



# MissouriConnections.org

Connect to Your Future



## 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

## For more information, contact:

- User Support Services - Jackie Coleman, [jcoleman@motrainer.com](mailto:jcoleman@motrainer.com). 573.634.0043
- Program Management - Tom Schlimpert, [Tom.schlimpert@dese.mo.gov](mailto:Tom.schlimpert@dese.mo.gov), 573.751.6875
- Technical Support - [cishelp@uoregon.edu](mailto:cishelp@uoregon.edu), 800.553.2252

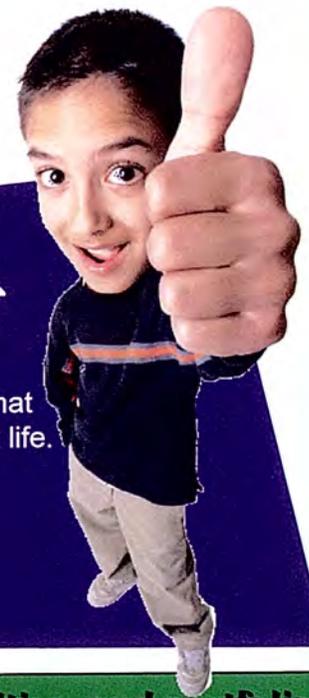
Sponsored by:





**MissouriConnections.org**

Connect to Your Future



# Junior

... an online system of career development information and activities that sets students on the road to planning for high school, college, and work life. Missouri Connections Junior is designed around the questions:

Who Am I?

Where Am I Going?

How Do I Get There?

## Missouri Connections Junior information, activities, and portfolios

- Are designed for middle school students
- Include quick, easy-to-read occupation descriptions
- Offer interest surveys
- Pass on tips through interviews and videos of real people at work
- Include dozens of activities to help students figure out . . .

- Who they are, Where they're going, and how to get there!

Shorter, snappier, and with all the details younger Missouri users need.

The descriptions' question-and-answer approach gives direct answers to:

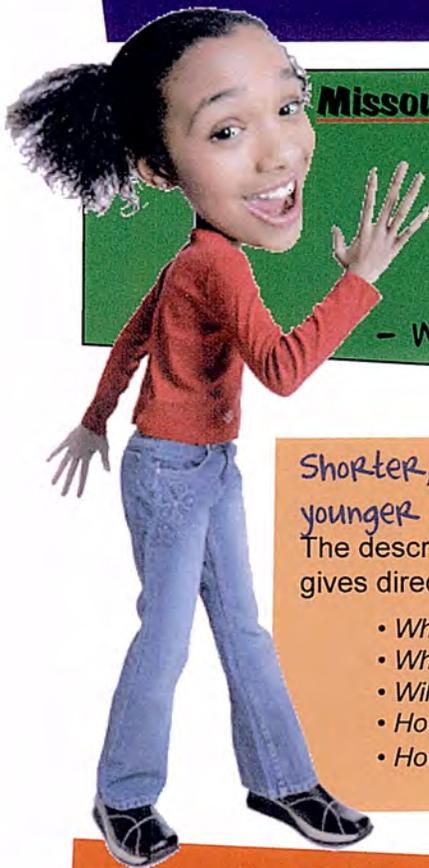
- What skills and abilities will I need?
- What are the working conditions?
- Will there be jobs in the future?
- How do I prepare?
- How much does it pay?

...and more

## ... transfer seamlessly to Missouri Connections later on in school!

Missouri Connections. . .

- Is used in high school, through college, and with adults
- Includes thousands of occupation, programs of study, and college information files
- Offers a variety of assessment tools
- Gives students financial aid and scholarship information
- Includes extra information on apprenticeship, the military, and self-employment.



## Portfolio:

Missouri Connections Junior users establish their own online portfolio, which they continue using through high school and into college. As they build their portfolio, it will include their Student Course Plan, links to their favorite files, a resume job application information sheet, and records of their own thoughts. Missouri Connections Portfolios help students identify their strengths, accomplishments, goals, and ideas for the future.



## Find out more about Missouri Connections Junior

Contact: User Support Services, jcoleman@motrainer.com, 573.634.0043

Sponsored by:





## Modules and Features of The Missouri Connections Career Information System

The Missouri Connections Career Information System assists people in making better career decisions by providing accurate, comprehensive, and current career information resources. All information files are inter-linked for seamless research.

### Occupation and Employment Information

#### **Occupational Information**

Career Clusters –correspond to the 16 national States' Career Cluster Project and organize occupational information about specific knowledge and skills, level of education and training, bibliography references for CTE areas, and curriculum frameworks that reflect the higher academic standards required for learners to successfully transition to next steps  
Occupational descriptions - Detailed descriptions of over 500 occupations with current regional, state, and national labor market information

#### **Employer Locator**

Links to job vacancies in your area

#### **Military Employment**

Frequently asked questions regarding the military  
Over 500 military occupational descriptions  
Extensive information on military worklife

#### **Self-Employment**

Assists people to determine if self-employment is right for them  
Includes an entrepreneurial quiz  
Direct links to occupations with 10 percent or more self-employment

#### **Job Search Files**

Steps to a successful job search  
Interviewing techniques  
Sample interview questions  
Tips for writing resumes and cover letters

#### **Keep that Job**

Information to help you stay gainfully employed

#### **Reality Check**

An interactive tool that matches lifestyle choices and occupations

#### **Occupation Sort**

An interactive tool that matches personal preferences associated with occupational attributes and occupations

### Education and Training Information

#### **Programs of Study**

Admission and coursework requirements for over 800 program categories  
Individual descriptions for each school's program  
Linked to all Missouri and National Schools

#### **Missouri Schools**

Detailed information on all licensed and accredited higher education institutions

#### **U.S. Schools**

Detailed information on over 4,000 licensed and accredited higher education institutions

#### **Apprenticeship Information**

General information on apprenticeship plus contacts for sponsors throughout Missouri Connections

#### **Short Term Training Resources**

A file of short-term training programs requiring less than one year to complete

**Scholarship Database**

Sortable database of over 60,000 scholarship award possibilities

**Financial Aid Information**

Frequently asked questions regarding financial aid  
Links to financial aid web sites  
Information on state and federal programs

**School Sort**

Creates a list of schools based on personal criteria

**Financial Sort**

Creates a list of scholarships based on personal criteria

**Assessment Tools****IDEAS: Interest Determination, Exploration and Assessment System® IDEAS**

(Optional component for an additional fee)

Interest assessment normed separately for middle school, high school and adult use  
Results link directly to Missouri Connections occupational descriptions  
Available in English and Spanish

**SKILLS**

Identifies occupations that use the skills users prefer  
Helps recognize skills that transfer between occupations  
Lists the top 30 occupations that best match user skills.  
Calculates a Holland Personality Type based on skill preferences  
Rates skills to clusters of occupations.  
Compare skill preferences to the skills required by any occupation  
Available in English and Spanish

**Interest Profiler**

Relates user interest preferences to occupations  
Results link directly to Missouri Connections occupations

**Values: Work Importance Locator**

Learn about work values and occupations using ordered work values  
Helps user decide what is important in a job

**Assessment Link**

Links results from other assessments taken away from Missouri Connections, such as the Self-directed Search (SDS) to Missouri Connections information

**Other Features and Support Materials****My Portfolio – Electronic Portfolio**

Career planning tools  
My favorites – a place to store assessment results and more  
Course planner  
Resume writer

**Curriculum**

A complete framework for career development  
Hundreds of lesson plans  
Two 18-week course outlines with lesson plans and all materials

**Practical Learning Activities**

Over 600 career development activities, organized by CTE areas

**Administrative Site**

Allows site administrators to manage portfolios and trace site usage  
Allows administrators to communicate with users

**A Member of ACSCI**

AZCIS follows the (ACSCI) Standards. Meeting ACSCI Standards means that a career product or service complies with the highest quality standards adopted by the Association of Computer-based Systems for Career Information (ACSCI). The ACSCI Standards are organized into four levels: core, component, component integration, and comprehensive system.

## WHO ARE PROFESSIONAL COUNSELORS?

Professional school counselors work at elementary, middle/junior high, high school and/or postsecondary levels. They have a master's or higher degree in school counseling from a state-approved school counselor preparation program, and they have been certified as a professional school counselor by the Missouri Department of Elementary and Secondary Education. They are professional educators with specialized training in academic, career, and personal/social development as well as mental health. Their preparation program includes:

- human growth and development
- social and cultural diversity
- assessment
- career development and planning
- helping relationships
- group work
- guidance and counseling program development, implementation, evaluation and enhancement
- professional relationships
- legal and ethical standards
- professional orientation, identity and well-being.

For more information regarding your local school guidance and counseling program, contact:



Missouri Department of  
Elementary and Secondary Education  
Office of College and Career Readiness  
Guidance and Counseling  
P. O. Box 480  
Jefferson City, MO 65102-0480  
(573) 751-4383

[http://dese.mo.gov/divcareered/  
guidance\\_placement\\_index.htm](http://dese.mo.gov/divcareered/guidance_placement_index.htm)

Guidance E-Learning Center at  
Missouri Center for Career Education  
<http://www.mcce.org>



Missouri School Counselor  
Association

3340 American Ave., Suite F  
Jefferson City, MO 65109

(573) 632-6722  
(800) 763-6722

Fax: (573) 632-6724  
(800) 264-6722

[www.moschoolcounselor.org](http://www.moschoolcounselor.org)

*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).*

DESE 3380-04 05/12

# PRESENTING ... YOUR PROFESSIONAL SCHOOL COUNSELOR



A VITAL LINK FOR ALL STUDENTS

- Academic Development
- Career Development
- Personal/Social Development

# PRESENTING ... YOUR PROFESSIONAL SCHOOL COUNSELOR

## WHAT IS GUIDANCE AND COUNSELING?

The comprehensive guidance and counseling program is an integral part of a school district's total educational program. It is developmental by design and includes sequential activities organized and implemented by professional school counselors with the active support of parents/guardians, teachers, administrators, and the community.

As a developmental program, it addresses the needs of all students by facilitating their academic, personal/social, and career development as well as helping create positive and safe learning climates in schools. At the same time, the program assists students as they face issues and resolve problems that may prevent their healthy development. The program is delivered through the following four program components:

- Guidance Curriculum
- Individual Planning
- Responsive Services
- System Support



## WHAT DO PROFESSIONAL SCHOOL COUNSELORS DO?

Professional school counselors should spend 100 percent of their time providing all students with preventative and responsive activities and services delivered through four interrelated program components.

### Guidance Curriculum

Professional school counselors work closely with teachers by going into classrooms to present guidance lessons on such topics as:

- self-awareness
- positive mental health
- social skills
- conflict mediation/problem solving
- study habits
- alcohol/drug abuse prevention
- educational and career planning.

### Responsive Services

Professional school counselors assist students who have unique needs, including those who may be experiencing barriers to academic success, through:

- individual counseling
- small-group counseling
- consultation and collaboration with parents, teachers, administrators and community agencies
- school-based referral
- community-based referral.

### Individual Planning

Working closely with parents/guardians, professional school counselors provide effective educational and career-planning in services that help all students, beginning in middle school, to develop personal plans of study:

- that are organized around personally valued educational and career goals
- that promote participation in relevant curricular and community activities
- that provide seamless transition to postsecondary options.

### System Support

Professional school counselors manage the guidance and counseling program and support other programs in the school through such activities as:

- guidance and counseling program evaluation
- school improvement involvement
- consultation and collaboration
- professional development
- community outreach
- fair-share responsibilities.

## HOW CAN PARENTS HELP?

Active parental support of guidance and counseling program activities is essential if students are to make informed choices and achieve success in school. Parents can help by encouraging their children to do their best in school and by staying involved in their children's educational experiences at all levels.

Parents can call their child's professional school counselor at any time to set up a phone conference or a school visit to discuss concerns, ideas, information or requests for assistance.



# MISSOURI CONNECTIONS

A presentation  
to the  
Special Education Advisory Panel

Missouri Department of Elementary  
and Secondary Education

June 7, 2013



**MissouriConnections.org**  
Connect to Your Future

**NEW!**  
Frequently Asked  
Questions

**Connect to Your Future... Today!**

Missouri Connections is a web-based resource to help Missouri Citizens determine their career interests, explore occupations, establish education plans, develop job search strategies, and create resumes. Sponsored by the Department of Elementary and Secondary Education and the Department of Economic Development. Missouri Connections is available to students, parents, guidance counselors, educators, and job seekers at no charge.

[Students](#) | [Parents](#) | [Educators](#) | [Job Seekers](#) | [Career Centers](#)

- Home
- Career Exploration
- Career Information System
- College Exploration
- Paying for college
- Career Search
- Getting Started
- System Feedback Survey
- Resources
- Trainings

5 Careers Clusters

100+ Careers in Missouri

Missouri Career Exploration Tool

Missouri Family Wage Calculator

Missouri Occupation Profile Database

Discover career exploration and planning with the Missouri Career Information System.

Register, log-in for these personalized features:

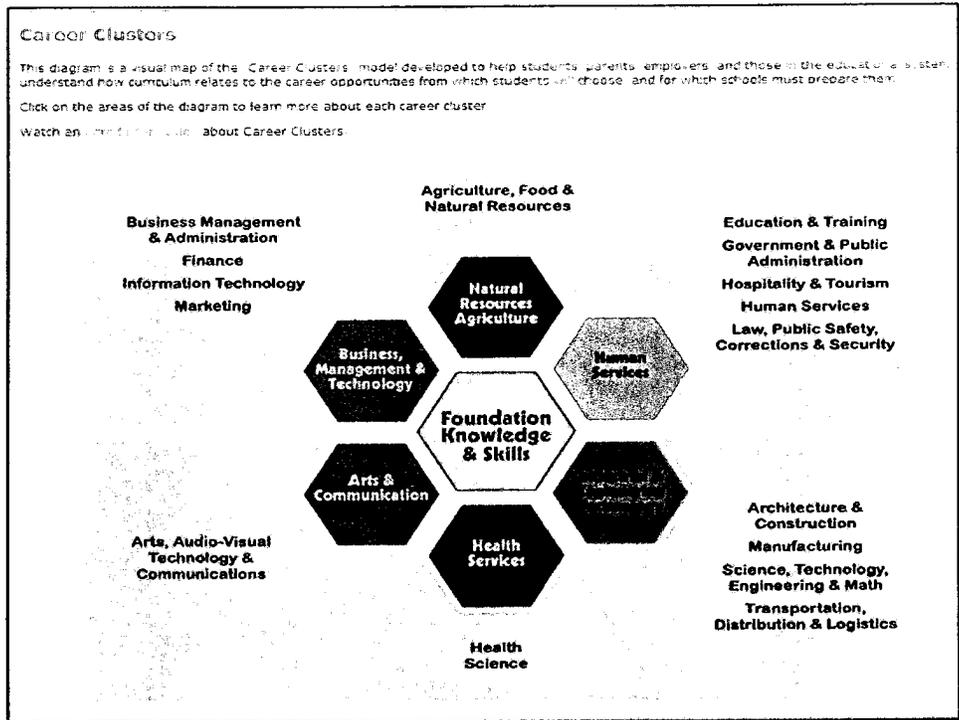
- **Take Career Information System assessments**  
Learn about your career interests, values, and skills.
- **Build a portfolio**  
Keep track of assessment scores, favorite clusters, occupations, colleges, resumes, and more!
- **Create your career plan and course plan**  
Review with your counselor at least once a year.

If you already have an account, log with your personal username and password

[New Users](#)







**MissouriConnections.org**  
Connect to Your Future

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Occupations | **FAQs** | Career Clusters | Titles Index | Compare | Search

### Business Management and Administration

Overview  
Pathways  
Level of education and earnings  
Skills  
Helpful high school courses  
Employment and outlook  
Additional resources

**Skills**

You will need the following skills to be successful in studying and working in the Business Management and Administration career cluster. These are skills you learn and practice in your high school courses to use in the occupations in this cluster.

**Communicate**

- Understand spoken information.
- Understand written information.
- Express ideas clearly when speaking.
- Write ideas clearly.
- Read and understand work-related materials.
- Write so other people can understand.
- Speak so listeners understand the information.

**Reason and Problem Solve**

- Use reasoning to discover answers to problems.
- Combine several pieces of information and draw conclusions.
- Analyze ideas and use logic to determine their strengths and weaknesses.
- Understand new information of materials by studying and working with them.
- Recognize the nature of a problem.
- Find and recognize important information.
- Put pieces of information in order.
- Develop a number of possible solutions for problems.
- Evaluate the usefulness of ideas.
- Examine solutions to problems and evaluate their effectiveness.
- Identify possible long-term outcomes of changes.
- Judge the costs and benefits of a possible action.
- Study measures of system performance and review their accuracy.
- Identify problems and review information.

**Related Information**

- Occupations
- Degree & Certificate Programs

**Videos**

- View Video

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### Business Management and Administration Occupations

The occupations listed below are similar to the occupation you are currently exploring. The occupations may have similar work duties, use similar skills, be in the same career ladder, have a similar level of education, or be related in another way.

**Occupations**

- Administrative Services Managers
- Advertising Managers
- Billing Clerks
- Bookkeeping and Accounting Clerks
- Business Executives
- Computer Operators
- Copy Machine Operators
- Counters and Messengers
- Court Reporters
- Data Entry Clerks
- Employee Training Specialists
- Employment Interviewers
- Employment Recruiters
- Executive Secretaries
- File Clerks
- Forensic Accountants (Emerging)
- General and Operations Managers
- General Office Clerks
- Human Resources Assistants
- Human Resources Managers
- Interviewing Clerks
- Job Benefits and Analysis Specialists
- Mail Clerks
- Management Analysts
- Meeting and Convention Planners
- Office Managers
- Operations Research Analysts
- Order Clerks
- Payroll and Timekeeping Clerks
- Project Managers (Emerging)
- Property and Real Estate Managers
- Receptionists
- Secretaries
- Shipping and Receiving Clerks
- Statistical Clerks

**Related Information**

- Occupations
- Degree & Certificate Programs

**Videos**

view video

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### Administrative Services Managers

**Overview**

- Task list
- Common work activities
- Working conditions
- Physical demands
- Skills and abilities
- Knowledge
- Preparation
- Helpful high school courses
- Hiring practices
- Wages
- Employment and outlook
- Interests
- Advancement opportunities
- References

**Related Information**

- Occupations
- Degree & Certificate Programs
- Military Occupations
- JOBCentral

**Videos**

view video

**Overview**

Administrative services managers coordinate support services for businesses and organizations.

At a successful company, things often look like they run themselves. The employees know what their tasks are, every deadline is met, and products sell out. The office itself is clean and organized. The copy machine has paper, pencils are sharpened, and the air conditioning keeps everyone cool even when pressure is mounting (not to mention the temperature). Often, outsiders will say to the person in charge, "You run a tight ship!"

It's true that the chief executive officer or operations manager says how the company is run. However, it's usually someone else who makes sure that everything from stocking the copy machine to scheduling work shifts is handled. That's usually an administrative services manager. This person keeps everything running smoothly behind the scenes.

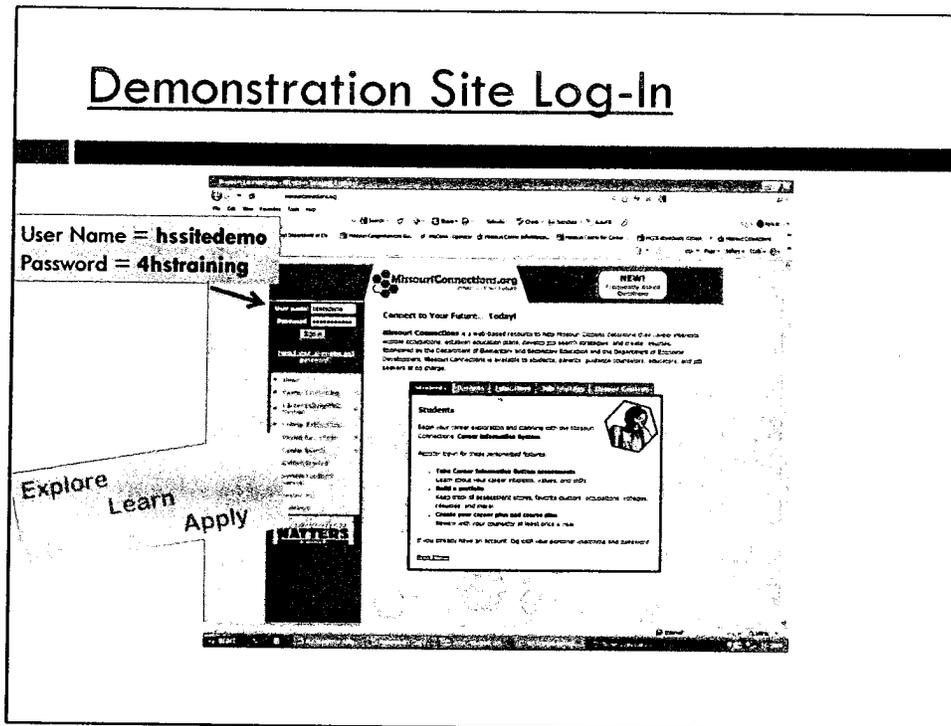
Support services is a term that applies to many parts of an organization. Support staff are those workers who provide administrative or clerical assistance to program staff. Examples of support staff are secretaries, building managers, payroll clerks, and mail clerks.

Administrative services managers coordinate and direct support services workers. There are two levels of administrative services managers. The first-line managers, also called supervisory-level managers, oversee support services workers. They are involved with the day-to-day operations of the organization. They tell the support

**At a glance**

- Make sure work is done efficiently and on-time
- Supervise and train other employees
- Many have a bachelor's degree
- Have at least two to four years previous work experience
- Earn \$69,420 per year (Missouri median)

# Demonstration Site Log-In





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[ Text (r) | My Portfolio | Log out ]

Menu

**Global Search**

**Protecting User Accounts: Your Security is our Priority**

**LOGIN CHANGES TAKE EFFECT**

**AUGUST 2013** [Learn more](#)

**Missouri Connections Training Site (HS)**

Welcome

 Create My Portfolio

Use Missouri Connections Training Site (JR) version

**See what's coming for Fall 2013**



Check out our New Look for FALL

**My Career Plan**

**Assessment Tools**

- Career Cluster Inventory
- IDEAS
- Interest Profiler
- Reality Check
- SKILLS
- Work Importance Locator
- Assessment Link

**Occupations & Employment**

- Occupation Sort
- Career Clusters
- Occupations
- Green Jobs
- Industries
- Self-Employment
- Military Employment
- Job Search
- Keep That Job

**Education & Training**

- Degree & Certificate Programs
- School Sort
- Missouri Schools
- U.S. Colleges & Universities
- Financial Aid Sort
- Financial Aid



**Congratulations**

**Make the most of your summer!**

Set yourself apart from the crowd—take time to pursue extracurricular activities

Jobs

Camps

Volunteer

**Check out schools**

- Get help sorting it all out
- Make campus visits
- Compare colleges side-by-side

**Tools for Users**

**Tools for Counselors and Teachers**

Glossary

Article Directory

Employer Locator

**Missouri Resources**

- GLE Guidance Standards

Items with picture available in both Spanish and English. Artículos con imágenes disponibles en inglés y español.

MissouriConnections.org

Return to Menu

**My Career Plan** | Getting Started | Looking Deeper | **Next Steps** | Writing Worksheet

### What is My Career Plan?

High school is a time to explore and prepare. Thinking about what you want from high school and taking concrete steps to achieve your goals will help you reach your dreams.

**My Career Plan** helps you learn more about yourself, research and evaluate your options, set and update goals, and make plans to assure your success. Whether you want to go to college, get a job, or follow some other pathway, the journey will be more rewarding if you follow some simple steps.

**My Career Plan** is organized into three levels of activities:

- Getting Started - Activities for you to use to begin your plan, typically grades 8-9.
- Looking Deeper - Activities to help you expand and update your plan as you explore your dreams, typically grades 10-11.
- Next Steps - Activities that focus on getting ready for your life and learning after high school, typically grade 12.

Each level contains five sections with activities that help you answer some reflection questions posed in the section. Your answers to the questions create your plan. The five sections portrayed on the logo to the right are:

- Know Myself - activities to help you better know yourself
- Research Options - activities to help you research occupations and training options
- Evaluate Options - activities to help you weight your options
- Set Goals - activities to help you set personal, academic and career goals, and
- Make Plans - activities to support your career and life planning.

You will repeat these five sections within each level, thus the arrows of the logo form a circle. As you grow and change, the world changes around you, and the goals you hold may need amending. Be open to change and be thoughtful in your planning to keep the doors to your future open.

A final reminder - Life is not a destination so enjoy your journey.

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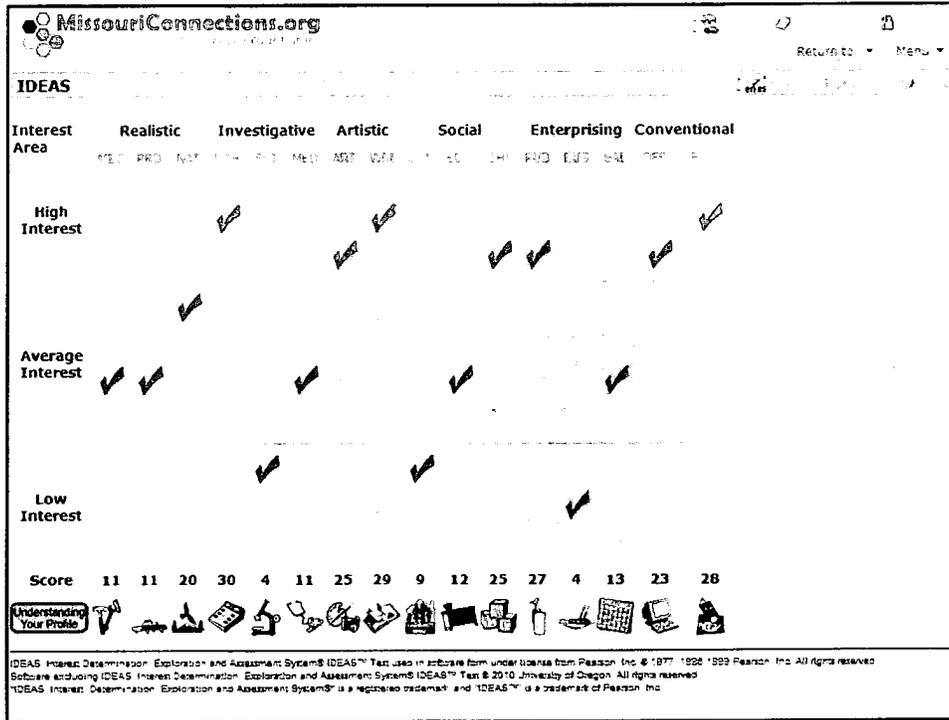
**IDEAS** [ Save ]

1. Work with small hand tools

Like very Much | Like Somewhat | Indifferent | Dislike Somewhat | Dislike very Much

128 remaining

IDEAS: Interest Determination, Exploration and Assessment System IDEAS™ Test used in software form under license from Pearson, Inc. © 1977-1999 Pearson, Inc. All rights reserved.  
Software excluding IDEAS: Interest Determination, Exploration and Assessment System IDEAS™ Test © 2010 University of Oregon. All rights reserved.  
IDEAS: Interest, Determination, Exploration and Assessment System® is a registered trademark, and IDEAS™ is a trademark of Pearson, Inc.



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## Tools for Counselors & Teachers

Missouri Connections develops Site Resources for those who teach, advise, and counsel with Missouri Connections products. These resources help you use Missouri Connections more effectively in your classrooms and counseling settings.

News Admin Tools Classroom Activities Other Information

**News**

- What's New in CIS

**Administration Tools**

- Site Administration**

Site Administration Tools Login

If you are a Missouri Connections Site Coordinator, you can access these administration tools. You can find student and client user names and passwords, view portfolios (for students or clients who have "opted in"), set up groups, and review and report on use of Missouri Connections components by individuals and by groups.
- Quick Starts**
  - Advisor Accounts for the Site Administrator
  - Get Started with Portfolio Administration
  - Messaging
  - Parent/Guardian Accounts
  - Populate and view Student Checklists
  - UEP Customization
- Tutorials**
  - Advisor Portfolio

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My Portfolio -- Tom Schlimpert

My Favorites  
 My Sports and Assessments  
 My Personal Plan of Study  
 My Education and Work History  
 My Files and Links  
 My Personal Information  
 Universal Encouragement Program

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Education and Work History -- Tom Schlimpert

Education and Training  
 Paid and Unpaid Work  
 Achievements, Activities, and Skills  
 Contact Information and References  
 Create Resume

Format and Create Resume  
 My Resumes

**Format and Create Resume**

You have several options for formatting your resume. First, you can select from one of four styles: Recent Grad, Accomplishment, Chronological, or Functional-Skills. Click on the example next to each style to see the data sections that will be included and the order of the data. If you select one of the styles you will still have the option to exclude and/or reorder some of the data.

Click on Help in the upper right for additional information on your options.

Select Previously Saved Options for Resume  
 --New-- [Remove] [New]

Select a Resume Style

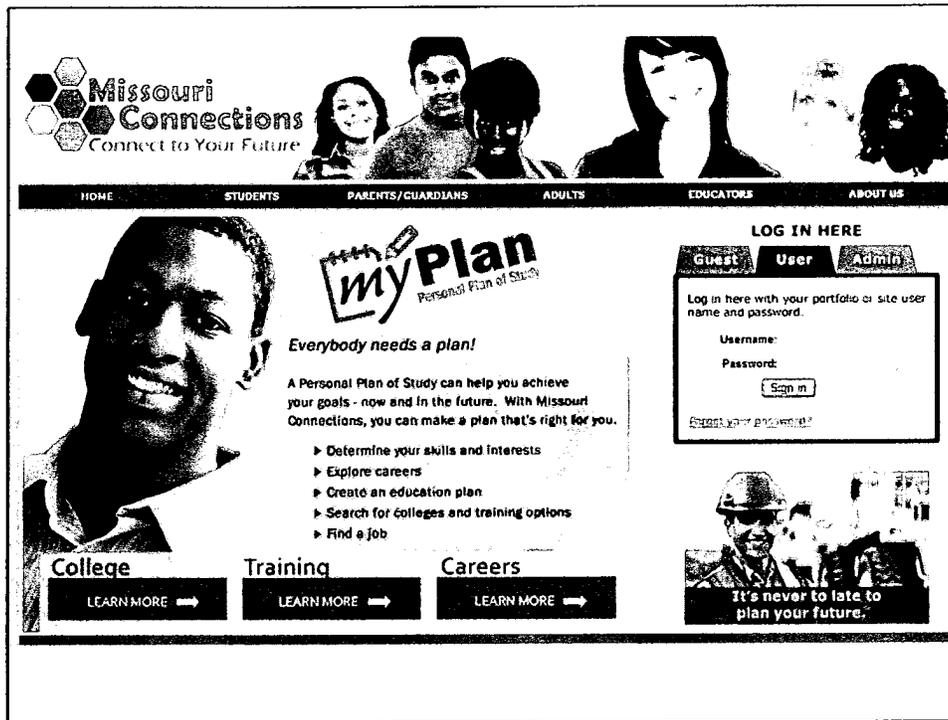
- Recent Grad (Sample)
- Accomplishment (Sample)
- Chronological (Sample)
- Functional-Skills (Sample)
- Build Your Own

Include Dates in Resume

Select References Option

- List References
- Use statement - "References available upon request"
- Do not include references or statement

[Next]



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HOME STUDENTS PARENTS/GUARDIANS ADULTS EDUCATORS ABOUT US

**LOG IN HERE**  
Guest User Admin  
Log in here with your portfolio or site user name and password.  
Username:  
Password:  
  
[Forgot your password?](#)

**myPlan**  
Personal Plan of Study

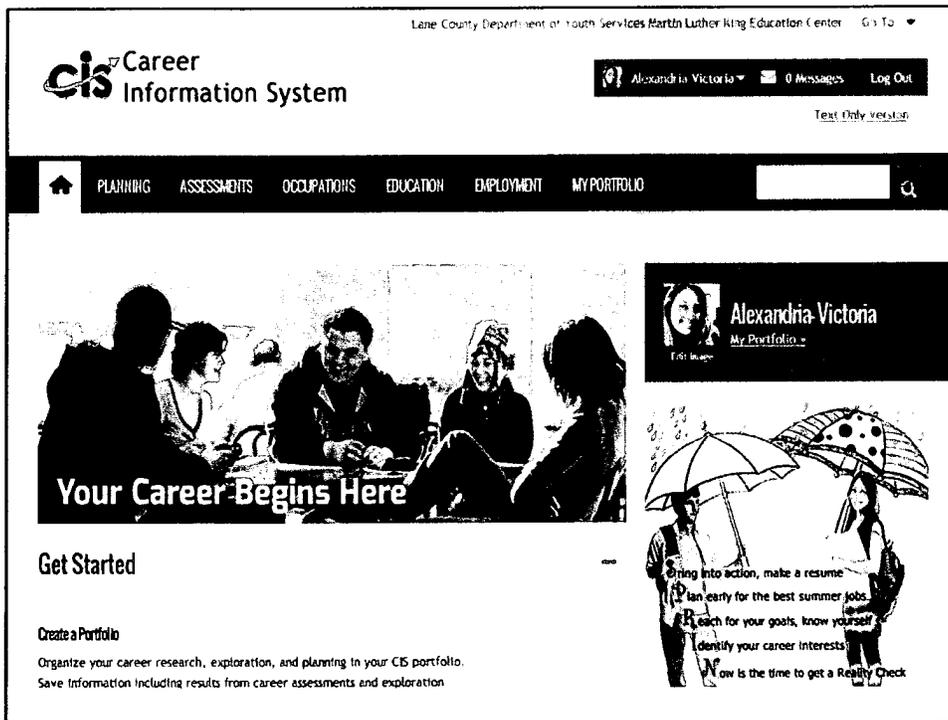
**Everybody needs a plan!**

A Personal Plan of Study can help you achieve your goals - now and in the future. With Missouri Connections, you can make a plan that's right for you.

- ▶ Determine your skills and interests
- ▶ Explore careers
- ▶ Create an education plan
- ▶ Search for colleges and training options
- ▶ Find a job

**College** LEARN MORE →  
**Training** LEARN MORE →  
**Careers** LEARN MORE →

**It's never too late to plan your future.**



Lane County Department of Youth Services, Martin Luther King Education Center Go To

**cis Career Information System**

Alexandria Victoria 0 Messages Log Out  
Text Only Version

PLANNING ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY PORTFOLIO

**Your Career Begins Here**

**Get Started**

**Create a Portfolio**  
Organize your career research, exploration, and planning in your CIS portfolio. Save information including results from career assessments and exploration.

**Alexandria Victoria**  
My Portfolio

Bring into action, make a resume  
Plan early for the best summer jobs.  
Reach for your goals, know yourself  
Identify your career interests.  
Now is the time to get a Reality Check