps that are proven to make them successful in college and life. Available at www.jist.com

Area of interest: College Information

Age level: College

The Complete Idiot's Guide to Cool Jobs for Teens

Ireland, S. (2001). *The complete idiot's guide to cool jobs for teens*. Indianapolis, IN: Alpha Books. Includes a resume writing workshop, sample resumes, cover letters and interviewing tips. Available at www.susanireland.com

Area of interest: Job Search

Age level: High School

Creating Portfolios for Success in School, Work, and Life

Kimeldore, M. (1994). *Creating portfolios for success in school, work, and life*. Minneapolis, MN: Free Spirit Publishing. This hands-on student workbook includes 12 in-depth exercises to guide students through four types of portfolios. Ages 12 and up. Available at www.freespirit.com. Also available: A Teacher's Guide to Creating Portfolios for Success in School, Work, and Life.

Area of interest: Career Exploration, Job Search

Age level: High School

Creating Your High School Portfolio

JIST Editors. (2003). *Creating your high school portfolio: An interactive guide for documenting and planning your education, career and life* (2nd ed.). Indianapolis, IN: JIST Works. This is an excellent workbook to explore career options and create a portfolio. Available at www.jist.com. Also available: Instructor's Guide to Creating Your High School Portfolio and Creating Your High School Resume.

Area of interest: Job search

Age level: High School

Creating Your High School Resume

Troutman, K. (2003). *Creating your high school resume: A step-by-step guide to preparing an effective resume for jobs, college, and training programs* (2nd ed.). Indianapolis, IN: JIST Works. This excellent workbook helps teens translate their practical experiences into resume text. Available at www.jist.com. Also available: Instructor's Guide to Creating Your High School Portfolio and Creating Your High School Resume.

Area of interest: Job search

Age level: High School

Dream Catchers

Lindsay, N. (2004). *Dream catchers: Developing career and educational awareness* (3rd ed.). Indianapolis, IN: JIST Works. This curriculum is a complete ready-to-implement career awareness program for grades 5 to 9. Available at www.jist.com. Also available: Dream Catchers Activities and Dream Catchers Teacher's Guide.

Area of interest: Career Exploration

Age level: Middle School

Exploring Careers

JIST Editors. (2003). *Exploring careers: A young person's guide to 1,000 jobs* (3rd ed.). Indianapolis, IN: JIST Works. Students research specific jobs in the Exploring Careers reference book. Each of 14 major career interest areas is covered. Available at www.jist.com. Also available: Exploring Careers Activities and Exploring Careers Instructor's Guide.

Area of interest: Career Exploration

Age level: High School

The Job Hunting Handbook

Dahlstrom, H. (2006). *The job hunting handbook*. Holiston, MA: Dahlstrom & Company, Inc. This thorough, 48-page booklet has an easy-to-use format and covers a lot of good information. Available at www.DahlstromCo.com or phone 1-800-222-0009.

Area of interest: Job Search

Age level: High School

Books, continued

Pathfinder

Lindsay, N. (2004). *Pathfinder: Exploring career and educational paths* (3rd ed.). Indianapolis, IN: JIST Works. This best-selling workbook includes many hands-on activities and an extensive career interest checklist. Available at www.jist.com. Also available: Pathfinder's Teacher's Guide.

Area of interest: Career Exploration

Age level: Middle School, High School

People at Work!

JIST Editors. (2005). *People at work! A student's A-Z guide to 350 jobs* (2nd ed.). Indianapolis, IN: JIST Publishing. This book develops elementary school career awareness and helps students practice and improve their reading skills. Available at www.jist.com

Area of interest: Career Exploration

Age level: Elementary

Service-Learning: From Classroom to Community to Career

Watkins, M., & Braun, L. (2005). *Service-Learning: From classroom to community to career*. Indianapolis, IN: JIST Life. This workbook helps to move a high-school or college volunteer activity beyond just "helping out." Available at www.jist.com. Also available: Service-Learning Instructor's Manual.

Area of interest: Career Exploration

Age level: High School

Succeed Every Day

Espeland, P. (2000). *Succeed every day*. Minneapolis, MN: Free Spirit Publishing. This book guides teens through a whole year of learning about, thinking about, and practicing qualities that will help them succeed at home, at school, in the workplace and in the world.

Ages 11 and up. Available at www.freespirit.com

Area of interest: Career Exploration

Age level: High School

Success Express for Teens

Leslie, R. (2004). *Success express for teens: 50 activities that will change your life*. Houston, TX: Bayou Publishing. This award winning book is shared with youth through many Michigan Works offices across the state. It gives teens a plan for building personal success. Available at <http://www.bayoupublishing.com/>

Area of interest: Maintaining the Job

Age level: High School

The World of Work and You

Farr, M. (2002). *The world of work and you: A self-directed guide to exploring career and learning options* (3rd ed.). Indianapolis, IN: JIST Works. This career planning booklet has lots of interactive worksheets, checklists and in-the-book activities. Available at www.jist.com

Area of interest: Career Exploration

Age level: Middle School, High School

WOW! Wild Over Work

WOW! *Wild over work: A helper's guide to workforce preparation activities for grades k-6*. (1997). St. Paul, MN: 4-H Cooperative Curriculum System. This curriculum helps youth explore work going on around them, work in their community, work around the world and future career options. It is currently out of print but copies can be obtained by contacting Laura Allen at lacourse@anr.msu.edu or (517) 432-7632.

Area of interest: Career Exploration

Age level: Elementary, Middle

Young Person's Guide to Getting & Keeping a Good Job

Farr, M., & Pavlicko, M. (2006). *Young person's guide to getting & keeping a good job* (3rd ed.). Indianapolis, IN: JIST Works. This outstanding, best-selling workbook gives students a full understanding of how to identify their skills, document their experiences and prepare a resume, excel in job interviews, survive on the job and much more. Available at www.jist.com

Area of interest: Maintaining the Job

Age level: High School

Other

Career & Life Explorer

Farr, M. (2002). *Career & life explorer*. Indianapolis, IN: JIST Works. This 12-panel foldout uses appealing graphics, easy-to-follow instructions and great information to get young people thinking about their future and encourages them to stay in school, explore positive career and learning options and dream big. Available at www.jist.com

Area of interest: Career Exploration

Age level: Middle School

A Career Planning Course for Parents

Kearsley, S. *A career planning course for parents*. Bethlehem, PA: National Association of Colleges and Employers. Retrieved from JobWeb: Career Development and Job-Search Advice for New College Graduates Web site: http://www.jobweb.com/resources/library/Parents/A_Career_Planning_130_01.htm

This web article gives pointers to parents of college students on career planning.

Area of interest: Career Exploration

Age level: Parents

Get in the Act! Take 1

Get in the act! Take 1 youth guide. (2005). St. Paul, MN: National 4-H Cooperative Curriculum System. This interactive experiential curriculum includes activities that encourage youth to practice and develop life skills important to the work place. Includes an interactive CD. Available at www.n4hccs.org. Also available: *Get in the Act! Take 1 Helper's Guide*.

Area of interest: Job Search

Age level: Middle School

Going Solo

Going solo. (1999). Urbana-Champaign, IL: University of Illinois Extension. *Going Solo* is a complete package for guiding aspiring entrepreneurs into the world of business ownership. The materials are flexible and the adaptable design can be customized for virtually any setting. The program targets high school youth and is very hands-on, including utilizing a computer game to provide a more realistic experience. *Going Solo* is listed as a resource on the MSUE Economic Development AoE Web site. The materials were developed and licensed through the University of Illinois. For more information, contact Dave Ivan, Director, MSU Clinton County Extension Office at 989-224-5240 or ivand@msu.edu.

Area of interest: Career Exploration, Entrepreneurship

Age level: Middle School, High School

Individual Career Portfolio

Lindsay, N. (2004). *Individual career portfolio* (3rd ed.). Indianapolis, IN: JIST Works. This portfolio was designed with high school students in mind, but students in grades 7 and 8 can start using this four-color, six-panel folder to organize their personal educational and career plans through high school. It uses the 16 Department of Education career clusters. Available at www.jist.com

Area of interest: Career Exploration

Age level: High School

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For More Information

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