

10 CAREER EDUCATION

RESEARCH PAPER GUIDELINES

Your research paper is worth 250 points and will count as 20% of your grade in this class. Neatness and organization (including correct spellings) will count as 50 of the 250 points. Your paper is due on **December 12, 2008**. A 10% daily penalty will be applied to all late papers. Your paper should be neatly typed and the body should be double-spaced. It must follow the format given below. Remember to proofread your paper, correcting spelling and grammatical errors before submitting it. Papers with excessive errors will be returned to you for correcting before they are graded. I have sample papers that you may peruse to see what your finished product should resemble. **Please begin working on this project early in the quarter so you will have time to do quality work.** Follow **MGA term paper** guidelines. Remember to double space and not to use 12 point font.

RESEARCH PAPER FORMAT: Place the following in order. Use a separate sheet of paper for each section indicated by Roman numerals. Use Roman Numerals bold and capitalized like shown below. Staple together. **Do not** use a folder.

10 I. **INTRODUCTION** - Write about your career choice. Tell how you became interested in your career and why you think this would be a good fit for you.

10 II. **CAREER DECISION-MAKING PROCESS FLOW CHART** - Neatly draw, label, and color as shown on p. 28, Fig. 2-2 in your textbook.

III. **LIFE-STYLE PATTERN CHART** - refer to WB 4. You have already done this.

- 5 A. Neatly draw and **color** this chart to fit your future life-style
- 5 B. Under the chart, describe your dream life-style in as much detail as possible.

IV. **SELF-PROFILE** - This will be a topic about yourself and includes your specific information. You will need to start a new page with each of the following in bold print. Write a least one half page on each of the following:

10 A. **Your Values** - (workbook p. 11-16) from the ten basic values,
- explain why you possess the values that you have. Summarize and type out.

10 B. **Your Interests** - (Workbook p. 17) write about your activities, hobbies, sports, etc. Summarize and type out.

10 C. **Your "Data-People-Things" Preference** (Workbook p. 31-33) - Explain why this is important. Summarize these pages and type out.

10 D. **Your Aptitudes and Abilities**
- based on Vocab (Workbook p. 18-21), Math (Workbook p. 22- 26)
- based on your ITED scores
- based on your highest grades and classes you enjoy most
- based on abilities in music, sports, etc.

10 E. **Your Personality** -
- write about your three strongest areas of personality. (Workbook p. 27, 28)

- 10 **F. Career Interest Areas -**
- discuss your three strongest areas based on Workbook p.34 - 36.
- also use the information from your **COPS** Profile.

V. CAREER RESEARCH - follow this sequence: start each of the following with a **bold** heading.

- 5 **A. My Interest** :How you first became interested in this career
15 **B. Description** of this career including history, current job description,
 education needed, pay, fringe benefits, career outlook, where these
 jobs are found, etc.
10 **C. Personal Career Profile** - Handout 5.HA should give you the basis for a
 brief overview of your match. **Type** out your findings.
10 **D. Interview:** if possible interview someone working in this career - if not
 possible, use WB 37 -39 for your interview, but be sure to **type** this
 information into the body of your paper

15 **VI. EDUCATION AND TRAINING** - use the "4 year college 2008," The web page on the internet
from your chosen school or other sources to find the following information:

- A. Name of school
- B. Type of school
- C. Location of school
- D. Size of school
- E. Admission requirements
- F. Quality of program
- G. Time needed to complete program
- H. Estimated yearly cost including tuition, books, room and board,
transportation, etc.
- I. Type of financial aid available. Include deadlines and requirements for
these monies. Refer to "College Costs and Financial Aid Handbook"
to help you understand how you will be able to afford the costs of
college
- J. Summary of why you chose this school

VII. STARTING YOUR CAREER - this section should include the following:

- 10 **A. Your resumé** - WB 80 gives an example.
10 **B. Letter of application** - WB 78 - 79 gives an example. This letter should be
 written to match with your resumé and should be written to a future employer.
10 **C. Application for employment** - WB 75 - 77 gives an example. Complete
 the sample GE application from your workbook OR fill out an
 application blank for an actual job.
10 **D. Individual Career Plan** - Write about developing an individual career plan. You
 can use WB 62 - 63 in developing your report.

10 **VIII. DRAWING UP A PLAN OF ACTION** - use WB 68 - type out.

- 5 **IX. CONCLUSION** - describe your perception of success and how your career choice
will help you achieve your goals and bring you success.