

Making a Plan

Helping your child explore the future

Health Services

Industrial & Engineering Technology

Human Services

Business, Management & Technology

Arts & Communication

Natural Resources Agriculture

Parents & Families ...

Tools you can use in cooperation with your school to help guide your child toward a fulfilling, healthy future and career.

Developing Self Confidence



Self confidence or faith in oneself is needed to achieve success in school and to make good career decisions and responsible life choices. Parents can help their child develop that all-important confidence in a variety of ways.

Tips to Build Self Confidence

- Provide positive reinforcement whenever possible; reward and praise your child's achievements.
- Teach your child the power of wise decision making. You can show how good judgment leads to positive results by setting up achievable goals and tasks (saving money for a large purchase, for instance).
- Become active in your child's choice of friends and activities. Encourage positive friendships and participation in constructive activities. Drive them to movies, concerts, and other outings.
- Attend sporting events, plays, and recitals.
- Be active in your child's school career. A student will take school – and the future – more seriously knowing that his or her parents are attending conferences, job fairs, career nights, and school board meetings.

Lift Limitations

- Encourage your child to imagine how things will change in his or her lifetime.
- Encourage your child to explore his or her own interests, capabilities, and dreams. When children are excited about their future, they will naturally develop the drive and persistence needed to make dreams come true.
- Keep an open positive mind to their choices. The opportunities available to today's children are greatly different from what was available to you, their parents.
- Encourage your child to think beyond the stereotypes. Female engineers and male nurses have passed an additional challenge beyond their studies to enter a nontraditional career. Don't let your child limit their dreams by accepting stereotypes about jobs or people.
- Don't fear your child's success taking them away from you. Your child's life should be about their dreams and their achievements. Don't be afraid of their career track taking them out of state or even out of the country. Your goal is to help your child become a responsible, fulfilled adult. The transition to adulthood can be difficult on both the child and the parent. Recognize your feelings and share them, but remain supportive and positive about your child's career plan.

Discuss Success

Success can be defined in many ways: personal expression, self-fulfillment, family connections, financial independence, career achievement, social standing, community involvement, and others. A successful career is measured by much more than dollar signs or academic degrees. It is important for you to help your child define what success means to him or her, and then help your child find a way to achieve it.

Adapted from "A Parent Handbook for Career Development," Iroquois-Kankakee Counties Education to Careers Partnership.

You & Your Child's Career Choices

As a parent, your child listens to you more than anyone else in their life.

Sometimes, it's hard to believe. But when it comes to career choices – some of the most important decisions your child will ever make – research has shown that parents consistently rank as the number one influence on the career choices of young people. This gives you a great opportunity. You are in a better position than anyone else to broaden your child's view of what career choices are available to them and help them gather information to make the best possible choice.

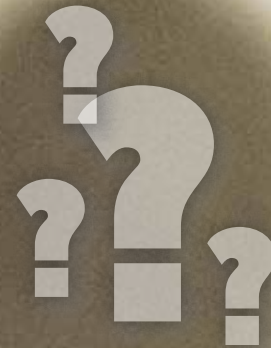
There are a number of ways that you will influence your child's career choices:

- Role modeling
- Discussing career choices
- Sharing your view of different kinds of work
- Creating an environment that builds habits of time management, responsibility, integrity, and problem solving
- Establishing academic and career expectations

To make the most positive impact on your child's career development, your career influence should be very intentional. Think of yourself as a career coach for your child. To help players become a successful team, coaches must drill them to develop skills, encourage them, establish boundaries for them, and teach them the rules of the game. You can play your role as a career coach for your child by asking yourself the following questions:

- Do I allow my child the freedom to engage in new experiences?
- Do I encourage exploration of occupations without being judgmental?
- Am I listening with openness and understanding?
- Do I tolerate ideas and values that differ from my own?
- Have I discussed my own career history ("the good, the bad, and the ugly")?

Research shows young people consistently **influenced** by one group **more than any other** when it comes to **career choices ...**



WHO IS IT?

IT'S YOU. Several research studies have shown that parents are a stronger influence on a young person's career choices than peers, teachers, counselors, or any other group. This means that you have a very important role to play in shaping your child's future. What you say about jobs and how you act, whether you intend it to or not, will influence your child's decisions about their careers.

- Do I impose ideas (even with the best intentions) that can limit my child's options?
- Do I objectively guide my child in looking at skills, interests, and abilities?
- Am I positive and supportive when my child makes poor decisions or fails?
- Do I encourage my child to assume responsibility for career decisions?

10 Key Things Parents Can Do

Passion for life, learning, and work comes from within. Help your children discover their passions. Cultivate their sense of hope. Believe in their dreams, and they will believe in them.

1. Tell Your Child You Are Proud of Them.

A positive sense about who we are is central to a healthy and productive life. High self-esteem, combined with hope for the future, feelings of control over life events, and a sense of purpose, build positive identity. Notice and encourage your children when you see them doing a good job. Be specific with your encouragements, big and small. Give them positive feedback.

Adapted from "10 Ways You Can Support Your Child's Future," Oregon's Partnership for Occupational & Career Information.

2. Listen to Your Child and Express Interest in Those Things They Care About.

Talk with your children about the everyday stuff. (Believe it or not, 78% of middle school and 48% of high school age students say they want to talk more to their parents.) Start early by asking about their ideas and opinions regularly. Show them that you are really interested in what they think and feel, and they will become comfortable about expressing their thoughts to you.

3. Help Your Child Understand Who They Are and What Makes Them Special.

Ask your children questions about things that interest them and activities they enjoy. Talk about how they learn best – is it through reading, talking, or doing? Probe their unique interests to better understand them. Consider their favorite games, books, school subjects, toys, activities, and make believe. Share what you observe about their strengths and interests.

4. Recognize the Unique Nature of Your Child and Their Career Path.

Sometimes we expect that life should follow a perfect and predictable path. However, career development is a process, and everyone does it differently. Children learn and develop at different rates. Talk about the positive aspects of these differences. Help your children express and cherish their uniqueness.

5. Be Involved in School Activities and Support School Work.

When you are involved in your children's education, they will achieve more regardless of your economic status, ethnic or racial background, or educational level. Be a partner with the teachers and school staff in supporting your children's education. Your children need to see that you care about how they do in school.

The Thinning Crowd



For every 100 high school freshmen in Missouri ...

23%
LOSS



77 will earn their high school diploma.

43%
LOSS



44 will enter college.

34%
LOSS



29 will still be enrolled their sophomore year.

28%
LOSS



21 will earn a college degree by their early 20s.



Associate's Degree (6)



Bachelor's Degree (15)

DECREASING PYRAMID OF EDUCATIONAL ACHIEVEMENT.

Only 2 in 10 ninth-grade students will go on to complete a college degree by their early 20s (within 150% time for their degree). Income trends show that education beyond high school is needed to earn a family-supporting wage. This highlights the great importance of the student, family, and teachers working as a team.

Sources: National Center for Higher Education Management Systems (2006)

To Support Their Child's Future

Let their dreams create purpose, and let purpose fashion their goals. Challenge your children to reach for those goals and help them navigate the barriers.

6. Set a Good Example of School and Work Attitudes and Behaviors.

Motivate through example. Model good work behaviors. Share workplace stories. Talk about the skills and knowledge you use every day in your job. Every time you talk about your salary, your workday highs and lows, or your selection of work clothes, you send a message to your children about work. Be positive. Whether you realize it or not, you are passing on important work values.

7. Use Everyday Life Activities to Provide Opportunities for Your Children to Develop Important Life and Work Skills.

Encourage your children to be involved in activities that develop skills or knowledge. Begin with household chores to learn about responsibility and consequences. Volunteering and part-time jobs help develop reliability, decision-making, and self-respect. Music, sports, dance, and art expand self-awareness and knowledge about the world. Discuss what they are learning in these activities, what they like or dislike about them, and how they might want to use the skills they are learning in the future.

8. Encourage Your Child to Make the Most of Career-Related Activities in School and the Community.

Schools want to connect school to life so our students understand the importance of what they are studying. Career-related activities may include interest inventories, career research, job shadows, service-learning, work experience, and classroom projects tied to real life issues.



9. Believe that Education After High School is Possible for Your Child.

College is not for everyone nor is it necessary for all jobs. However, most people need some type of training beyond a high school degree. Your children need you to be positive about what they can achieve. If you feel that you are not in the position to help your children financially, remember that support comes in many forms. Despite rising costs, not all training is expensive, and there are many ways families and students can get assistance. Commit to working together – your children to do well in school, and you to help in any way you can.

10. Have High Expectations.

Set realistic goals but expect hard work and discipline. Make sure your children attend school. Ask them about homework, and verify that assignments are completed. Encourage them to take challenging courses. Help them overcome discouragement when they aren't able to reach a goal. Celebrate their accomplishments.

Your positive, proactive involvement is an important factor in your child's success in school and work. Keep in mind that the career decision is each child's, not yours, to make. If you are listening, observing, and being involved, you will understand their paths and will want to be a part of making their dreams reality.

Adapted from "10 Ways You Can Support Your Child's Future," Oregon's Partnership for Occupational & Career Information.

Many Roads to Success

When you and your child look at the options for studies beyond high school, do not think that the best and only choice is a four-year university or college? For many, a one-year or two-year program at a community college or technical school can lead to a career with high-skills, high-wage, high-demand jobs. Jobs in the trades – plumbers, electricians, HVAC repairers and installers, and more – remain highly available in communities big and small and offer median incomes comparable to many jobs that require a four-year degree.

Military training, apprenticeships, trade schools, and community colleges all provide solid paths to quality jobs in skilled trades.

Most high school students also have the opportunity to explore these options while still in school by attending a career education program in their high school or through the local area career center.

To explore wage and job availability data for a wide range of occupations, visit the MERIC website at www.missourieconomy.org or Missouri Connections at www.missouriconnections.org. Also, for more information about military service, visit www.todaysmilitary.com.



Get a Lead on the Future

Senior Year Math

Many educational experts, including the Southern Regional Education Board, recommend that all high school seniors take math courses. Maintaining math skills requires practice, and the best way to get that practice is to continue taking math courses.

Remedial Coursework

More than a third of students continuing to a university or a community college in Missouri are encouraged to take remedial courses. Why pay for remedial classes that do not earn college credit? Enrolling in rigorous high school courses and taking entrance exams as early as possible will help your child avoid costly and time-consuming remedial courses.

A+ Schools Program

Many of Missouri's high schools take part in the A+ Schools Program. Under this program, qualifying students can receive two year's tuition at a Missouri public community college or technical school. Check with your school for more information.

Earning College Credit

There are many ways for students to earn college credit while in high school. Whether through Advanced Placement courses, dual credit courses, or articulated credit for career education, many high schools offer multiple opportunities for students to earn college credit. Some students can graduate with a full semester of college credit or more.

Access Missouri Program

Access Missouri is a need-based financial assistance program that helps students pay to attend a Missouri postsecondary institution. This program is available at most Missouri postsecondary institutions and can be transferred to any participating institution. For more information, visit the MDHE website at www.dhe.mo.gov.



Start Early

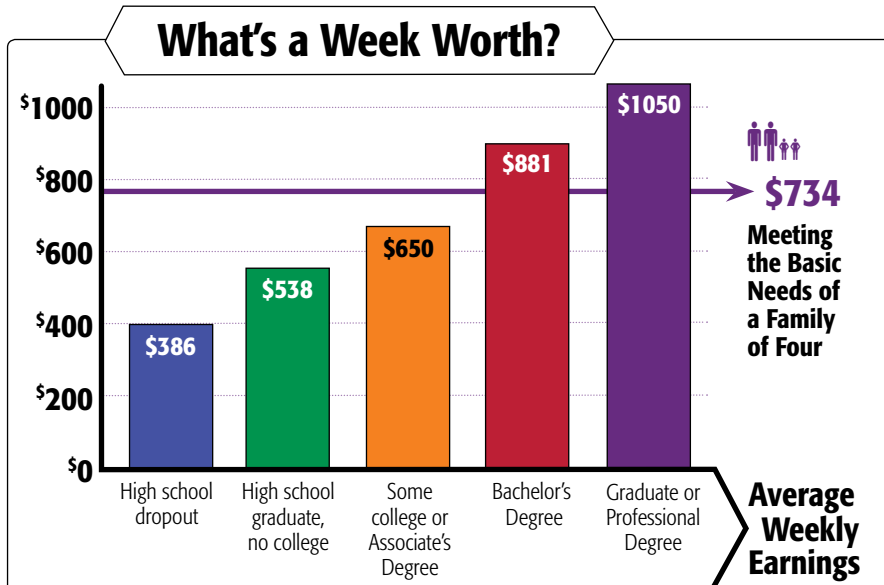
Missouri public schools encourage students to start planning early. All Missouri sixth-grade students must complete a Personal Plan of Study. An annual Personal Plan of Study review is a great opportunity to make sure your child's course planning matches their career plans.

Finding Assistance

If you need assistance and additional resources to help your child be successful, ask the school if they provide resources for parents to help them understand the student experience, how to support student learning, and how to empower their student to take personal responsibility for their social and academic choices. Ask the school for:

- A list of resources at high school and postsecondary that are available to support student both academically and socially.
- Parent resources such as newsletters, websites, a question-answer service, email alerts, and informational events that are family oriented.
- Workshops designed for parents.
- Parent support groups through school-parent organizations.

Start with the End in Mind



PLANNING FOR THE FUTURE. You need to think about what you expect your life to be like in 10 to 15 years. Does your chosen career path and potential job prospects match those expectations? Many young people expect to get married and raise their own family. When you think about your future career, think about the life that you want to go along with it and whether your career plans will match your expected financial needs and desires. Dig into the data. What do you expect as a starting job when you finish your education, and where do you hope to wind up in your career?

The data for the needs of a family of four comes from MERIC's Self-Sufficiency data for Moniteau County, a median county for the state of Missouri in 2009. Weekly income data is based on annual income divided into 12 four-week months.

Sources: U.S. Census Bureau, American Community Survey (2009) and Missouri Department of Economic Development (2009)



coursework through high school and beyond. Their Personal Plans of Study should align with their career plans.

The next dot is education and training. The fact is, the number of jobs that require only a high school diploma and pay a family-supporting wage shrinks every year. An increasing number of jobs require a four-year degree, but there are also many good opportunities for those who learn technical skills through community colleges, the military and apprenticeships.

There are area career centers, professional and technical schools, two-year colleges, four-year colleges and vocational rehabilitation centers in every region of the state.

When you go on a journey, it always helps to know where you are going and how you will get there. Whether they know it or not, your children are already on a journey toward their own future careers.

As early as possible, you should begin to help them determine where their paths should lead and how they will get there – you should help them connect the dots. Before they can connect the dots, they have to know what the dots are. The first dot is their own interests and abilities. Encourage your children to complete interest surveys. What do they like? What are they good at? After the sixth grade, all students will need to create a Personal Plan of Study that outlines their planned

Many of the programs in these schools can help establish an outstanding foundation in any Career Cluster of interest. It's important to know that many entry-level technical jobs require about the same skill level in English, math and science as a four-year college.

Within any Career Cluster, there are several options, including an apprenticeship, four-year college, community college, the military, and on-the-job training. Your child should follow this model for career development: explore, decide, plan, prepare. By making plans now, exploring career options through career organizations and the Internet, and developing a career goal, your child can get on a path to success.

Helping Your Child Set Goals

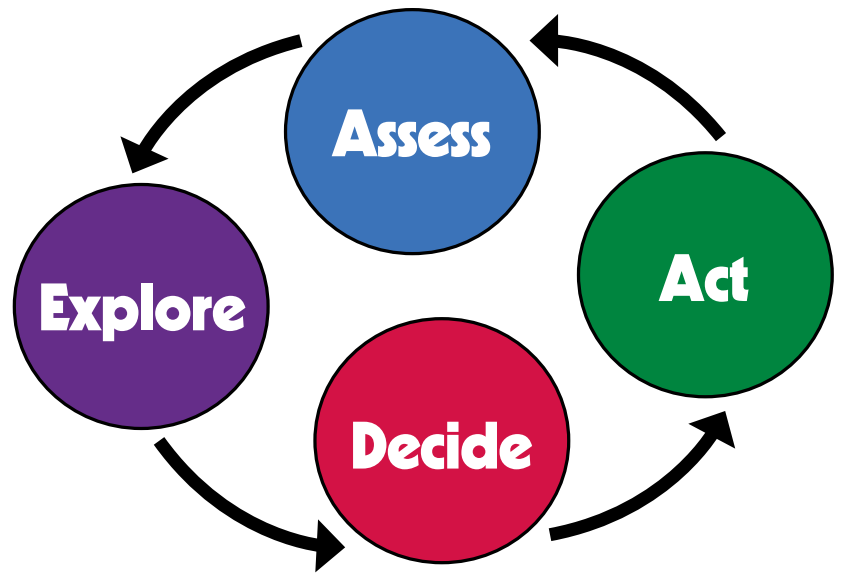
As students go through middle school and high school, their busy schedules of school, work, after-school activities, and social activities can crowd out time to plan or even think about a career direction. Career decisions are too important to your child's future to let them slip. By helping your child set reasonable, realistic goals for career development and helping them track their progress toward meeting those goals, you can help them move toward future career success.

Career Development Process

Many counselors recommend a simple process for career planning that involves a cycle of actions: assess, explore, decide, and act. Your child should start by assessing their interests, abilities, and values. Next, they should explore the different careers and educational or training programs that are available. The next step is to decide on a plan of action and put it to work. Your child should keep their plan on hand so they can remember what they decided to do and how the different pieces fit together. Once they have taken action on the plan, sit down and talk with them to assess what they have done and continue the cycle with their next steps.

After School Activities

There are many after school activities that can tie directly into your child's career planning. Career and technical student organizations like FFA, FBLA, FCCLA, DECA, and SkillsUSA can provide a social outlet, activities that sharpen leadership and other basic workplace skills, and provide your child with activities aligned with their career field of interest. Other community student organizations and activities can also provide a valuable way for your child to learn important basic workplace skills and learn about their career field of interest. Community organizations, religious groups, the local parks and recreation department, and volunteer groups can all provide great activities that may help your child learn basic workplace skills or explore their career field of interest.



Be Supportive

Take a role of supporting, rather than directing, your child's career exploration and planning process. Remember that your child's future goals are about what they hope to do. Their goals are not a reflection on you. Also, don't let setbacks stop the process. Sometimes, learning what a person doesn't want to do is as important as learning that a career path matches expectations and values.

Help Develop a Timeline

It may be best to develop goals on four- to six-month arcs. This can match up with the school schedule, going through the career development process and setting a new goal each semester and over the summer, and providing a comfortable, regular schedule for conversations about career planning.

Sample Goals

- Participate in career-related student or community organizations
- Visit potential postsecondary education or training institutions
- Volunteer in career-related activities
- Complete a project related to career interests
- Job shadow

Career Development Flowchart

This flowchart offers students, educators, families and community members a sampling of recommended activities for career development. These activities are aligned with the Missouri Guidance and Counseling Grade Level Expectations and recommendations of the Career Clusters framework.

	Student Actions*	Family Actions	Community Actions
K-2	<ul style="list-style-type: none"> - Recognize personal character traits. - Learn the Career Paths and identify the roles and importance of jobs and workers in the community. - Develop individual work and study habits. 	<ul style="list-style-type: none"> - Review your child's interests and skills. - Talk about work in the community reflecting his or her interests and skills. 	<ul style="list-style-type: none"> - Participate in school career fairs and classroom visits to help students become aware of various careers.
3-5	<ul style="list-style-type: none"> - Relate learning to the six Career Paths. - Learn the aspects of a portfolio. - Develop a respect for all work. 	<ul style="list-style-type: none"> - Help your child explore and experience many kinds of work. - Talk with your child about what you do at work and the skills you need. 	<ul style="list-style-type: none"> - Participate in school and community career exploration programs and activities. - Host field trips at your workplace.
6	<ul style="list-style-type: none"> - Use the Career Clusters and Missouri Connections as a tool for career exploration and planning. - Develop a "résumé" of work experiences for home and school. - Create an eight-year Personal Plan of Study. 	<ul style="list-style-type: none"> - Look at the Career Paths and Career Clusters with your child and explore multiple career areas. - Cooperatively create a career folder of your child's interests. 	<ul style="list-style-type: none"> - Coordinate with teachers and counselors to talk to students about application and educational expectations from your workplace.
7	<ul style="list-style-type: none"> - Develop teamwork knowledge and skills. - Relate personal interests, strengths and limitations to educational and career plans. - Use various resources to explore career and educational options. - Develop interview and presentation skills. 	<ul style="list-style-type: none"> - Explore and arrange job shadowing or mentoring activities for your child. - With your child, explore the Missouri Connections website. - Help your child understand how a career differs from a job. 	<ul style="list-style-type: none"> - Participate in a job shadowing or mentoring program for children. - Participate in mock interviews and judge student presentations. - Host workplace experiences for teachers.
8	<ul style="list-style-type: none"> - Develop a portfolio to reflect career and educational plans. 	<ul style="list-style-type: none"> - Participate in your child's creation of a personal plan of study. - Arrange for your child to observe people working in careers of interest. 	<ul style="list-style-type: none"> - Help students and educators become familiar with educational programs in the area for your career field.
9	<ul style="list-style-type: none"> - Analyze school and community resources that support the personal plan of study. - Apply for a part-time or volunteer job to explore personal career interests. 	<ul style="list-style-type: none"> - Ask at school what is done to help with the career planning process. - Explore and help arrange service-learning opportunities for your child. 	<ul style="list-style-type: none"> - Participate in career and technical education or guidance advisory committees at your local school. - Present school leadership with opportunities for possible student service-learning activities.
10	<ul style="list-style-type: none"> - Participate in activities as a contributing member of a global community. - Use various resources to explore career and educational options. - Pursue job shadowing or work-based learning related to the career field of interest. (10-12) 	<ul style="list-style-type: none"> - Suggest and support career decisions, allowing your child flexibility to explore and change. - Explore and help arrange job shadowing, mentoring and internship opportunities for your child. 	<ul style="list-style-type: none"> - Provide work-based learning, including internship and job shadowing. - Share opportunities and challenges of job and career transitions during job fairs and classroom visits.
11	<ul style="list-style-type: none"> - Balance school, family, and community roles. - Research postsecondary options related to the personal plan of study. 	<ul style="list-style-type: none"> - Review your child's personal plan of study and opportunities for further postsecondary training or education. 	<ul style="list-style-type: none"> - Talk with students about balancing family, work and community roles. - Provide job shadowing and internship opportunities to educators.
12	<ul style="list-style-type: none"> - Respect all work as important and valuable. - Understand levels of available education related to the personal plan of study. 	<ul style="list-style-type: none"> - Help your child understand the resources and skills needed to fulfill his or her career and life goals. 	<ul style="list-style-type: none"> - Serve as a workplace mentor for students.
13	<ul style="list-style-type: none"> - Pursue career and life goals through appropriate education and training. 	<ul style="list-style-type: none"> - Identify resources to help your student pursue his or her career and life goals. 	<ul style="list-style-type: none"> - Participate in activities that help schools and businesses align graduate expectations and outcomes.
14	<ul style="list-style-type: none"> - Continue to update career portfolio based on postsecondary activities. - Participate in an internship or other volunteer service related to the chosen field of study. 	<ul style="list-style-type: none"> - Provide understanding feedback as your child navigates the challenges of postsecondary studies and a career. 	<ul style="list-style-type: none"> - Provide internship opportunities for postsecondary students in related fields of study. - Participate in career fairs at local community colleges and universities.

Career Fairs & Field Trips

Job Shadowing & Mentoring

Service Learning

Internships & Apprenticeships

*Based on the Missouri Guidance and Counseling Grade Level Expectations

Exploring Careers and Training

Very often, our views of jobs and careers are shaped not by facts, but by impressions, stereotypes, and what we see on television or in movies. When it comes to your child's decisions about future careers, they should be based on facts. Luckily, there are many ways to gather information about careers and about educational programs from apprenticeships to four-year universities.

Career Clusters

The Career Clusters framework provides a model to organize occupations into 16 groups or clusters of similar careers. Missouri schools have adopted the Career Clusters model for career exploration. You can learn more about the Career Clusters or print a career interest survey for your child to complete by visiting www.careerclusters.org. To view or print the interest survey, click on 'Resources' in the menu, then 'Interest Survey Activity' in the submenu.

Missouri Connections

Also available for all K-12 students in our state is the Missouri Connections website. This service provides more in-depth interest and skill surveys, as well as wide ranging information about occupations and educational programs after high school. If your student does not already have a login ID and password, talk with the counselor in your school. Missouri Connections is online at www.missouriconnections.org.

Career Exploration Tool

The Missouri Economic Research and Information Center, in cooperation with the Office of Social and Economic Data Analysis, has created an additional tool to explore occupations and connect them with education and training opportunities in Missouri. This tool includes regional data, a computerized interest profiler, work interest profiler, salary and availability information about many occupations, and information about green jobs. The Missouri Career Exploration Tool is available at <http://apps.oseda.missouri.edu/MOWorkKeys>.



Higher Education

The Missouri Department of Higher Education provides students and parents with helpful information on planning and paying for college. To access this information, visit MDHE's website at www.dhe.mo.gov, and click on the 'Planning and Paying for College' tab.

Job Shadowing & Career Mentors

While resources are not uniform throughout the state, job shadowing experiences and career mentors can provide first-hand information that no online experience can offer. Groundhog Day (February 2) is a nationally-recognized day for job shadowing. While many businesses participate on Groundhog Day, a job shadowing experience can be scheduled any time of the year. Also, some schools provide or facilitate job shadowing experiences. Your school's counselor may have valuable information to facilitate these opportunities. Initiating a job shadowing experience in high school is a great way for students to develop networking skills needed later in life.

Career Paths

Missouri has identified six Career Paths as a way to help elementary and middle school students become aware of and explore careers in a logical and meaningful way.

Career Clusters

Missouri uses 16 Career Clusters as a way of organizing occupations and careers to assist educators in tailoring rigorous coursework and related activities for all students. The Career Clusters include all occupations, even those not usually found in career and technical education. Career Clusters may be used beginning in grades 7, 8 or 9, and can continue as a framework for educational planning through postsecondary education.

Career Pathways

Occupations within a Career Cluster are further grouped according to shared commonalities such as skill sets or common roles. This grouping is called a Career Pathway. Each cluster contains two to seven Career Pathways. Career Pathways assist educators in the development of a coordinated and non-duplicative sequence of courses that identifies both secondary and postsecondary education elements; includes challenging academic and career and technical education content; and culminates in one or more of the following: technical skill proficiency, a credential, a certificate, or a degree at the secondary or postsecondary level.

Knowledge & Skill Statements

Knowledge and skill statements represent the skills and knowledge, both academic and technical, that all students should achieve for a given career area.

Health Science

- Biotechnology Research and Development
- Therapeutic Services
- Diagnostics Services
- Health Informatics
- Support Services

Arts, A/V Technology and Communications

- Audio and Video Technology and Film
- Printing Technology
- Visual Arts
- Performing Arts
- Journalism and Broadcasting
- Telecommunications

Arts & Communication
Creative Path

Information Technology

- Network Systems
- Information Support and Services
- Web and Digital Communications
- Programming and Software Development

Business, Management & Technology
Business Path

Business Management and Administration

- General Management
- Human Resources Management
- Business Information Management
- Operations Management
- Administrative Support

Marketing

- Marketing Management
- Marketing Communications
- Marketing Research
- Professional Sales
- Merchandising

Finance

- Securities and Investments
- Business Finance
- Banking Services
- Insurance
- Accounting

Health

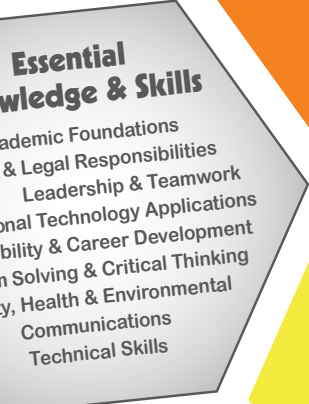
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Manufacturing

- Production
- Manufacturing Production
- Process Development
- Maintenance, Installation and Repair
- Quality Assurance
- Logistics and Inventory Control
- Health, Safety and Environmental Assurance

Transportation, Distribution and Logistics

- Transportation Operations
- Logistics, Planning and Management Services
- Warehousing and Distribution Center Operations
- Facility and Mobile Equipment Maintenance
- Transportation Systems and Infrastructure Planning, Management and Regulation
- Health, Safety and Environmental Management
- Sales and Services

Science, Technology, Engineering and Mathematics

- Engineering and Technology
- Science and Math

Architecture and Construction

- Design and Pre-Construction
- Construction
- Maintenance and Operations

Human Services

- Early Childhood Development and Services
- Counseling and Mental Health Services
- Family and Community Services
- Personal Care Services
- Consumer Services

Hospitality and Tourism

- Restaurants and Food and Beverage Services
- Recreation, Amusement and Attractions
- Travel and Tourism
- Lodging

Government and Public Administration

- Public Management and Administration
- Governance
- National Security
- Foreign Service
- Planning
- Revenue and Taxation
- Regulation

Law, Public Safety, Corrections and Security

- Correction Services
- Emergency and Fire Management Services
- Security and Protective Services
- Law Enforcement Services
- Legal Services

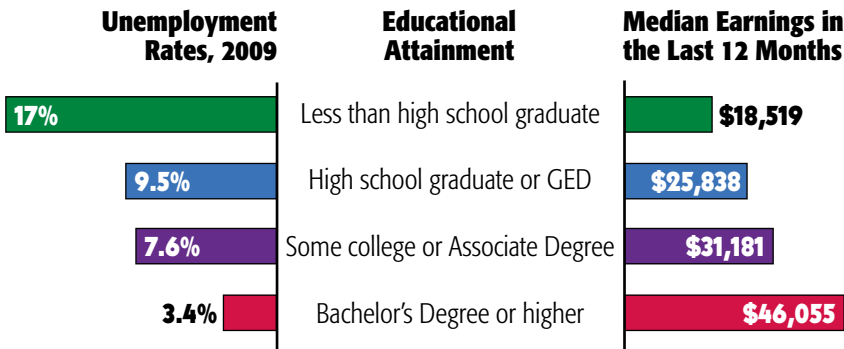
Agriculture, Food and Natural Resources

- Agribusiness Systems
- Animal Systems
- Food Products and Processing Systems
- Natural Resources and Environmental Service Systems
- Power, Structural and Technical Systems
- Plant Systems



School and Your Child's Planning

Education Pays in Missouri



THE ROAD TO RICHES IS PAVED BY EDUCATION — The more education you have, the more money you are likely to make and the less likely you are to be unemployed, or so the data suggest. In 2009, Missouri workers age 25 to 64 with a high school diploma earned an average of \$25,838 per year, while those with a bachelor's degree earned an average of \$42,305 per year and those with a graduate or professional degree earned an annual average of \$52,551. Unemployment was nearly twice as high for Missourians who did not complete high school than for those with a high school diploma or GED® credential.

Source: U.S. Census Bureau, American Community Survey (2009)
Note: Earnings represented in 2009 inflation-adjusted dollars



During elementary school your child was probably exposed to some career awareness activities, learning about what work is and the different kinds of jobs that people have.

In middle school, students should continue this process by exploring their own interests and abilities and how those interests and abilities could be used in different career clusters.

Before leaving middle school, they should have a pretty good idea of some possible career options and some knowledge about educational opportunities available after high school including colleges, community colleges, apprenticeships, military, and on-the-job training.

They should also learn how high school can help them develop knowledge and skills, and gain experiences to make a successful postsecondary transition.

Middle school is a time of exploration. It is also a good time for students to begin some initial planning as it relates to their educational program. Learning how to plan and monitor educational plans is a key skill that will help students make the most of their middle and high school years. At some point during middle school, students will begin to develop their own personal plans of study that will be based on school requirements and their own personal goals and aspirations.

Personal Plans of Study are reviewed at least annually and revised as necessary to reflect any changes in students' career and educational goals. Students are never "locked in" to one Personal Plan of Study—helping students with the review and revision process is an important component of a school's guidance and counseling program.

Students and their families play a central role in the development of Personal Plans of Study, but school counselors and teachers also have an important role to play in providing guidance and support throughout students' high school careers.

Personal Plans of Study are more than just a listing of courses taken in high school. School organizations, community activities, and relevant work experience incorporated into Personal Plans of Study give students practical experience to hone skills learned in the classroom and to develop personal qualities such as leadership and teamwork.

Students who have clear goals and see relevance in their school work and who are actively involved in positive activities outside of the classroom invariably do better in school. Parents, students, and the school work hand in hand in developing personal plans of study that are rigorous yet relevant for students and that provide them with the knowledge and skills to make that important next step after high school.

Create a Career Action Plan

Student Completes

Career Clusters or Career Path of Interest

Contact your school counselor for a Career Clusters Interest Survey or the Career Path Interest Survey if you have not already completed one. Career interest surveys are also available at www.missouriconnections.org.

This Year, I Learned the Most About Myself When I ...

Interest Survey Results

Write down a brief summary of the results of interest surveys from Missouri Connections, EXPLORE, PLAN, ASVAB, or other assessments. Your child's school counselor can provide assessment results.

These sound right to me.

My Dream Job

What would be your personal dream job? What kind of preparation (college, community college, apprenticeship, professional organization, certification, workshop, etc.) would you need to land the job? If you were to look in your community for a similar job, what company could you contact for information or to job shadow?

The job: _____

Preparation: _____

Job outlook: _____

Average salary: _____

Job shadow sites: _____

Is your Personal Plan of Study helping you plan toward your dream job?:

Yes No

Missouri Connections Website

Your child may request a login from their school counselor.

User name: _____

Password: _____

Student & Parent Complete Together

College or Training Program of Interest

Identify at least one college or training program that connects with your personal career interests and goals. Indicate where the college or program is located and list the entrance requirements for this college or program.

Action Plan

Goal for the next year:

Important student action step for the next three months:

Important parent action step for the next three months:

Other action steps for the year:

14 Personal Plans of Study

SAMPLE

Name: Michael Turner

School: Anywhere High School

Postsecondary Goal: Associate's Degree in Nursing with possible study toward a bachelor's or graduate degree

Career Path: Health Services

Career Cluster: Health Science

Career Pathway: Therapeutic Services

	English	Math	Science	Social Studies	Career Education	Other Courses	Work-Based Learning	Additional Activities
7	Reading Language Arts	Math 7	Life Science	Social Studies	Industrial Technology	Music Exploratory Courses	Job Shadowing Volunteer	4-H
8	Language Arts	Math 8 Probability & Statistics	Earth Science	American History	Family & Consumer Science	Music Art Computer Applications	Volunteer	4-H
9	English I	Algebra	Physical Science	Geography / State History	Career & Family Leadership	Health / P.E.	Job Shadowing Volunteer	Family, Career & Community Leaders of America
10	English II	Geometry	Biology I	World History	Nutrition & Wellness	Health / P.E. Fine Arts	Service- Learning After-School Employment Volunteer	Family, Career & Community Leaders of America
11	English III	Algebra II	Chemistry	U.S. History	Health Occupations	Personal Finance	Internship Volunteer	Health Occupations Students of America SkillsUSA
12	English IV	Statistics	Anatomy & Physiology	Economics / Psychology	Health Occupations	Foreign Language	Internship Volunteer	HOSA SkillsUSA

Postsecondary Options

Area Career Center	Community College or Technical School	Four-Year College or University	Others
Certified Nursing Assistant	Associate's Degree in Nursing	Nursing	Apprenticeship
Licensed Practical Nurse	Dental Hygienist	Athletic Trainer	Military
Dental Assisting	Occupational Therapy Assistant	Dentist	On-the-Job Training
Emergency Medical Technician	Paramedic	Dietetics	
Medical Laboratory Technician	Physical Therapy Assistant	Healthcare Administration	
	Respiratory Care	Physical Therapy	
		Physician	

Personal Plans of Study 15

Name: _____
School: _____
Postsecondary Goal: _____

Career Path: _____
Career Cluster: _____
Career Pathway: _____

	English	Math	Science	Social Studies	Career Education	Other Courses	Work-Based Learning	Additional Activities
7								
8								
9								
10								
11								
12								

Postsecondary Options

Area Career Center	Community College or Technical School	Four-Year College or University	Military Training	Apprenticeship

Missouri's Top 50 Jobs

Careers in Missouri with the most job openings between 2008 and 2018. For a complete listing of occupations, wages, and skills information, visit the MERIC website at: www.missourieconomy.org

Occupation	Openings	Average Annual Wage	Education
Architecture and Construction			
Civil Engineers	1,370	\$75,812	
Cost Estimators	1,655	\$57,688	
Electrical Power-Line Installers and Repairers	1,517	\$53,746	
Arts, Audio-Visual Technology and Communications			
Public Relations Specialists	2,667	\$51,774	
Business Management and Administration			
Accountants and Auditors	7,184	\$58,199	
Business Operations Specialists, All Other	3,683	\$60,872	
Compensation, Benefits, and Job Analysis Specialists	1,057	\$51,012	
Employment, Recruitment, and Placement Specialists	1,445	\$46,262	
First Line Supervisors, Office Managers, and Administrative Support Workers	5,946	\$47,297	
Human Resources, Training, and Labor Relations Specialists, All Other	1,311	\$55,967	
Managers, All Other	1,957	\$89,706	
Sales Managers	1,267	\$110,584	
Sales Representatives, Services, All Other	3,200	\$56,813	
Training and Development Specialists	2,034	\$49,533	
Education and Training			
Elementary School Teachers, Except Special Education	10,341	\$43,715	
Education, Career Education, and School Counselors	1,709	\$46,153	
Education Administrators, Elementary and Secondary	1,738	\$76,743	
Health Specialties Teachers, Postsecondary	1,837	\$105,867	
Middle School Teachers, Except Special and Career Education	4,700	\$43,418	
Secondary School Teachers, Except Special and Career Education	7,972	\$42,765	
Special Education Teachers, Preschool, Kindergarten, and Elementary School	2,666	\$45,162	
Special Education Teachers, Secondary	1,806	\$47,477	
Finance			
Claims Adjusters, Examiners, and Investigators	2,248	\$55,253	
Insurance Sales Agents	5,859	\$54,165	
Personal Finance Advisors	1,241	\$91,284	
Securities, Commodities, and Financial Services Sales Agents	2,041	\$86,505	
Government and Public Administration			
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	1,573	\$50,250	

Occupation	Openings	Average Annual Wage	Education
Health Science			
Dental Assistants	2,019	\$33,100	
Family and General Practitioners	1,255	\$150,983	
Licensed Practical and Licensed Vocational Nurses	7,815	\$34,178	
Medical and Health Services Managers	1,307	\$76,512	
Pharmacists	1,997	\$106,242	
Physical Therapists	1,333	\$62,215	
Physicians and Surgeons, All Other	1,358	\$156,266	
Radiologic Technologists and Technicians	1,283	\$47,955	
Registered Nurses	21,029	\$56,667	
Hospitality and Tourism			
Self-Enrichment Education Teachers	1,966	\$35,417	
Human Service			
Child, Family, and School Social Workers	1,902	\$33,277	
Clergy	3,256	\$43,945	
Information Technology			
Computer Systems Analysts	2,761	\$72,018	
Network and Computer Systems Administrators	2,393	\$63,197	
Network Systems and Data Communications Analysts	2,510	\$74,788	
Computer Software Engineers, Applications	1,905	\$76,059	
Computer Specialists, All Other	1,176	\$74,506	
Law, Public Safety, Corrections and Security			
Emergency Medical Technicians and Paramedics	2,426	\$33,392	
Fire Fighters	2,685	\$43,777	
Police and Sheriff's Patrol Officers	3,890	\$41,148	
Manufacturing			
Purchasing Agents, Except Wholesale, Retail, and Farm Products	1,829	\$52,686	
Marketing			
Market Research Analysts	1,675	\$61,898	
Science, Technology, Engineering and Mathematics			
Industrial Engineers	1,136	\$71,352	

- Moderate on-the-job training
- Associate degree
- Long-term on-the-job training
- Bachelor's degree
- Work experience in a related occupation
- Master's degree
- Postsecondary vocational award
- Doctoral degree
- Bachelor's or higher, plus work experience
- First professional degree

Today's Education Pipeline

Often, it can be simple to think of the relationship between work as one beginning when the other ends. Students graduate high school, technical school, or college and go on to begin work. This version of that relationship not only presents a too-simplified picture, but it also presents some problems for both new graduates and for employers.

Today's youth should expect to transition back and forth between education and work, with many opportunities from different kinds of institutions to continue education after beginning work in their chosen field – or to work in their chosen field through basic entry-level positions or internships.

It is common for those who complete a technical school or community college program to continue their education at a four-year college for a baccalaureate degree or advanced degree. It is also becoming more common for those with a four-year degree to attend a community college or technical school for industry training.



Learning About Jobs Firsthand

Tips for Students

- 1. Dress appropriately.** Professional dress shows you are taking the opportunity seriously.
- 2. Make a good first impression.** When meeting people, be sure to make eye contact and offer a firm handshake. Practice with friends and family members beforehand.
- 3. Be respectful and polite.** The person you shadow has the potential to be a valuable mentor. Do your best to impress them. Remember your manners, and do not chew gum or bring a cell phone.
- 4. Come prepared with questions.** For example, what education is required for your position? What do you most like about your job? What is the salary range that someone in this position can make? Asking questions will show you are interested and you will get more out of the experience.
- 5. Express your appreciation.** Thank your mentor for allowing you to shadow him or her when you meet. After you leave for the day, send a handwritten thank you note. Again, you never know how the connections you make may end up helping you in the future.
- 6. Learn what you like and what you don't like.** Sometimes, first-hand experiences teach you as much about what you don't want to do as what you do want. Be open minded, but be honest with yourself about the kind of work that fits you.

While your child is exploring career options, remember that nothing compares with the first-hand information available from trying out different interest areas.

You and your child can start by talking with someone who works in a career field of interest or by completing a project at school related to a subject in that field.

Taking a hands-on career education course related to career interests also can provide valuable technical and leadership skills. Volunteering within the community is a wonderful way to help others while exploring and developing new skills. Find out if a service-learning program is offered at your child's school. Service-learning combines meaningful service to the community with classroom studies, and some programs may help with funding for college.



Overall, take advantage of opportunities to participate in career fairs, work-based experiences, cooperative education, student organizations, internships and more. Experiences such as these can help students become successful managers of their own educational and career plans.

Another great way to get exposed to the “real world” of careers is to participate in job shadowing. These types of one-day experiences can take place any time of the year. They can help your child see how their natural strengths and interests can translate to a career. It also exposes them to the importance of “soft skills,” such as good communication, responsibility, and teamwork.

Many job shadowing programs are conducted through schools with local chambers of commerce. Job shadowing experiences also can be arranged by parents, school counselors, school programs, classes, or community organizations.

Businesses also benefit from job shadowing because it gains them recognition with potential future employees, giving them an edge in recruitment, and it can attract more business as students spread word of a good experience.

Building a Career Portfolio

For many careers, a portfolio of work has become a standard expectation in the hiring process. In other careers, the availability of a portfolio that summarizes a person's work and achievements can be a true asset. Gathering and maintaining the body of materials needed for a quality career portfolio is a skill that you can help your child begin to develop even while in high school.

As a parent, there are a number of things you can do to help your child develop their own career portfolios.

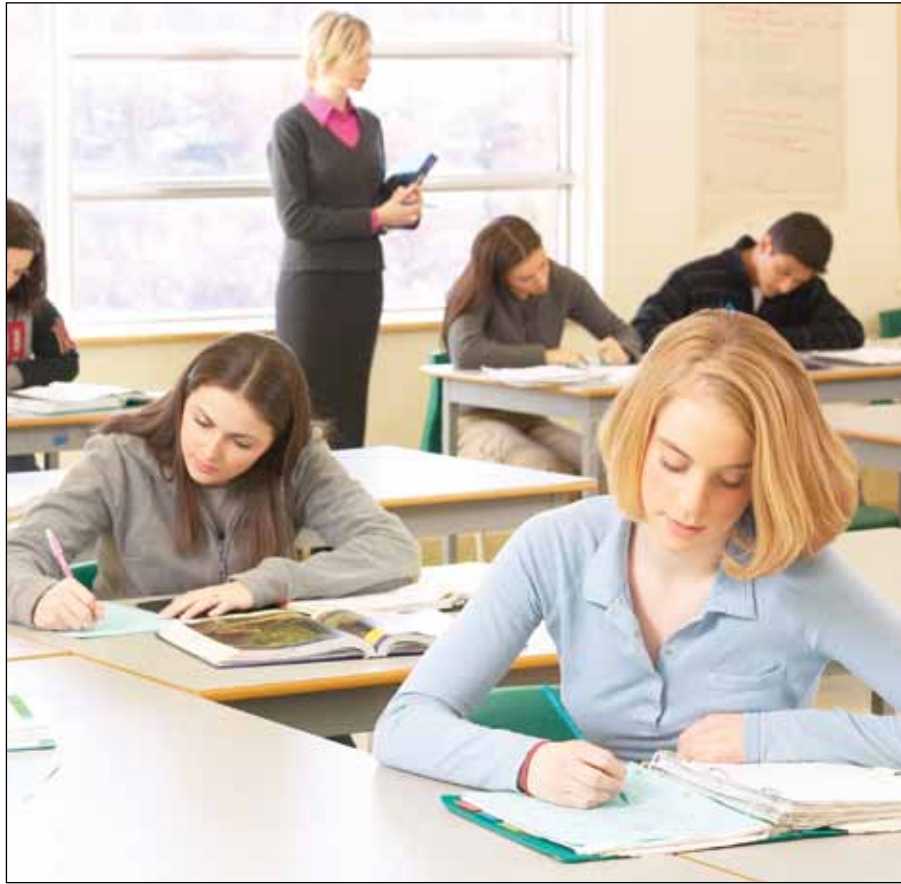
The first step is to help them get organized and make sure that they have a safe space to keep the papers and materials related to their career portfolio. This space could be a box, a drawer, or a desk. Every few months, you should review the career portfolio with your child to make sure the materials are up-to-date and that they are kept tidy and appropriate for presentation.

Another role you can play in helping your child develop and maintain a career portfolio is to celebrate their successes and encourage them to document successes in their career portfolio.

It is important to recognize that when completing future job or educational applications, having an up-to-date career portfolio can help make sure that dates, titles, and names are correct when listing employment, awards, certifications, and other relevant information. If you keep a career portfolio, share it with your child as an example of what they may include.

Also available to Missouri students is access to the Missouri Connections website. Your child should ask a school counselor for their login information for the website, www.missouriconnections.org.

One component of the website is an online electronic portfolio that may be used to supplement paper copies of portfolio items. The user accounts that students establish within Missouri Connections may continue to be used after graduation for continued career development activities.



Documentation for the following activities are excellent items to include in a career portfolio:

- Career-related school work
- Personal Plan of Study
- List of references with contact information
- Entrance exams
- Job shadowing experiences, including names of references and copies of correspondence
- Internships or career-related work
- Student organizations and clubs related to your career interest
- Letters of recommendation
- Transcript and record of GPA and attendance
- Certifications (career readiness, etc.)
- Resumé

Paying for Education & Training

Tips for Completing the FAFSA

- 1. Apply soon after, but not before, January 1.** It is important to complete the FAFSA as soon as possible. Keep in mind that many financial aid deadlines for states and schools are earlier than federal deadlines. Also, remember that your application for the coming school year should not be submitted before January 1.
- 2. Get a PIN.** Before beginning the FAFSA, you should apply for a Federal Student Aid personal identification number (PIN) at www.pin.ed.gov. The PIN will allow you to sign your FAFSA electronically and later to access your processed FAFSA online. After you receive the PIN, you may change it to something that is easier to remember.

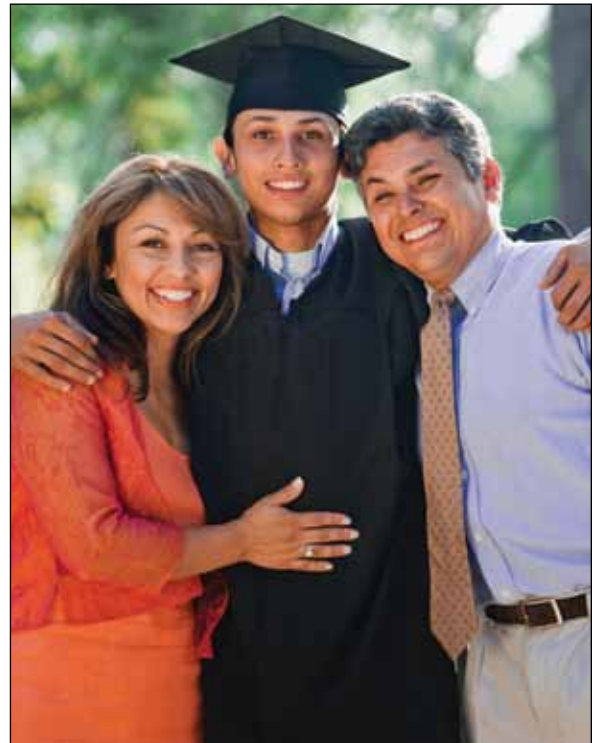
Parents providing information will also need to sign the application, and must apply for their own PIN to sign electronically.

When you apply for a PIN, your personal information will be verified with the Social Security Administration. If you provided an email address, you should receive your PIN via email in 1-3 days; otherwise, expect to receive your PIN through the mail in 7-10 days.

- 3. Gather the required information.** To complete your application, you will need your Social Security number, driver's license number, federal tax information, including W-2 information, records of untaxed income (workers' compensation, child support received, and veterans benefits), and information on savings, investments, and business and farm assets. The MDHE provides free webcasts regarding completing the FAFSA at <http://www.dhe.mo.gov/webinars.php>. Also available in Spanish.

One of the most important steps that you and your children will complete when paying for their education is completion of the Free Application for Federal Student Aid or FAFSA. To apply for federal student aid, you must complete and submit a FAFSA each year that you attend. The quickest way to apply is online at www.fafsa.gov, beginning January 1 of each year.

Financial aid offices use information from the FAFSA to determine the amount of financial aid (grants, loans, or work-study) your child is eligible



to receive. Be sure to help your children fill out a FAFSA even if you don't think they will qualify.

If you choose to complete the FAFSA online, remember that you will need to request a PIN at www.pin.ed.gov if you do not already have one. This process will take 1-3 days if you receive your PIN by email and 7-10 days if you receive your PIN by regular mail.

Additional information about applying for federal aid and other state and federal grant and student loan opportunities is available through the Missouri Department of Higher Education. To request a planning and paying for college packet, visit the MDHE website at www.dhe.gov and click on 'Publications Order Form' on the right side of the page.

Other valuable sources of information on grants, scholarships, and other financial aid include: the College Board (www.collegeboard.org/student), www.scholarships.com, www.fastweb.com, Peterson's Guide to College Information (www.petersons.com), and Federal Student Aid (www.federalstudentaid.ed.gov).

Round-Up of Resources

Apprenticeships

<http://oa.doleta.gov/bat.cfm>

An apprenticeship is an excellent way to enter a new career field in the skilled trades. The federal government maintains a list of qualified apprenticeship programs that can be searched by area or by career focus.

Family Wage Calculator

<http://apps.oseda.missouri.edu/familywagecalc>

The Family Wage Calculator charts county-by-county the actual costs of making ends meet without any public or private supports. Since the calculator is tied to the poverty threshold, most Missourians will not want to live on as tight a budget as this calculator assumes, but gives teachers and parents an opening to talk about the importance of planning well for the future.

GED® High School Equivalency

www.ged.mo.gov

Information about free classes, test sites and opportunities for the GED high school equivalency test is available through the Missouri Department of Elementary and Secondary Education.

Military Careers & Training

www.todaysmilitary.com

The military offers training and educational opportunities across all career fields. Residents may explore the branches of service in the U.S. military and the opportunities available through them.

Vocational Rehabilitation

www.vr.dese.mo.gov

Vocational rehabilitation services and guidance may be obtained through centers across the state of Missouri. Workers with disabilities are eligible for a range of services at the centers.

Higher Education

www.dhe.mo.gov

The Missouri Department of Higher Education offers a program and institution search tool on its website to help residents find educational programs that meet their needs. This tool includes information about public and private educational institutions including community colleges, career and technical schools, universities, theological schools, proprietary schools, and more.

Missouri Career Source

www.missouricareersource.com

Missouri Career Source provides valuable job search tools and convenient access to job listings throughout Missouri. Through MCS you can connect with your nearest Missouri Career Center for personalized career-assistance services from trained workforce specialists, including access to skill-building training and human resources assistance for businesses.

Missouri Connections

www.missouriconnections.org

Missouri Connections helps students (grades 7-20), parents, and adults open the door to educational planning and career exploration. Discover and explore career interests, develop a Personal Plan of Study, find colleges and technical schools, build a résumé, search jobs and more with free tools and resources sponsored by the Missouri Department of Elementary and Secondary Education.

Missouri Economy (MERIC)

www.missourieconomy.org

Information on occupations throughout the state, including wage and salary statistics and expected annual openings, can be found on the website of the Missouri Economic Research and Information Center. The occupational information on the MERIC website includes statewide and regional employment projections and statistics.



MissouriConnections.org is an Internet-based one-stop shop for:

- Self-awareness assessments
- Career assessment and awareness
- Educational and occupational exploration
- Postsecondary planning
- Career preparation and management
- Job placement

Missouri Connections provides:

- Interactive career exploration features
- Awareness of the 6 Career Paths and 16 Career Clusters
- Tools for creating a plan of study based on Missouri courses and requirements
- Expanded information on educational options and degree choices after high school
- Information on postsecondary education and career options
- Administrative options for schools to upload course lists and customized career plans of study
- Parents section to answer questions on career planning, preview the system's features, learn about career exploration, and more

Sponsored by the Missouri Department of Elementary and Secondary Education.

For more information, contact:

- State Trainer – Jackie Coleman, jcoleman@motrainer.com, (573)634-0043
- Program Management – Tom Schlimpert, Tom.schlimpert@dese.mo.gov, (573)751-6875
- Technical Support – cishelp@uoregon.edu, (800)553-2252

