



*Preparing Today  
for Tomorrow*

# Career & Academic



*Planning Guide*



Grades Pre-Kindergarten through 14

Understand your strengths & interests



Know your choices & options



Set goals and take action



Learn to be a good worker at home & at school

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The Carl D. Perkins Vocational and Technical Education Act of 1998 (Pub. L. 105-220)  
The "School-to-Work Opportunities Act of 1994" (Pub. L. 103-239)



# *Preparing Today for Tomorrow*

*Acknowledgement is extended to the following agencies  
for their support of this project.*



COMMUNITY COLLEGES OF  
COLORADO

Community Colleges of Colorado  
1391 North Speer Boulevard  
Denver, Colorado 80204



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Colorado Department of Education  
201 East Colfax Avenue  
Denver, Colorado 80204



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# *Preparing Today for Tomorrow*

## Introduction

### *“Career and Academic Planning Guide: Preparing Today for Tomorrow”*

The enclosed materials are designed for use by counselors and teachers to share essential academic and career-planning strategies with families. Each grade level sheet contains flexible activities divided into the four seasons of the year. The suggested activities support student readiness to learn and skills identified by the research as predictors of school success. The activities can be easily incorporated into family schedules. The activities provide a dynamic means for parents to become more active partners in the learning process.

The *Career and Academic Planning Guide* was developed by many of our state’s outstanding teachers, counselors, and administrators. They were asked what would be most beneficial to their school communities. Through much discussion, they decided on a goal of doing more to bring parents into the process of academic and career learning. This stand-alone, user-friendly tool, is the culmination of their work.

The *Career and Academic Planning Guide*:

- ★ Supports student learning through parent involvement.
- ★ Structures information by grade level and by the four seasons of the year.
- ★ Relates activities to grade level curricula.
- ★ Supports classroom learning and readiness to learn.



Understand your strengths & interests

## Why This, Why Now?

Both families and educators want children not only to be successful in school but also be prepared for the future. Successful adults have education, good work habits and careers that match their strengths and interests. Selecting a career is not something that just happens during high school or college, but it is a developmental process beginning in preschool. It is a process that is repeated throughout life. The following diagram shows the progression of successful career development.

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Know your choices & options

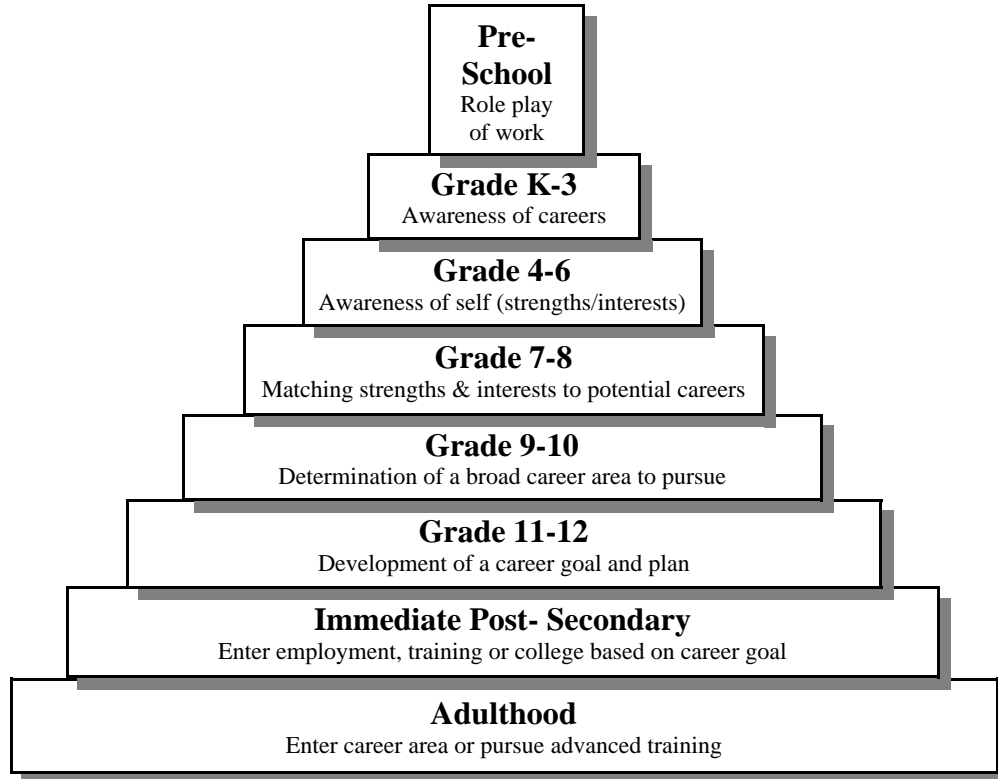


Set goals and take action





# Preparing Today for Tomorrow



In addition to career and academic activities, each season has a focus area. These areas are designed to support good work habits in and out of school. The focus areas come from the Colorado Workplace Competencies developed by employers and educators across the state. These "focus" areas are those that assist students in becoming a good student and worker. The focus areas include:


**Communications Skills:** The ability to receive and relay information clearly and effectively  
(*listening, speaking, writing, interpreting, negotiating, persuading*)

**Organizational Skills:** The ability to effectively and efficiently operate within a workplace  
(*planning, using time wisely, using resources, systems thinking, evaluating*)

**Thinking Skills:** The ability to use reasoning  
(*problem solving, decision making, creative thinking, learning, analyzing, applying math*)

**Worker Qualities:** The characteristics of an effective worker  
(*self-management, responsibility, flexibility, leadership, diversity, team participation*)

**Technology Skills:** The ability to work with a variety of technologies and equipment  
(*demonstrates computer literacy, selects and applies technology*)



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# *Preparing Today for Tomorrow*

## What the Research Says

Researchers have studied the influence of parents on children's career choice and development. "What becomes very clear from reading the research is that families provide the most important learning environment of all. If parents are not encompassed in the learning process, schools – and school children – are being deprived of an essential source of support. If there is no continuity between home and school, it becomes difficult for a student to integrate the separate experiences".<sup>1</sup>

Clearly, schools and families need to work together. Parent participation in education is very closely linked to better grades, test-scores, long-term academic achievement, and attitudes. As partners, parents and schools can do more to help children gain information and build skills. Yet the complexity of trying to create an integrated system of family-school interaction can be overwhelming. "Community involvement and support are essential for education to be successful. Schools cannot do it alone."<sup>2</sup>

We believe schools can use the flexible format of this *Career and Academic Planning Guide* as one tool to support and encourage the educational partnership with parents. Families and school together can develop a foundation of shared experiences to prepare students for success.


<sup>1</sup> Henderson, A. Parent Participation – Student Achievement: The Evidence Grows. ERIC Digest. Champaign: ERIC Clearinghouse on Elementary and Early Childhood Education, University of Illinois, 1981. (ED 209 754)

<sup>2</sup> Guiterman, A, Levi, M. & Wayne, S. Outcomes Of School Career Development. ERIC Digest. Champaign: ERIC Clearinghouse on Elementary and Early Childhood Education, University of Illinois, 1995 (ED 401 501)

## Use and Distribution

The following information is contained in the *Career and Academic Planning Guide: Preparing Today for Tomorrow*.

1. Grade level guide sheets (for use by students and their parents) for families in a ready-to-go copy format. You are welcome to customize these documents with your school logo if you wish.
2. At the end of this guide, a complete resource guide is included. Although selected grade-appropriate resources are included on each grade-level sheet, the complete resource list can be used by teachers, copied for parents or made available to your media specialist.



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# *Preparing Today for Tomorrow*

## **Use and Distribution, continued**

The grade-level guide sheets are designed to support the uniqueness of each school district and building. The grade level sheets should be distributed to all families in your school. They are easily duplicated and one grade level is contained on two sheets (Fall and Winter activities on one page and Spring and Summer on the next).


- ❖ It is recommended that Fall/Winter be distributed to families during back-to-school night or some other Fall event and Spring/Summer be given to families during semester conference time.
- ❖ The grade level sheet can be printed double-sided so that one grade level with activities for Fall, Winter, Spring and Summer are contained on one sheet. Distribution would take place once a year in the Fall.
- ❖ Other methods of distribution can be developed based on the needs and structure of your particular school.
- ❖ Remember to provide this information to new and transfer students.

## **Resources**

Each grade level is accompanied with resources that complement the suggested activities. These are found in the upper right hand corner box. A complete resource guide is found at the back of the book. These also complement and further emphasize the suggested activity. These resources also provide educators with additional information that can be used in the classroom.

## **Conclusion**

Parents have always been the most influential people in their child's life. In today's rapidly changing world, the guidance that parents give their children is even more critical to their success. The "*Career & Academic Planning Guide: Preparing Today for Tomorrow*" is an effective way to encourage the proactive participation of parents/guardians in the learning process.



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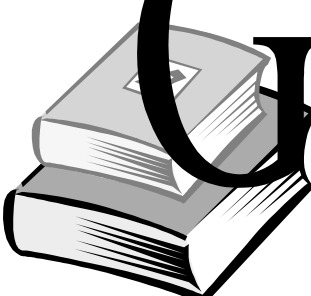




*Preparing Today  
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**G**rade Pre-K  
through  
**G**rade 5  
*Elementary*



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# Preparing Today for Tomorrow

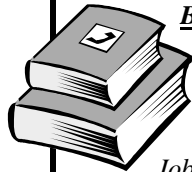
## RESOURCES



### World Wide Web:

4Children <http://www.4children.com>

Family Education.com <http://www.familyeducation.com>



### Books:

*The School Smart Parent: A Guide to knowing what your child should know from Infancy through Elementary School* (Crown Publishing Group, ISBN 081291631X)

*Jobs People Do* (Dorling Kindersley, ISBN 0789414920)



With your son/daughter . . .

- ❖ Read to him/her often. Ask questions about each story.
- ❖ Have your child participate in chores.
- ❖ Practice taking turns with your child.
- ❖ Take a nature walk. Identify as many colors, shapes and textures as you can. Collect items to make a collage.



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With your son/daughter . . .

- ❖ Have your child select books to read. Make up stories.
- ❖ Identify workers/careers in your community.
- ❖ Arrange play dates with other children. Discuss how to be a good friend.
- ❖ Have your child put on a play about a favorite story. Ask about the characters.

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## Spring



### World Wide Web:

Family Education.com <http://www.familyeducation.com>  
US Dept. Of Education <http://www.ed.gov>



### Books:

*Playing Smart: A Family Guide to Enriching, Offbeat Learning Activities* (Free Spirit Publishing, ISBN 157542093)

*I Spy A Picture Book of Riddles* (Scholastic, ISBN 0590450875)

### RESOURCES

With your son/daughter . . .

- ❖ Take turns telling stories. Ask questions about the characters and talk about what they do well.
- ❖ Rehearse saying "please" and "thank you".
- ❖ Play games that help your child discover differences and similarities between things (i.e., *Memory*, *I Spy*, cards).



Understand your strengths & interests

With your son/daughter . . .

- ❖ Talk about summer activities your family is planning. Talk about his/her part in the activities.
- ❖ Play "dress up" with your child with a career in mind (i.e., mail carrier, firefighter, doctor, police officer, construction worker, bus driver).
- ❖ Share the qualities that make your child a good friend. Give an example in your own life.
- ❖ When on errands, point out all the different jobs that people do and if they wear uniforms or special hats.

## Summer



Learn to be a good worker at home & at school



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# Preparing Today for Tomorrow



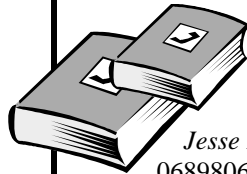
With your son/  
daughter . . .

- ❖ Explain what clothes your child should wear for different kinds of weather. Choose an outfit for the day.



**World Wide Web:**

Family Education.com <http://www.familyeducation.com>  
FunSchool <http://www.funschool.com>



**Books:**

*Raising Healthy Kids Day by Day* (Free Spirit Publishing, ISBN 1575420945)

*Jesse Bear What Will You Wear* (Simon and Schuster, ISBN 068980623X)

*Perfect Pigs: An Introduction to Manners* (Little, Brown & CO, ISBN 0316110809)

- ❖ Collect pencils, crayons, paper and envelopes. Set up a place in your home where your child can draw pictures and practice writing.
- ❖ Explain why he/she made a good choice and offer praise for reinforcement.
- ❖ Organize his/her room by labeling boxes, drawers and shelves with pictures and words to show where items belong.



With your son/daughter . . .

- ❖ Look over your child's papers from school and discuss them with your child. (Ask "What did you learn?", "What did you do well?" and "What would you improve?")
- ❖ Teach your child to use "please," "thank you," and "excuse me."
- ❖ Write letters to send for any occasion (i.e., thank you, holiday, birthday, congratulations).
- ❖ Invite a friend to share in a planned family activity (i.e., visit the library for story time, come for a special lunch or dinner, visit a favorite playground).

# W

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## Spring

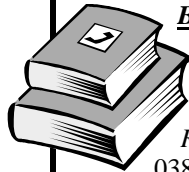
With your son/  
daughter . . .

- ❖ Point out different jobs in your community. Have him/her choose a favorite and discuss why he/she likes this job.
- ❖ After reading a story with your child, have him/her draw a picture of something that happened in the story and tell about it.
- ❖ After parent-teacher conferences, set two goals of improvement. Decide how to work toward these at home.
- ❖ Plan a family activity night. Let him/her plan the activity (i.e., games, puzzles, craft, cooking).



### World Wide Web:

Family Education.com <http://www.familyeducation.com>  
Career Parent magazine <http://careerparent.com>



### Books:

*365 TV Free Activities* (Adams Media Group, ISBN 1558505857)

*Ramona and Her Father* (Morrow, William & CO, ISBN 0380709163)

### RESOURCES



Understand your strengths & interests

## Summer



With your son/daughter . . .

- ❖ With your child choose one chore your child will be responsible for over the summer. Demonstrate how to do it correctly.
- ❖ Discuss all the teamwork required to keep a family running smoothly (i.e., clean the house, do the yard work).
- ❖ Point out qualities that make a good friend.
- ❖ Play games that teach him/her how to take turns.



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## Fall

With your son/  
daughter . . .

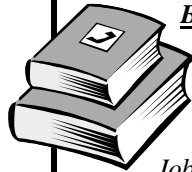
- ❖ Select clothes for school the next day that would be appropriate for the weather. Talk about the different types of clothes used for different activities (i.e., yard work vs. office work, work vs. play).
- ❖ Select a place at home to store his/her school materials. Start a collection of schoolwork.
- ❖ Tell your child what he/she does well and why. Discuss the importance of these skills in work and play.
- ❖ Identify two chores to do at home. Demonstrate how to do them.



### World Wide Web:

Ask Jeeves <http://www.ajkids.com>

Family Education.com <http://www.familyeducation.com>



### Books:

*What Young Children Need to Succeed: Working Together to Build Assets From Birth to Age 11* (Free Spirit Publishing, ISBN 1575420945)

*Jobs People Do... A Day in the Life...* (DK Readers Series)

## RESOURCES



Understand your strengths & interests

With your son/daughter . . .

- ❖ Take time to discuss the school day ("What was the highlight of your day?" or "What would you like to change?")
- ❖ Teach him/her how to answer the phone politely.
- ❖ Write a letter or card to someone special (i.e., grandma, grandpa, friend, teacher).
- ❖ Do a listening activity or game (i.e., follow three different directions, as in *Simon Says* or *Mother May I?*)

## W



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Set goals and take action



# Preparing Today for Tomorrow



With your son/  
daughter...

- ❖ Compare the skills and qualities needed for your job with those that your child is using in school.
- ❖ Make a list of after-school activity options and have your child select one to complete.
- ❖ When report cards come home, discuss what he/she did well and what he/she needs to improve.
- ❖ Have your child help plan a weekend family activity.

## RESOURCES

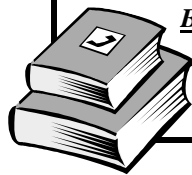


### World Wide Web:

US Dept. of Education <http://www.ed.gov>

Family Education.com <http://www.familyeducation.com>

Fun Brain <http://www.funbrain.com>



### Books:

*The Read Aloud Handbook* (Penguin-Putman, ISBN 0140469710)



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# Summer



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# Preparing Today for Tomorrow



## Fall

With your son/  
daughter . . .

- ❖ Decide a set time and place for when and where homework is done. Discuss how he/she might learn best (i.e., having music on or complete quiet, writing-it-down, practice, discussion).
- ❖ Assist the night before school to prepare for the next day. Get out clothes; organize backpack, homework, and school supplies so that the morning goes smoothly.
- ❖ Discuss those behaviors that make a good student. Identify those that apply to him/her.
- ❖ Create a scrapbook or notebook of schoolwork and favorite activities.

## RESOURCES



### World Wide Web:

Ask Jeeves <http://www.ajkids.com>

Funology <http://www.funology.com>



### Books:

*I Wonder Why The Telephone Rings and Other Questions About Communications* (Larouse, Kingfisher, Chamber, Inc., ISBN 0732505151)



Understand your strengths & interests

## Winter



With your son/daughter . . .

- ❖ List all the ways that we communicate. Try doing one message several different ways (i.e., speaking, writing, singing, listening, drawing).
- ❖ Help your child make a collage of interests and activities to identify and discuss what is important to him/her (i.e., sports, ecology, hobbies, jobs).
- ❖ Show how to take a written message (i.e., phone, grocery list, school-project list).
- ❖ Write a letter or make cards for family and/or friends.

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## Spring

With your son/daughter . . .

- ❖ Talk about the different jobs of people who work in your neighborhood. Discuss the skills and qualities needed to do each job (i.e., grocer, dry cleaners, pharmacist, doctor, mail carrier).
- ❖ Discuss the importance of goals and together choose one for him/her to work on. Draw a map of how to take steps to reach the goal.
- ❖ Read a story and have him/her retell it to you.
- ❖ Conduct a survey of family and friends on their favorite family activity. Select one and plan the event.



### RESOURCES

#### World Wide Web:

US Dept. of Education <http://www.ed.gov>

Kid Sites <http://www.kidsites.com>



#### Books:

*Jobs People Do , A Day in the Life...* (DK Reader Series)



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With your son/daughter. . .

- ❖ Go through your daily routine and discuss all the different jobs that you see (i.e., when eating out, discuss all the different jobs that make a restaurant run).
- ❖ Make a "chore chart" for summer. Put stickers next to chores as they are completed.
- ❖ Discuss how we are rewarded for jobs well done (i.e., money, self-satisfaction, new friends, new skills learned).
- ❖ Discuss all the situations where teamwork is required (i.e., home, sports, types of workplaces).

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## Summer



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With your son/  
daughter . . .

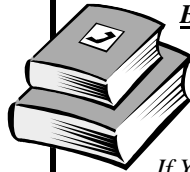
- ❖ Continue collecting schoolwork in a scrapbook or *Notebook*. Include career connections as you go.
- ❖ Consider establishing a savings and spending account. Talk about the importance of giving to others.
- ❖ Discuss ways to earn money and ways to spend it.
- ❖ Help your child establish a weekly or monthly planner for activities and assignments.

## RESOURCES



### World Wide Web:

Ask Jeeves <http://www.ajkids.com>  
Allowance <http://www.fleetkids.com>



### Books:

*Money Doesn't Grow On Trees: A Parent's Guide to Raising Financially Responsible Children* (Simon and Schuster, ISBN 0671798057)

*If You Made A Million* (Morrow, William & Co., ISBN 0688136346)



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# Winter



With your son/daughter . . .

- ❖ Help prepare him/her for the Colorado Student Assessment Program (CSAP) tests. Encourage your child to get a good night's sleep, eat breakfast, and do his/her best.
- ❖ Celebrate one of his/her strengths and discuss how this makes him/her unique.
- ❖ Have your child write and send an e-mail to family and friends. Go to your local library for access if necessary.
- ❖ Cook and bake together and talk about following directions carefully. Discuss how this kind of reading is different from reading a story.

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## Spring

With your son/  
daughter . . .

- ❖ Identify skills and qualities needed for three different jobs in your city. (i.e., police officer, mayor, fire fighter, secretary, planner).
- ❖ Discuss what peer pressure is and how it might affect aspects of your child's life. Give examples of situations in which you would like him/her to say "NO" or "My mom and/or dad won't let me do that."
- ❖ Choose a community issue or problem and discuss ways that it could be solved. Write out a plan of action. (Traffic, park equipment, recreation programs, safety).

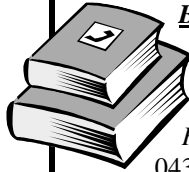
### RESOURCES



**World Wide Web:**

Ask Jeeves <http://www.ajkids.com>

Family Education.com <http://www.familyeducation.com>



**Books:**

*How to Handle Bullies, Teasers, and Other Meanies* (Rainbow Books, ISBN 1568250290)

*Read To Me: Raising Kids Who Love To Read* (Scholastic, ISBN 043908721X)



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## Summer



With your son/daughter . . .

- ❖ Review CSAP scores and praise the areas in which he/she did well. Talk about ways to do better in areas that need improvement.
- ❖ Raise awareness of volunteer activities in your community and connect those activities with his/her interest areas.
- ❖ Make a list of where you and your child are part of a team. Identify household chores that require teamwork and select your team.
- ❖ Make and carry out a summer reading plan for pleasure. Choose 3-4 books to read together and make a list of new words he/she discovered.

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With your son/  
daughter . . .

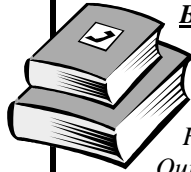
- ❖ Allow him/her to assume responsibility when selecting school supplies and clothes.
- ❖ Review or start a collection of his/her schoolwork in a *Notebook*. Point out progress and areas of improvement. Add to the *Notebook* on a regular basis.
- ❖ Set goals for this year, one focusing on academics and one on social skills.
- ❖ Set up a yearly planner to be used on a weekly basis. Be sure to write in special events, vacation times, recitals, and birthdays.



## World Wide Web:

Kidsites <http://www.kidsites.com>

Dictionary <http://www.dictionary.com>



## Books:

*Clever Letters: Fun Ways to Wiggle Your Words* (Pleasant Co., ISBN 1562475282)

*Hidden Messages: What Our Words and Actions are Really Telling Our Children* (NTC Publishing Group, ISBN 0809297701)

## RESOURCES



Understand your strengths & interests

With your son/daughter . . .

- ❖ Help prepare him/her for the CSAP. Encourage him/her to get a good night's sleep, eat breakfast and do his/her best.
- ❖ Everybody has special skills, abilities, talents, and gifts. List strengths and provide examples.
- ❖ Explore different opportunities for writing outside of school (i.e., notes to grandma, other relatives or to friends, e-mail, lists of things to do).
- ❖ Compare the differences between writing a letter or note and sending an e-mail (i.e., format, length, etiquette).

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## Spring

With your son/  
daughter . . .

- ❖ Identify skills and qualities needed for four different jobs in your state.
- ❖ Discuss the value of helping others. Make a list of things to help neighbors or family members (i.e., babysitting, volunteer work, dog-walking).
- ❖ Talk about negative and positive peer pressure and bullying. Talk about a plan to deal with these issues.
- ❖ Have your child help make a weekly grocery list based on the meals that will be served over the week.

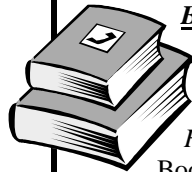
### RESOURCES



#### World Wide Web:

4Children <http://www.4children.com>

Coolmath <http://www.coolmath.com>



#### Books:

*Kid's Cooking-A Very Slightly Messy Manual* (Klutz Publishing Group, ISBN 0932592147)

*How to Handle Bullies, Teasers, and other Meanies* (Rainbow Books, ISBN 1568250290)



Understand your strengths & interests

## Summer



With your son/daughter . . .

- ❖ Select one volunteer activity to do during the summer (i.e., water neighbors' plants, walk dogs, take in papers for neighbors on vacation).
- ❖ Expand your child's responsibilities at home (i.e., doing dishes, laundry, dusting, pet care, organizing drawers and closets).
- ❖ Sit down with your child and plan options for summer activities.
- ❖ Play games together that help build spelling and math skills (i.e., *Monopoly*, *Chess*, *Scrabble*).

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# Preparing Today for Tomorrow



Fall

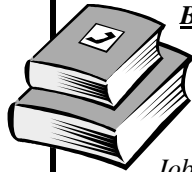
With your son/  
daughter . . .

- ❖ Organize an activity (i.e., park, zoo, museum) with an adult your child knows and would enjoy being with, in order for your child to build relationships with other adults.
- ❖ Block time in a weekly/monthly planner for study time, sports, home activities and chores.
- ❖ Name two recreational activities, why they are important, and how they affect his/her life (i.e., balance of work & play).
- ❖ Help your child choose a project (i.e., build a model, fly a kite, learn how to paint or use clay) you'd like to do together, break it down into manageable steps, and work toward its completion.



**World Wide Web:**

Games <http://www.aolgames.com>  
Homework Central <http://www.homeworkcentral.com>



**Books:**

*The School Smart Parent: A Guide to Knowing What Your Child Should Know From Infancy Through Elementary School* (Crown Publishing Group, ISBN 081291631X)

*Jobs People Do* (Dorling Kindersley, ISBN 0789414920)

**RESOURCES**



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With your son/daughter . . .

- ❖ Help prepare for the CSAP. Encourage him/her to get a good night's sleep, eat breakfast and do his/her best.
- ❖ Discuss the difference between verbal and non-verbal communications (i.e., body language, tone of voice).
- ❖ Play two new board games! Compare the tasks required in each game and rate the factors that make them fun.
- ❖ Ask new people you meet, as well as family members and friends, about their jobs and how they got them (i.e., mail carrier, grocer, store clerk).

Winter



Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



## Spring

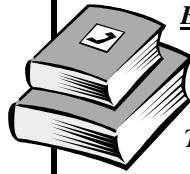
With your son/  
daughter . . .



### World Wide Web:

Homework Central <http://www.homeworkcentral.com>

Study Web <http://www.studyweb.com>



### Books:

*Attack of the Killer Fishsticks* (Bantam Books, ISBN 0553480847) (A story about peer pressure in middle school)

*Taking the Bully by the Horns* (Unicorn Press, ISBN 0937004111)

### RESOURCES

- ❖ Identify skills and qualities needed for five different jobs in the United States.
- ❖ Practice flexibility and the process of decision making by playing "What If" (i.e., What if the power went out? What if we ran out of gas?)
- ❖ Develop language to respond to peer pressure (i.e., "NO," "My parents won't allow me to do that").
- ❖ Make a list of school supplies that will be needed to start 6th grade. Think about different ways to organize a locker.



Understand your strengths & interests



Know your choices & options

## Summer



With your son/daughter . . .

- ❖ Interview a middle-school student about what is different in middle school.
- ❖ Consider multi-level grade activities that prepare your son/daughter for transition to middle school.
- ❖ Select one community activity that he/she could be involved in (i.e., volunteer at a local museum, animal shelter or participate in a fun walk/run, parade, event).
- ❖ Develop a weekly schedule with 2-3 responsibilities to complete and one fun activity to plan.



Set goals and take action



Learn to be a good worker at home & at school





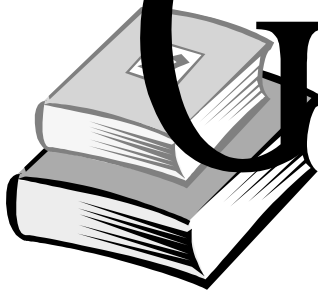
*Preparing Today  
for Tomorrow*

Grade 6



through

Grade 8



*Middle School*

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# Preparing Today for Tomorrow



## Fall

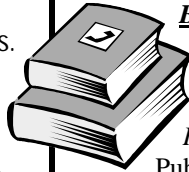
With your son/  
daughter . . .

- ❖ Review CSAP scores. Identify strengths and areas of improvement. Help him/her set academic goals for middle school.



### World Wide Web:

Homework Central <http://www.homeworkcentral.com>  
Study Web <http://www.studyweb.com>



### Books:

*Helping Your Child Choose A Career* (Jist, Inc., ISBN 1563701847)

*How To Do Homework Without Throwing Up* (Free Spirit Publishing, ISBN 1575420112)

## RESOURCES

- ❖ Interview family members and friends about their jobs. Talk about responsibilities, skills, and training required for these jobs.
- ❖ Organize and develop a personal management system (daily planner, homework file, to-do list). Identify differences between elementary and middle school (number of teachers, schedule, lockers, independence, responsibility, elective classes).
- ❖ Collect grade reports, samples of work and conference information to put in a scrapbook or *Notebook*. (This is a good time to start this activity if you have not already.)



With your son/daughter . . .

- ❖ Help prepare for CSAP. Review test-taking strategies and preparation (get a good night's sleep, eat breakfast, answer all questions, read instructions carefully).
- ❖ Discuss the kinds of classes he/she has in school and how different subjects and the skills acquired through classroom participation and classroom behavior may be helpful in a job situation (i.e., turning work in on time, following directions, problem solving).
- ❖ Visit the public library and select books to read for fun. Encourage your child to read at least 30 minutes per day.
- ❖ Help your youngster become involved in school sponsored activities to explore interests and develop skills.

## W



Understand your strengths & interests



Know your choices & options



Set goals and take action



Learn to be a good worker at home & at school

# Preparing Today for Tomorrow



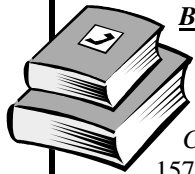
## RESOURCES



### World Wide Web:

My Future <http://www.myfuture.com>

Money Management <http://www.fleetkids.com>



### Books:

*Ultimate Kids Money Guide* (Simon and Schuster, ISBN 0689817177)

*Cliques, Phonies and Other Baloney* (Free Spirit Publishing, ISBN 1575420457)

With your son/  
daughter. . .

- ❖ Discuss what makes someone successful; describe situations in which these qualities would be helpful.
- ❖ Go to work together. Introduce him/her to your work environment, skills, responsibilities, and education.
- ❖ Consider your son/daughter's abilities, interests and goals to make course selections for 7th grade. Discuss how he/she is doing in school. Evaluate options for the future.
- ❖ Consider opening a savings account with your son/daughter. Start discussions about saving, spending, and setting financial goals.



With your son/daughter. . .

- ❖ Identify opportunities that he/she can participate in during the summer vacation (Parks & Recreation programs or classes, camps).
- ❖ Identify career interest opportunities through travel, summer camp and recreation activities. Identify three kinds of jobs from these settings. Ask "What would it be like to be....a lifeguard...camp counselor...river guide...artist...tour guide?"
- ❖ Set 1-2 goals to work toward over the summer (i.e., read a certain number of books, go to a special event, learn how to make ice cream).
- ❖ Discuss ways to begin a savings plan and how allowances or doing chores for the neighbors might help in this endeavor. Talk about how to comparison-shop.

Understand your strengths & interests

# Summer



Know your choices & options



Set goals and take action



Learn to be a good worker at home & at school

# Preparing Today for Tomorrow



With  
your son/daughter . . .

- ❖ Review and discuss how skills measured by CSAP may be used in the workplace (i.e., how math and reading can be used in different careers).



**World Wide Web:**

Mapping Your Future <http://mapping-your-future.org>  
 Career Parent Magazine <http://careerparent.com>  
 Adventures in Education <http://adventuresineducation.org>



**Books:**

*A Penny Saved: Teaching Your Children the Values and Skills They Will Need To Live in the Real World* (Simon and Schuster, ISBN 0684824809)

*Fighting Invisible Tigers: A Stress Management Guide for Teens* (Free Spirit Publishing, ISBN 0915793814)

- ❖ Do an internet search for three to four careers that he/she might be interested in exploring. Make a chart to compare: education, kinds of subjects to study, salary and job outlook. Suggested resources are listed on this page. Computers can be accessed through your public library.
- ❖ Help him/her develop a 24-hour "pie chart." Illustrate how time is spent on a daily basis. From this, evaluate time usage and strategize ways to improve.
- ❖ Keep a journal on spending habits. See where his/her money goes. Use this to develop a strategy to save.



With your son or daughter . . .

- ❖ Review test-taking strategies to prepare for the CSAP. Assess his/her communication skills – listening, reading, writing, and speaking. With him/her consider ways to help improve these skills.
- ❖ Talk about learning how to handle impulsive behavior. Share what you do to combat this when you are at work.
- ❖ Read about jobs available in your community. Resources could include Internet, newspaper, magazines, and library. Take time to compare what employers are looking for in new hires.
- ❖ Identify and discuss options to become a more effective writer. Practice by writing directions on how to do common, everyday-tasks (i.e., how to make a peanut butter sandwich, how to make a bed).

# W



Understand your strengths & interests



Know your choices & options



Set goals and take action



Learn to be a good worker at home & at school

# Preparing Today for Tomorrow



## Spring

With your son or daughter . . .

- ❖ Plan a family outing and include another family in the adventure.



### World Wide Web:

My Future <http://www.myfuture.com>

XAP <http://www.xap.com>

Adventures in Education <http://adventuresineducation.org>



### Books:

*Life Strategies for Teens* (Fireside Books, ISBN 074321546X)

*Career Exploration: A Student's Guide to More Than 500 Web Sites* (Ferguson Publishing, ISBN 0894343491)

## RESOURCES

- ❖ Explore careers related to current class choices. What kind of career can you have with a background in science...math...music...physical education? Use library resources like *Career Ideas for kids who like...* by Diane Lindsey Reeves.
- ❖ Identify current issues in your community and discuss a variety of alternatives to influence what happens regarding them (i.e., do nothing, create one or several plans of action, scenarios). Choose one local issue of concern.
- ❖ Locate a self-assessment test on-line or through a library resource. See if it corresponds to careers that you have already explored. Be sure to keep the results in your scrapbook for future reference.



With your son/daughter . . .

Understand your strengths & interests

- ❖ List current personality attributes, interests, and knowledge that are valued where you work. Tell him/her which ones on the list he/she already has and discuss others which might be worth developing .
- ❖ Talk about different kinds of leadership you have experienced in your career. Ask your son/daughter, "Do you see yourself as a leader or a follower?" Discuss why it's important to be both.
- ❖ Discuss the effects of peer pressure in your workplace. Ask him/her how this experience compares to his/her school environment.
- ❖ Help your son/daughter become involved in activities that demonstrate teamwork and leadership (volunteer opportunities, Scouts, 4-H, youth groups, sports).

## Summer



Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



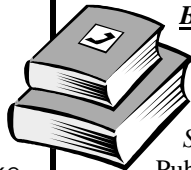
Fall



**World Wide Web:**

Adventures in Education <http://adventuresineducation.org>  
My Future <http://www.myfuture.com>

**RESOURCES**



**Books:**

*Writing Down the Days* (Free Spirit Publishing, ISBN 1575420864)

*School Power: Study Strategies for Success in School* (Free Spirit Publishing, ISBN 0915793423)

With your son/  
daughter . . .

- ❖ Review CSAP results. Celebrate successes and make a plan to work on areas for improvement.
- ❖ Volunteer to be a guest speaker or become involved in career-related activities at school. Talk with your youngster about doing a job shadow in a career interest area.
- ❖ Identify and use resources to assist in career and academic planning (Internet, library, school, books). Identify ways you can assist your son/daughter in becoming more independent and responsible at school and home.
- ❖ Help update and revise his/her *Notebook*. Start a journal about his/her goals and progress. (Use prompts like: things I know; things I want to know; things I am successful at; things that are difficult for me...)



Understand your strengths & interests

Winter



With your son or daughter . . .

- ❖ Review test-taking preparation and skills through library and Internet resources.
- ❖ Investigate the career resources listed on this page through public and school libraries, classroom and the Internet.
- ❖ Complete a 4-year high school plan with school counselor and/or teachers. Figure out how many credits are needed each year to graduate.
- ❖ Make the connection between personality and work environment. Encourage him/her to take a personality inventory test.

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



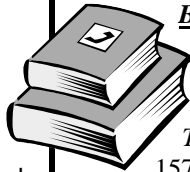
## Spring



### World Wide Web:

XAP <http://www.xap.com>

Adventures in Education <http://adventuresineducation.org>



### Books:

*How To Be School Smart: Super Study Skills* (Morrow, Williams & CO, ISBN 0688161391)

*The Secrets of Taking Any Test* (Learning Express, LLC, ISBN 1576853071)

With your son or daughter . . .

- ❖ Review middle school academic performance. Think about high school graduation requirements and your future goals. Discuss how these fit together and how choices now can affect goals later.
- ❖ Have your son/daughter choose to interview individuals in similar career areas. Connect him/her to your network of friends and acquaintances for career exploration purposes.
- ❖ Ask him/her "Where do you see yourself in ten years?" Develop a timeline including important events, past and future (i.e., graduation, marriage, college, etc.). Discuss preparation and education/training necessary to reach these goals.
- ❖ Visit the high school campus to help become familiar with the environment and staff.

## Summer



With your son/daughter . . .

- ❖ Prioritize time and activities related to work, school, and family. Consider what is working well for your youngster and/or family and what needs to be improved.
- ❖ Discuss "survival skills" for high school, including academic demands that he/she might be concerned about. Check with the high school counselor to arrange an interview of a student at the high school.
- ❖ Review and revise "pie chart" representing time demands to consider as your son/daughter enters high school.
- ❖ Evaluate the pros and cons of having a part-time job. Consider available options, appropriateness and transportation to and from work. Help him/her to understand that perseverance is a critical element in job hunting.

Understand your strengths & interests

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action







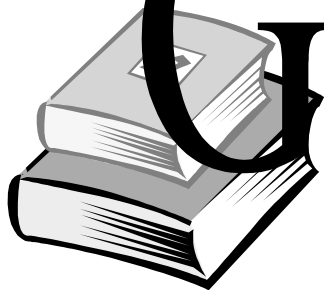
*Preparing Today  
for Tomorrow*

Grade 9



through

Grade 12



*High School*

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# Preparing Today for Tomorrow



## Fall

With your son/  
daughter...

- ❖ Organize a workspace at home for schoolwork that has a place for books and materials.

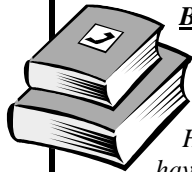


### RESOURCES

**World Wide Web:**

Job Profiles <http://www.jobprofiles.com>

Budget <http://www.metlife.com>



**Books:**

*100 Best Careers for the 21st Century* (Hungry Minds, ISBN 0022865396)

*How Rude! The Teenager's Guide to Good Manners, Proper Behavior and Not Grossing People Out* (Free Spirit Publishing, ISBN 1575420244)

- ❖ Talk about which classes he/she enjoys and why. Discuss how these classes relate to careers.
- ❖ Review the school's student and parent handbook. Talk with your son/daughter about the importance of school.
- ❖ Develop a budget for recreation, lunch, clothes, school supplies and other expenses. Review progress on a regular basis.



With your son or daughter...

- ❖ Suggest that your son/daughter take time to understand his/her interests and abilities. Discuss the results and identify three broad career areas he/she may wish to explore.
- ❖ Conduct a "scavenger hunt" to find information regarding the three career areas. Have him/her interview a person in two of these areas.
- ❖ Discuss test-taking strategies. (i.e., getting a good night's rest, eating a good breakfast). Ask how he/she might be preparing at school.
- ❖ Update or create a four-year academic/career plan based on interests, abilities and aptitudes, or make an appointment with the counselor to develop a plan.

## W



Understand your strengths & interests

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



With your son or daughter . . .

- ❖ Discuss CSAP results. Use this information to make a list of steps to take to improve areas of academic weakness. Save the results in a scrapbook or notebook for future reference.



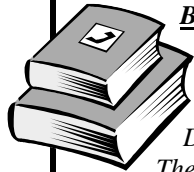
**World Wide Web:**

My Future <http://www.myfuture.com>

XAP <http://www.xap.com>

Job Profiles

<http://www.jobprofiles.com>



**Books:**

*A Teenagers Guide to School Outside The Box* (Free Spirit Publishing, ISBN 1575420872)

*Do What You Are: Discover the Perfect Career for You Through The Secrets of Personality Type* (Little Brown, and CO, ISBN 0316880655)

**RESOURCES**

- ❖ Reinforce connections between school and the workplace (i.e., class attendance, being on time and turning your work in on time, attitude, quality work).
- ❖ Look into “real world” experiences beyond the classroom. Help your son/daughter find a job shadow, internship or apprenticeship, volunteer or participate in service learning.
- ❖ Revisit 4-year academic plan in regard to what he/she like to do and what he/she does well.



With your son/daughter . . .



Understand your strengths & interests

- ❖ Discuss the importance of friendship, rest, play and ways summer activities can rejuvenate and refresh.
- ❖ Make a list of specific jobs that he/she might be interested in exploring. Discuss opportunities that might be available to your young adult both through school and outside of school. (See your advisor for more information, if needed.)
- ❖ Visit a friend in an interest area to continue the exploration process. Discuss the pros and cons of this career.
- ❖ Complete the above activity and discuss with your young adult what he/she liked and disliked about the job. With your son/daughter, write a summary for his/her *Notebook* for future reference.

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



Fall

With your son/  
daughter . . .

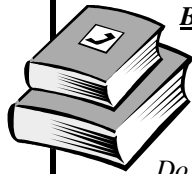
- ❖ Review his/her 4-year academic plan and discuss what was learned over the summer. Begin to make a list of awards and accomplishments to keep in a notebook for future reference.
- ❖ Explore activities he/she would like to participate in or ones in which he/she is already involved.
- ❖ Discover new activities at school or in your community to broaden opportunities. Select at least one to try.
- ❖ Create a menu of career opportunities to explore over the course of the school year. Refine goals.

## RESOURCES



### World Wide Web:

US Dept. of Education <http://www.ed.gov>  
My Future <http://www.myfuture.com>



### Books:

*You're Certifiable—The Alternative Career Guide to Certificate Programs, Trade Schools and Job Opportunities* (Fireside Books, ISBN 06848489968)

*Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type* (Little, Brow & CO, ISBN 0316880655)



Understand your strengths & interests

Winter



With your son/daughter . . .

- ❖ Help him/her to identify contacts which may result in finding a job opening. Ask him/her if he/she prefers to work individually or in groups. Connect possible contacts with this preference.
- ❖ Begin to build a resume. Check the resources listed on this page to help with this process.
- ❖ Review a month of activities and discuss the importance of balancing school, family, friends and work.
- ❖ At home, create ways to support and build skills which employers are currently looking for in the people they hire (i.e., chores, responsibilities, recreation).

Learn to be a good worker at home & at school



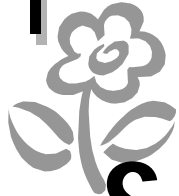
Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



## Spring

With your son/  
daughter...

- ❖ Encourage and discuss options in volunteering or holding a summer job. Obtain and help complete applications and set up interviews. Consider the options for self-employment.
- ❖ Discuss strengths and interests and the relationship to summer employment or volunteering. Help him/her to understand this is one way to explore a career.
- ❖ Discuss habits of effective workers at school and at home.
- ❖ Determine the strength areas (Access web site: [www.2h.com](http://www.2h.com)) and discuss how these strengths relate to career interests.

### RESOURCES



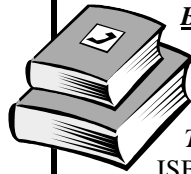
**World Wide Web:**

US News.edu <http://www.usnews.com/usnews/edu/>

My Future <http://www.myfuture.com>

Money/Budget

<http://www.metlife.com>



**Books:**

*Career Coaching Your Kids!* (Davies Black Publishing, ISBN 0891061002)

*The Seven Habits For Highly Effective Teens* (Simon and Schuster, ISBN 0684856096)

## Summer



With your son or daughter...

- ❖ Revise or create a budget for recreation, clothing and other expenses based on realistic expectations. Talk to him/her about the other things parents must include in their budget that benefit the child (i.e., rent/mortgage, insurance, vacation savings).
- ❖ Discuss checking accounts and how to use them. Consider opening one to manage allowance, car, food, and clothing expenses.
- ❖ Help him/her monitor progress towards goals, process what he/she is learning, and provide feedback and suggestions about how to keep or get back on track.
- ❖ Create and review action plans, checklists and milestones as he/she prepares to enter 11th grade.

Understand your strengths & interests

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



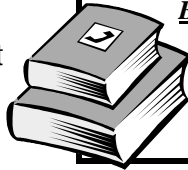
# Preparing Today for Tomorrow



Fall

With your son/  
daughter . . .

- ❖ Discuss ACT test taking strategies and postsecondary plans.



**Books:**

*Baron's 30 Best Buys for a College Education* (ISBN 0764104306)

*First Job Survival Guide* (Henry Holt & CO, ISBN 0805050140)

**RESOURCES**

**World Wide Web:**

ACT <http://act.org>

Sample Tests

<http://www.2h.com>

XAP

<http://www.xap.com>

Career Key <http://ncsn.edu/careerkey>

Career Profile Assessment

<http://www.nccdc.com>

Express interests in his/her plans, communicate the importance of setting goals. Check out the ACT preparation web sites at school or from home.

- ❖ Check admission criteria for selected colleges, tech schools, apprenticeships, military or employment to determine if additional coursework is needed.
- ❖ Evaluate the importance of extracurricular high school activities in relationship to college admission.
- ❖ Identify an item he/she would like to purchase and go through the process of comparison-shopping.



Winter



Understand your strengths & interests

With your son/daughter . . .

- ❖ Meet with an advisor to discuss strengths/interests for post-high school plans. If they include college or university programs, ask about financial aid possibilities.
- ❖ Explore in depth career options. Encourage a leadership role in school or community activities.
- ❖ Set a goal to do occupational interviews in the three areas chosen. Have your advisor set up these opportunities. Check out occupational research questions on web site resources.
- ❖ Complete interviews. Write a summary paragraph comparing the information. Add these to your *Notebook*.



Know your choices & options



Set goals and take action



Learn to be a good worker at home & at school

# Preparing Today for Tomorrow



With your son/  
daughter . . .

- ❖ Discuss ACT results and postsecondary plans. Save the information in his/her *Notebook*.



## RESOURCES

### World Wide Web:

- |   |   |
|---|---|
| ACT <a href="http://www.act.org">http://www.act.org</a>           |   |
| SAT <a href="http://collegeboard.com">http://collegeboard.com</a> |   |
| XAP   | <a href="http://www.xap.com">http://www.xap.com</a>                             |
| US News.edu   | <a href="http://www.usnews.com/usnews/edu">http://www.usnews.com/usnews/edu</a> |
| Career Guidance Foundation  | <a href="http://www.collegesource.org">http://www.collegesource.org</a>         |

### Books:

*How the Military Will Help You Pay For College* (Peterson's Guides, ISBN 0878669965)

*Career Skills That Work For Everyone* (McGraw-Hill, ISBN 0070017662)

- ❖ Check admission criteria for selected colleges, tech schools, military, apprenticeships or employment to determine if additional coursework is needed.
- ❖ Attend college and career fairs. Discuss what options might be available. Request college catalogs, employment applications or information on apprenticeship programs through library, telephone, mail, or Internet.
- ❖ Review current spending and savings strategies for post-high school plans.



Understand your strengths & interests

With your son/daughter . . .

- ❖ Using narrowed options, develop realistic financial plans on estimated costs for post-high school goals. Decide if the ACT or SAT should be retaken.
- ❖ Seek out other students who have attended college or have had employment in a company of interest. Discuss the likes and dislikes. Obtain college admission forms and/or employment applications and note important dates.
- ❖ Share any retraining or schooling you had to accomplish to keep or improve your position at work. Build a sense of personal responsibility for controlling what happens in life.
- ❖ Visit nearby companies or colleges, or plan to visit post-high school campus choices over the summer. Establish a high value on education and good work habits.

# Summer



Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action





# Preparing Today for Tomorrow



## Fall

With your son/daughter . . .

- ❖ Update awards and accomplishments. Recheck deadline dates for application submission for plans after high school.
- ❖ Check high school information sources (Counselor bulletin boards, FASTWEB) for program announcements and scholarship opportunities. Watch for December ACT and SAT dates.
- ❖ Arrange with teachers to write letters of recommendation. Develop a list of strengths and accomplishments that should be included for the teacher's review.
- ❖ Check and mail college admission forms or apprenticeship applications by deadlines. Make copies of all application information.



### RESOURCES

#### World Wide Web:

ACT <http://www.act.org>

FAST Web <http://www.fastweb.com>

Financial Aide <http://www.finaid.org>

US News.edu <http://www.usnews.com/>

usnews/edu

Career Guidance Foundation <http://www.collegesource.org>

XAP <http://www.xap.com>



#### Books:

(Interviewing)

*What Color Is Your Parachute* (Ten Speed Press, ISBN 1580082424)



Understand your strengths & interests



With your son/daughter . . .

- ❖ If college bound, help fill out financial aid forms (FAFSA) and complete and mail them six weeks before deadline date. Keep copies! Be aware that the family's taxes must be completed before this form can be submitted.
- ❖ Set up an informational interview (interviews conducted by someone interested in finding out more about a career/job) with professionals in the career of interest. Brainstorm informational interview questions, let him/her practice asking the questions, and give him/her feedback and suggestions.
- ❖ Discuss informational interview results. Help him/her interpret what he/she is hearing and determine the next steps.
- ❖ Identify the changes in lifestyle that will impact him/her in the transition after high school (i.e., do one's own laundry, balance one's own checkbook, cooking, nutrition, exercise).

Know your choices & options



Set goals and take action



Learn to be a good worker at home & at school

## Winter



# Preparing Today for Tomorrow



## Spring



**RESOURCES**

**World Wide Web:**  
 Budget/Money <http://moneycentral.msn.com>  
<http://metlife.com>  
 US News.edu <http://www.usnews.com/usnews/edu>  
 My Future <http://www.myfuture.com>  
 Career Guidance Foundation <http://www.collegesource.org>



**Books:**  
*How to Be A Star At Work* (Crown Publishing, ISBN 0812931696)

With your son/daughter . . .

- ❖ Review the *Notebook* and celebrate accomplishments over the years. Determine what needs to be added or if there is anything left unexplored.
- ❖ Set aside time to discuss summer plans and deadlines for fall.
- ❖ Plan a celebration for high school graduation. Decide on a theme, guest list, food, and activities.
- ❖ Discuss the qualities that are important in friendships. Determine some ways to continue socializing after high school.



## Summer



Understand your strengths & interests

With your son/daughter . . .

- ❖ Create a realistic plan of anticipated monthly living expenses.
- ❖ Discuss strategies to reduce monthly expenses. (Topics to discuss might include: a roommate, types of housing available, entertainment, and transportation.)
- ❖ Make a list of things that he/she is good at and things that he/she likes about themselves.
- ❖ Pick an activity every two weeks to do together (cooking class or learn a new recipe together, go on a long bicycle tour).

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action

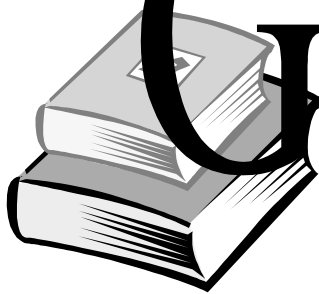




*Preparing Today  
for Tomorrow*



Grade 13  
and  
Grade 14



*Higher Education*

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# Preparing Today for Tomorrow



With your son/  
daughter...

- ❖ Locate local support resources, people, and information to help him/her maximize his/her talents (i.e., internship programs, business tours, career guidance centers, mentoring programs).
- ❖ Attend a play, lecture or movie on a weekend. Discuss what was humorous or inspirational.
- ❖ Make a list of his/her priorities to ensure a balanced time-management lifestyle (i.e., recreation, work, school). Talk about the relationship between personal activities or lifestyle and performance at work or school.
- ❖ Encourage contingency plans and help him/her to develop an attitude for positive risk taking.

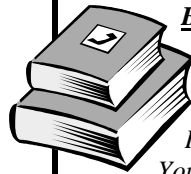


## RESOURCES

### World Wide Web:

Career journal <http://www.careerjournal.com>

Monster.com <http://www.monster.com>



### Books:

*Getting to Yes: Negotiating Agreements Without Giving In*  
(Penguin Books, ISBN 0140157352)

*Is It Too Late to Run Away and Join the Circus: Finding the Life You Really Want* (Hungry Minds Inc, ISBN 0028621585)



With your son/daughter...

# W

inter



Understand your strengths & interests

- ❖ Help clarify what it is he/she could do to enhance his/her school or work activities and then support his/her efforts (i.e., introduce him/her to colleagues who can help with career opportunities).
- ❖ Encourage independence and provide ongoing support regardless of the distance that separates you.
- ❖ Help him/her think through the consequences of his/her decisions and weigh his/her options.
- ❖ Practice negotiating skills (i.e., curfew, raise, allowance). Share with him/her some of the instances where one negotiates in everyday situations (i.e., shopping, restaurant, school).

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



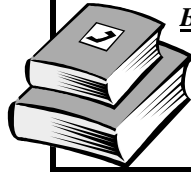
## Spring



### RESOURCES

#### World Wide Web:

Career Journal <http://www.careerjournal.com>  
 Interview, Internship <http://www.studentadvantage.lycos.com>  
 Career Profile Assessment <http://www.nccdc.com>



#### Books:

*What Color Is Your Parachute* (Ten Speed Press, ISBN 1580082424)

With your son/  
daughter . . .

- ❖ Explore independent living costs in your geographical area and in areas he/she might consider moving to based on recreation, weather, job outlook, and opportunity.
- ❖ Discuss how procrastination is really a form of decision-making.
- ❖ Explore three skills that would enhance his/her school or employment prospects.
- ❖ Develop an approach to achieving one of the skills identified above by taking small steps toward the goal.



## Summer



With your son/daughter . . .

- ❖ Ask him/her if the course of study, job skills and responsibilities match with his/her likes and dislikes. Make a list to compare.
- ❖ Encourage him/her to take a career profile assessment. If he/she has taken one previously, compare the results.
- ❖ Identify what activities keep your life in balance (i.e., relationships, recreation, vacation time, exercise, leisure time, hobbies) Help your son/daughter to identify his/her balancing activities.
- ❖ Create a plan to include these in his/her daily routine.

Understand your strengths & interests

Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



## Fall

With your son/  
daughter. . .

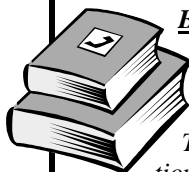
- ❖ Help him/her to understand that the informal rules in the workplace are sometimes more important than the written ones (listening, adaptability, flexibility, enthusiasm).
- ❖ Illustrate the importance of networking skills by giving a successful example of your own experience.
- ❖ Explore the ways that new technology has changed the way you do your work (i.e., different ways to communicate, scope of clients, speed of communications, impact of retraining and amount of people hired).

### RESOURCES

#### World Wide Web:

Peterson's Guide <http://www.petersons.com>

Job Profiles.com <http://www.jobprofiles.com>



#### Books:

*Letting Go: A Parent's Guide to Understanding the College Years*  
(Harper Trade, ISBN 006095244X)

*Travel That Can Change Your Life: How to Create a Transformational Experience* (Jossey Bass Inc, ISBN 0787909416)



Understand your strengths & interests

With your son/daughter. . .

- ❖ Acknowledge your changing relationship and help him/her develop self-reliance.
- ❖ Discuss how success and failure are learning tools.
- ❖ Review decision-making skills as it applies to the classes he/she is taking, extracurricular opportunities, or the job held. Ask him/her, "How are these activities shaping where you want to be in 15 years?"
- ❖ Encourage travel to other states or countries.

## Winter



Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow



## Spring

With your son/  
daughter. . .



### World Wide Web:

Internships <http://www.internships.com>

Internship/Resume <http://www.studentadvantage.lycos.com>

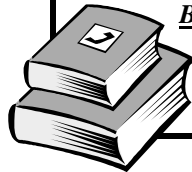
Career Journal <http://www.careerjournal.com>

Monster.com <http://www.monster.com>

Transferable Skills Survey [http://www.d.umn.edu/student/loon/car/self/career\\_transfer\\_survey.html](http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html)

### Books:

*Internship Success: Real-World Step-by-Step Advice on Getting the Most Out of Internships* (NTC Publishing, ISBN 0844244953)



- ❖ Analyze job markets within the state, nation and world and compare cost of living with prevailing wages. (Access web site, [careerjournal.com](http://www.careerjournal.com) or [monster.com](http://www.monster.com) to facilitate this research.)
- ❖ Explore summer internship opportunities. Encourage your son/daughter to check with campus career centers or look for opportunities online.
- ❖ Share the character traits you most admire about him/her (i.e., courage, caring, loyalty, humor, honesty, creativity, wisdom, self-discipline, compassion).
- ❖ Help him/her develop resiliency. If tough times emerge, help mentor him/her through them and develop positive outcomes.

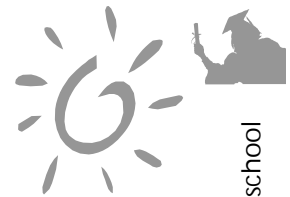


Understand your strengths & interests

With your son/daughter. . .

- ❖ Explore how the skills he/she is learning in school transfer to the workplace. (Access *Transferable Skills Survey* in the resource section of this page.)
- ❖ Revisit his/her resume. Think about the concept of a toolbox filled with different skills he/she has acquired.
- ❖ Help create and practice a 2-minute commercial about himself/herself to answer the interview statement, "Tell me about yourself?"
- ❖ Illustrate how endurance and persistence are important parts of a job search.

## Summer



Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action







*Preparing Today  
for Tomorrow*



# R esources



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# Preparing Today for Tomorrow

## Resource Guide

We offer these resource listings as a *tool kit* for parents, students and educators. There is a wide variety of resources available – most listed here are outstanding resources suggested by a number of our contributors. The resources listed are grouped in grade levels. Both online sites and printed materials are listed.

### Pre-K K- 1-2-3

#### **Career Connections for Parents and Students**

US Department of Education <http://www.ed.gov>  
 Family Education.com <http://www.familyeducation.com>  
 4children <http://www.4children.com>  
 Kid Sites <http://www.kidsites.com>  
 Ask Jeeves <http://www.ajkids.com>  
 Games <http://www.aolgames.com>  
 Funbrain <http://www.funbrain.com>  
 Funology <http://www.funology.com>  
 Funschool <http://www.funschool.com>

#### **Printed Materials for Parents**

Bennett, Steve, Bennett, Ruth (1996). *365 TV Free Activities*. Holbrook, MA: Adams Media Group (ISBN 1558505857).

Cullinan, Bernice E. (2000). *Read to Me: Raising Kids Who Love to Read*. New York, NY: Scholastic ( ISBN 043908721X).

Godfrey, Neale S., Edwards, Carolina (1993). *Money Doesn't Grow on Trees: A Parent's Guide to Raising Financially Responsible Children*. New York, NY: Simon and Schuster (ISBN 0671798057).

Maeroff, Gene I. (1989). *The School Smart Parent: A Guide to Knowing What Your Child Should Know From Infancy Through Elementary School*. New York, NY: Crown Publishing Group (ISBN 081291631X).

Perry, Susan K. PhD. (2001). *Playing Smart: A Family Guide to Enriching, Offbeat Learning Activities*. Minneapolis, MN: Free Spirit Publishing (ISBN 157542093).

Understand your strengths & interests



Learn to be a good worker at home & at school



Know your choices & options



Set goals and take action



# Preparing Today for Tomorrow

Pantley, Elizabeth (2000). *Hidden Messages: What our Words and Actions are Really Telling Our Children*. Lincolnwood, IL: NTC Publishing Group (ISBN 0809297701).

Roehlkepartain, Jolene L. (2001). *Raising Healthy Kids Day by Day*. Minneapolis, MN: Free Spirit Publishing (ISBN 1575420945).

Roehlkepartain, Jolene, Leffert Nancy (1999). *What Young Children Need to Succeed : Working Together To Build Assets From Birth to Age 11* . Minneapolis MN: Free Spirit Press (ISBN 1575420945).

Trelease, Jim (1995). *The Read Aloud Handbook*. East Rutherford, NJ: Penguin-Putnam Inc (ISBN 0140469710).

## Story and Activity Books to Support Family Activities

Allen, Laura (1997). *Clever Letters - Fun Ways to Wiggle Your Words!* Middleton, WI: Pleasant Company (ISBN 1562475282).

Brown, Marc (1983). *Perfect Pigs: An Introduction to Manners*. Boston: Little, Brown and CO (ISBN 0316110809).

Cleary, Beverly (1990). *Ramona and Her Father*. New York, NY: Morrow, Williams & CO ( ISBN 0380709163).

Cohen-Posey, Kate (1995). *How to Handle Bullies, Teasers, and other Meanies*. Island City, FL: Rainbow Books (ISBN 1568250290).

Degen, Bruce (1997). *Jesse Bear What Will You Wear*. New York, NY: Simon and Schuster (ISBN 068980623X).

(1997) *Jobs People Do*. New York, NY: Dorling Kindersley (ISBN 0789414920).

Mead, Richard (1996). *I Wonder Why the Telephone Rings and other Questions about Communications*. New York, NY: Larouse, Kingfisher, Chamber Inc. (ISBN 07532505151).

Schwartz, David M. (1994). *If You Made A Million*. New York: NY: Morrow, William & CO (ISBN 0688136346).

Understand your strengths & interests



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# Preparing Today for Tomorrow

Wick, Walter, Marzollo, Jean (1992). *I Spy -A Picture Book of Riddles*. New York, NY: Scholastic (ISBN 0590450875).

Zindel, Paul (1993). *Attack of the Killer Fishsticks*. New York, NY: Bantam Books (ISBN 0553480847).

## **Recommended Book Series:**

**DK Readers Series: Jobs People Do: A Day in the Life of...** By Linda Hayward

## **Elementary K-1-2-3-4-5**

### **Career Connections for Parents and Students**

US Department of Education <http://www.ed.gov>  
 Career Parent magazine <http://careerparent.com>  
 Family Education <http://www.familyeducation.com>  
 4children <http://www.4children.com>  
 Funbrain <http://www.funbrain.com>  
 Funology <http://www.funology.com>  
 Funschool <http://www.funschool.com>  
 Ask Jeeves <http://www.ajkids.com>  
 Kid Sites <http://www.kidsites.com>  
 Money Management <http://www.fleetkids.com>

### **Homework Helpers**

Homework Central <http://www.homeworkcentral.com>  
 Study Web <http://www.studyweb.com>  
 Ask Jeeves <http://www.ajkids.com>

### **Specific Subject Sites**

Dictionary <http://www.dictionary.com>  
 3-D Atlas <http://www.3DAtlas.com/index.html>  
 Web Math <http://www.webmath.com>  
 Coolmath <http://www.coolmath.com>  
 Ask Dr. Math <http://www.askdrmath.com>  
 Exploratorium <http://www.exploratorium.edu>  
 National Geographic <http://www.nationalgeographic.com>

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# Preparing Today for Tomorrow

## Printed Materials for Parents

Godfrey, Neale S. (1996). *A Penny Saved: Teaching Your Children the Values and Skills They Will Need to Live in the Real World*. New York, NY: Simon and Schuster (ISBN 0684824809).

Montross, David H., Kane, Theresa E., Ginn, Robert J. Jr. (1997). *Career Coaching Your Kids*. Palo Alto, CA: Davies Black Publishing (ISBN 0891061002).

Otto, Luther B. (1996). *Helping Your Child Choose a Career*. Indianapolis, IN: JIST, Inc. (ISBN 1563701847).

Perry, Susan K. PhD (2001). *Playing Smart: A Family Guide to Enriching, Offbeat Learning Activities*. Minneapolis, MN: Free Spirit Publishing (ISBN 157542093).

## Books that Support Family Activities:

*Kid's Cooking- A Very Slightly Messy Manual*. (1987) Palo Alto, CA: Klutz Publishing (ISBN 0932592147).

Mintzer, Rich, Mintzer, Carol F. (2000). *The Everything Kid's Online Book*. Holbrook, MA: Adams Media (ISBN 1580623948).

Noll, Kathy, Carter, Jay (1998). *Taking the Bully by the Horns*. Oakland, CA: Unicorn Press (ISBN 0937004111).

Romain, Trevor (1997). *Bullies are a Pain in the Brain*. Minneapolis, MN: Free Spirit Publishing (ISBN 1575420457).

Wirth, Claudia G., Bowman-Kruhm, Mary (1991). *Where's My Other Sock? How to Get Organized and Drive Your Parents and Teachers Crazy*. New York, NY: Harper-Collins Children's Books (ISBN 0690046650).

## Recommended Series:

*Career Ideas For Kids Who Like.....* by Diane Lindsey Reeves, Checkmark Books.

Understand your strengths & interests



Know your choices & options



Set goals and take action



Learn to be a good worker at home & at school

# Preparing Today for Tomorrow

## Middle School 6-7-8

### Career Connections for Parents and Students

Adventures in Education <http://adventuresineducation.org>  
 US Department of Education <http://www.ed.gov>  
 Career Key <http://ncsu.edu/careerkey>  
 Career Parent Magazine <http://careerparent.com>  
 My Future <http://www.myfuture.com>  
 Mapping Your Future <http://mapping-your-future.org>  
 Monster.com <http://monster.com>  
 Xap <http://www.xap.com>

### Homework Helpers

Homework Central <http://www.homeworkcentral.com>  
 Study Web <http://www.studyweb.com>  
 Fact Monster <http://factmonster.com>  
 Exploratorium <http://www.exploratorium.edu>

### Specific Subject Sites:

Merriam -Webster <http://www.m-w.com>  
 WebMath <http://www.webmath.com>  
 SciCentral <http://www.scicentral.com>  
 National Geographic <http://www.nationalgeographic.com>  
 Money Management <http://www.fleetkids.com>

### Printed materials:

Benson, Peter L., Galbraith, Judy, Espeland, Pamela. (1998). *What Teens Need to Succeed: Proven, Practical Ways to Shape Your Own Future*. Minneapolis, MN: Free Spirit Publishing (ISBN 1575420309).

Dahlstrom, Lorraine M. MA (2000). *Writing Down the Days: 365 Creative Journaling Ideas For Young People*. Minneapolis, MN: Free Spirit Publishing (ISBN 1575420864).

Godfrey, Neale S. (1998). *Ultimate Kids Money Book*. New York, NY: Simon and Schuster (ISBN 0689817177).

McGraw, Jay (2000). *Life Strategies for Teens*. New York, NY: Fireside Books (ISBN 074321546X ).

Understand your strengths & interests



Know your choices & options



Set goals and take action



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# Preparing Today for Tomorrow

Montross, David H., Kane, Theresa E., Ginn, Robert J. Jr. (1997). *Career Coaching Your Kids*. Palo Alto, CA: Davies Black Publishing (ISBN 0891061002).

Otto, Luther B. (1996). *Helping Your Child Choose a Career*. Indianapolis, IN: JIST, Inc. (ISBN 1563701847).

Perry, Susan K. Ph.D. (2001). *Playing Smart: A Family Guide to Enriching, Offbeat Learning Activities*. Minneapolis MN: Free Spirit Publishing (ISBN 1-57542-09-3).

Romain, Trevor (1998). *Cliques, Phonies and other Baloney*. Minneapolis, MN: Free Spirit Publishing (ISBN 1575420457).

Schmitz, Connie, Hipp, Earl (1997). *Fighting Invisible Tigers: A Stress Management Guide for Teens*. Minneapolis, MN: Free Spirit Publishing (ISBN 0915793814).

Shay Schumann, Jeanne (1992). *School Power: Study Skill Strategies for Success in School*. Minneapolis, MN: Free Spirit Publishing (ISBN 0915793423).

## High School+ 9-10-11-12-13-14

### Post Secondary Planning- Parents/students

Career Parent Magazine <http://careerparent.com>

US Department of Education <http://www.ed.gov>

Student Advantage <http://studentadvantage.lycos.com>

Adventures in Education <http://adventuresineducation.org>

Career Guidance Foundation <http://www.collegesource.org>

College Net <http://www.collegenet.com>

Peterson's Guide <http://www.petersons.com>

My Future <http://www.myfuture.com>

Mapping Your Future <http://mapping-your-future.org>

Monster.com <http://www.monster.com>

Yahoo! <http://www.yahoo>

US News.edu <http://www.usnews.com/usnews/edu/>

Career Journal <http://www.careerjournal.com>

How Stuff Works <http://www.howstuffworks.com/>

Job Profiles.com <http://www.jobprofiles.com>

Interview Coach <http://interviewcoach.com>

Xap <http://www.xap.com>

Bureau of Labor Statistics <http://bls.gov>

[college-admission.html](#)

Understand your strengths & interests



Learn to be a good worker at home & at school

### Homework Helpers

Know your choices & options



Set goals and take action





# Preparing Today for Tomorrow

Study Web <http://www.studyweb.com>  
Homework Central <http://www.homeworkcentral.com>

## Specific Subject Sites

Scicentral <http://www.scicentral.com/>  
Physlink <http://www.physlink.com/>  
Researchpaper.com <http://researchpaper.com/>  
Merriam - Webster <http://www.m-w.com/>  
3D-Atlas <http://www.3DAtlas.com/index.html>  
History Guide <http://www.pagesz.net/~stevek/>  
Internships <http://www.intershops.com>  
Money/Budget <http://moneycentral.msn.com>  
<http://www.metlife.com>

## On-line self-scoring testing and traditional assessment sites

SAT <http://collegeboard.com>  
ACT <http://www.act.org>  
Career Key <http://ncsn.edu/careerkey>  
Sample Tests <http://www.2h.com>  
Transferable Skills [http://www.d.umn.edu/student/loon/car/self/career\\_transfer\\_survey.html](http://www.d.umn.edu/student/loon/car/self/career_transfer_survey.html)

Career Guidance Foundation <http://www.collegesource.org>  
Peterson's Guide <http://www.petersons.com>  
College Quest <http://www.collegequest.com/cgi-bin/> ndCGI/  
Testprep <http://www.testprep.com>  
Access to many Self Assessment tests <http://psychometrics.com>

## Financial Aid

FAST Web <http://www.fastweb.com>  
Fin.Aide <http://www.finaid.org>  
Sallie Mae <http://scholarships.salliemae.com>  
FAFSA <http://www.fafsa.com>

## Printed Materials for students, parents and educators:

Anderson, Richard (1995). *Getting Ahead: Career Skills that Work for Everyone*.  
New York: McGraw-Hill (ISBN 00700176662).



# Preparing Today for Tomorrow

Betterton, Don M. (1990). *How the Military Will Help You Pay For College*. Princeton, NJ: Peterson's Guides (ISBN 0878669965).

Bolles, Richard (2001). *What Color is your Parachute?.* Berkeley, CA.: Ten Speed Press. (ISBN 1580082424).

Levin Coburn, Kevin (1997). *Letting Go: A Parent's Guide to Understanding the College Years*. New York, NY: Harper Trade (ISBN 006095244X).

Covey, Sean (1998). *The Seven Habits for Highly Effective Teens – The Ultimate Teenage Success Guide*. New York, NY: Simon and Schuster (ISBN 0684856096).

Erhlich-Green, Marianne (1997). *Internship Success: Real World, Step-by-Step Advice on Getting the Most Out of Internships*. Lincolnwood, IL: NTC Publishing Group (ISBN 0844244953).

Field, Shelly (1999). *100 Best Careers for the 21st Century*. Lawrenceville, New Jersey: Hungry Minds. Inc. (ISBN 0022865396).

Fisher, Roger, Ury, William (1991). *Getting To Yes: Negotiating Agreement Without Giving In*. New York, NY: Penguin Books (ISBN 0140157352).

Gray, Kenneth (2000). *Getting Real Helping Teens Find their Futures*. Thousand Oaks, CA: Corwin Press, Inc. (ISBN 0761975152).

Green, Rebecca (2001). *A Teenager's Guide to School Outside the Box*. Minneapolis, MN: Free Spirit Press, INC (ISBN 1575420872).

James, Elizabeth, Barkin, Carol (1998). *How to Be School Smart: Super Study Skills*. Morrow, William & CO ( ISBN 0688161391).

Kelly, Robert E. (1999). *How To Be A Star at Work – 9 Breakthrough Strategies You Need To Succeed*. New York, NY: Crown Publishing Group (ISBN 0812931696).

Kottler, Jeffrey (1997). *Travel That Can Change Your Life: How to Create a Transformational Experience*. New York, NY: Jossey Bass, Inc., Publishers (ISBN 078790416).

Montross, David H., Kane, Theresa E., Ginn, Robert J. Jr. (1997). *Career Coaching Your Kids*. Palo Alto, CA: Davies Black Publishing (ISBN 0891061002).

Understand your strengths & interests



Know your choices & options



Set goals and take action



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# Preparing Today for Tomorrow

Myers, Judith M. (2000). *The Secrets of Taking Any Test*. LearningExpress, LLC (ISBN 1576853071).

Naftali, Lee, Naftali, Joel (1999). *You're Certifiable –The Alternative Career Guide to Certificate Programs, Trade Schools and Job Opportunities*. New York, NY: Fireside Books (ISBN 0684849968).

Oakes, Elizabeth H, (1998). *Career Exploration on the Internet: A student's Guide to more than 300 Web Sites*. Indianapolis, IN: Jist , Inc ( ISBN 0894342401).

Otto, Luther B. (1996). *Helping Your Child Choose a Career*. Indianapolis, IN: JIST, Inc.(ISBN 1563701847).

Packer, Alex (1997). *How Rude! The Teenagers Guide to Good Manners, Proper Behavior and Not Grossing People Out*. Minneapolis, MN: Free Spirit Press (ISBN 1575420244).

Schmitz, Connie, Hipp, Earl (1997). *How Rude! The Teenagers Guide to Good Manners, Proper Behavior and Not Grossing People Out*. Minneapolis, MN: Free Spirit Press (ISBN 1575420244).

Smye, Diane (1998). *Is It Too Late To Run Away and Join The Circus? - Finding the Life You Really Want*. Lawrenceville, New Jersey: Hungry Minds, Inc. (ISBN 0028620585).

Solorzano, Lucia (1998). *Baron's 30 Best Buys for a College Education*. New York, NY: Baron's Educational Series (ISBN 0764104306).

Sutcliff, Andrea (1997). *First Job Survival Guide*. New York, NY: Henry Holt & CO (ISBN0805050140).

Tieger, Paul D., Barron-Tieger, Barbara. (1992). *Do What You Are: Discover the Perfect Career For You Through the Secrets of Personality Type*. Boston: Little, Brown, and CO. (ISBN 0316880655).



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