

CAREER WATCH

ARKANSAS

It's not a job. It's a career.

2017 EDITION | Volume 26

Teacher's Guide

Human Services

Occupations

Interviews

Resumes

Colleges

Financial Aid

Scholarships

www.careerwatch.org



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Career Watch Arkansas Teacher's Guide

The *Teacher's Guide* has been developed as a tool for teachers to use in their classrooms in conjunction with *Career Watch Arkansas*. Inside you will find activities for students, some will require Internet access. Just copy and distribute to your students. The PDF version of this document can also be found in the LMI Publications section of www.discover.arkansas.gov.

Occupational Career Information welcomes your comments about the *Teacher's Guide* and encourages feedback from both teachers and students. If you have suggestions for student activities or handouts for future editions, we would like to hear from you. You can fax us the feedback sheet found at the end of this publication or you can email amy.theriac@arkansas.gov and reference *Teacher's Guide* in the subject line.



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"Auxiliary aids and services are available upon request to individuals with disabilities."



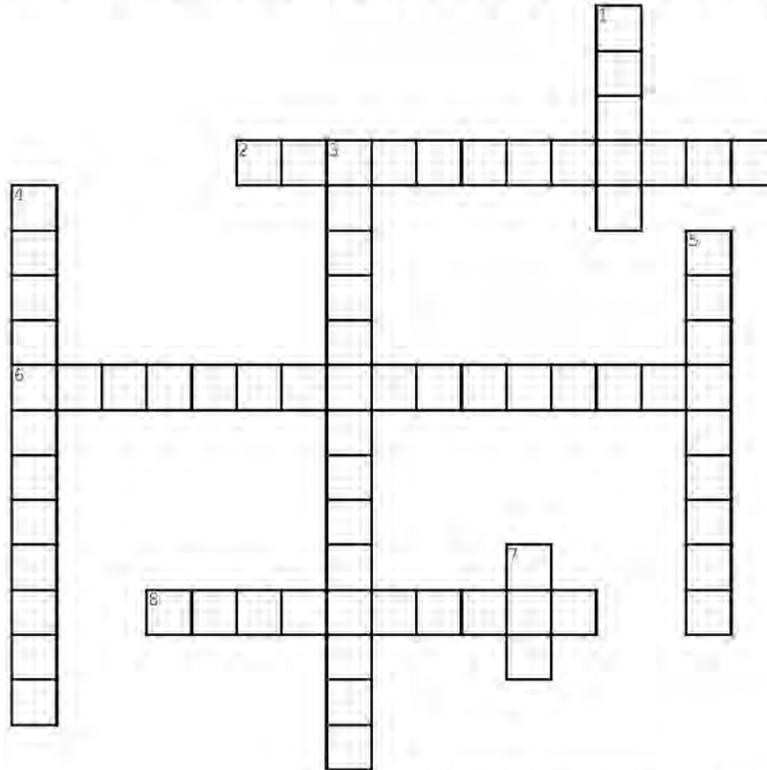
careerwatchar

www.discover.arkansas.gov
www.careerwatch.org

Name: _____

Crossword

Using Career Watch Arkansas as a guide, complete the crossword below



Created with TheTeachersCorner.net [Crossword Puzzle Generator](#)

Across

2. Use this form to be prepared to fill out job applications. (pg. 59)
6. Your Arkansas Labor Market Information source. (inside back cover)
8. This type of resume groups your work experience and skill by skill area or job function. (pg. 5)

Down

1. Fill this out for Federal financial aid. (pg. 21)
3. Occupations in the same field of work that require similar skills. (pg. 14)
4. Adjusting actions in relation to other's actions. (pg. 8)
5. Be prepared to ask the interviewer these to learn more about the job position. (pg. 6)
7. Take this test your junior year. (pg. 47)

Name: _____

Created with TheTeachersCorner.net Word Search Maker

Resume Key Words

Don't just tell potential employers where you've worked. Tell them what you did and how you contributed to the overall success of the company or organization by using these key words.

T A Q P P J M O N I T O R E D A D A P T E D H I Y	ACHIEVED
U Y W O Q Q B L R R A V J P R O J E C T E D X W J	ADAPTED
A D O R I D U T K Z E S T I M A T E D B R G N X X	ASSISTED
G E H G X Y D R E S E Z M I H C L N D Z E H O I T	BUDGETED
P F Y A O P G K X E S P D O M B E E K U S D N P Z	COMMUNICATED
U I P N A E E G P K T I J D T P Z F A Z O I E N L	COORDINATED
E N F I Z R T A A X A E P T J I R W D G L R G E W	DEFINED
P E T Z N F E V N Q B G V S L Y V O O J V E O F I	DETERMINED
R D L E Y O D R D K L O V I K L P A V Y E C T M B	DIRECTED
E M H D X R F R E N I S T J L S X Q T E D T I K U	ESTABLISHED
S V R S B M D H D B S U E U Z C A V E E D E A X G	ESTIMATED
E T E G W E H Y F W H V G D Y M Q B S R D D T E M	EVALUATED
N C O O R D I N A T E D H B E U Q D S O L V E D U	EXPANDED
T H Z N Z B Y H N Q D D B I N S T R U C T E D N Q	GENERATED
E A D A C H I E V E D W Y G M S R V D D C E G H W	GUIDED
D I Z G E N E R A T E D U V Y U C E P E T L A G I	IDENTIFIED
I D E N T I F I E D K G J L V S T H F N D K H X U	IMPLEMENTED
E J M L P R E S E A R C H E D A E K E E Z M U X R	IMPROVED
X W G V D D A S S I S T E D I R V M S D R D T J Y	INCREASED
B V D E T E R M I N E D Z D B H E A R G U R S P L	INSTRUCTED
G V E V A L U A T E D J E O O L E D G T T L E C S	MEDIATED
C F I L V Y H L F Q C M W U P R B H U K N X E D Q	MONITORED
B D I Q I M V W T L M L Y M C J V B Y C J N L D Q	MOTIVATED
R Y S J M F G U I D E D I N Y B P S Z M E I N G X	NEGOTIATED
C O M M U N I C A T E D I F C Q T S D P Z D F Z E	ORGANIZED
	PERFORMED
	PRESENTED
	PROJECTED
	REDUCED
	REFERRED
	RESEARCHED
	RESOLVED
	SCHEDULED
	SOLVED
	UTILIZED

Non-Traditional Employment

Below is a list of non-traditional occupations for men and women. Using *Career Watch Arkansas*, (pgs. 27-46) locate the annual openings and earnings for each occupation. Then, answer the questions below based on the list.

Non-traditional Occupations for Women	Annual Openings	Annual Wages	Non-traditional Occupations for Men	Annual Openings	Annual Wages
Aircraft Mechanics and Service Technicians	_____	_____	Court Reporters	_____	_____
Carpenters	_____	_____	Dental Hygienists	_____	_____
Chemical Engineers	_____	_____	Elementary School Teachers, Except Special Education	_____	_____
Electricians	_____	_____	Executive Secretaries and Executive Administrative Assistants	_____	_____
Financial Examiners	_____	_____	Librarians	_____	_____
Police and Sheriff's Patrol Officers	_____	_____	Registered Nurses	_____	_____
Surgeons	_____	_____	Travel Agents	_____	_____

How do the wages compare for men and women?

What do you think are the advantages and disadvantages of non-traditional work?

Which of the above occupations interest you? Why?

Career Watch Scavenger Hunt

The answers to all of the following questions can be found in the pages of *Career Watch Arkansas*. What's your task? Find them!

1. List the four top resume strategies.
2. Which public two-year college is located in Malvern, Arkansas?
3. List the Core Courses for the Child Care Guidance Program of Study.
4. A) What is the occupational description for Materials Engineers? (17-2131)

B) What are the occupation's average earnings?
5. How much more can a college graduate with a Bachelor's degree earn a week than a high school graduate?
6. List five of the Skills to Pay the Bills

Internet Activity

Lifestyle Budget Calculator Real-Life Arkansas
www.real-life.arkansas.gov

*After high school you will need to work to pay for housing, transportation, clothes... You will need money.
You will need an occupation.*

This assignment will help you determine an estimated budget for a chosen occupation. If you know what occupation you want, the next step is to find out if that occupation will pay you enough to cover all your monthly expenses.

You will need to log on to www.real-life.arkansas.gov and choose **Option 3 - Occupation Direct**.

To begin, choose an occupation from the list, you will be given an average annual income after subtracting taxes, then click on the arrow. Now, choose a city closest to where you live or plan to live. The calculator at Real-Life Arkansas will guide you as you make decisions for a monthly budget.

After determining a budget for your lifestyle, print out the completed budget and answer the questions below on a separate sheet.

1. Did you have to adjust your budget to meet your monthly income? Which expenses did you have to compromise or adjust?
2. Compare your budget with other classmates. Which expense totals are similar and which ones are different?
3. If possible, find a classmate with a monthly income higher than yours, and one with a lower monthly income. How do your budgets compare?
4. As a class, discuss what you have learned about creating a monthly budget and what you will keep in mind when you choose your occupation.

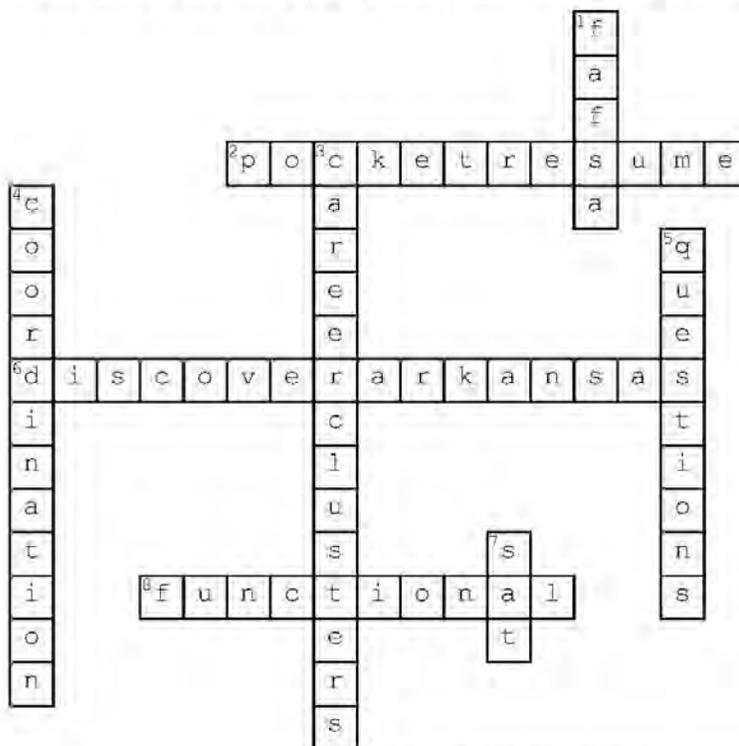
Real-Life Arkansas provides two other budget options. **Option 1 – Get a Real Life Check** will guide you through a budget based on wants and needs and help you find an occupation that matches the annual salary needed. **Option 2 – Future Salary** will guide you through choosing an occupation based on how much money you would like to earn and your education goals.

Answer Guides Crossword Key

Name: _____

Crossword

Using Career Watch Arkansas as a guide, complete the crossword below



Created with TheTeachersCorner.net [Crossword Puzzle Generator](http://www.theteacherscorner.net)

Across

2. Use this form to be prepared to fill out job applications. (pg. 59) (**pocket resume**)
6. Your Arkansas Labor Market Information source. (inside back cover) (**discoverarkansas**)
8. This type of resume groups your work experience and skill by skill area or job function. (pg. 5) (**functional**)

Down

1. Fill this out for Federal financial aid. (pg. 21) (**fafsa**)
3. Occupations in the same field of work that require similar skills. (pg. 14) (**careerclusters**)
4. Adjusting actions in relation to other's actions. (pg. 8) (**coordination**)
5. Be prepared to ask the interviewer these to learn more about the job position. (pg. 6) (**questions**)
7. Take this test your junior year. (pg. 47) (**sat**)

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G E H G X Y D R E S	E Z M I H C L N D Z E H O I T	BUDGETED
P F Y A O P G K X E S	P D O M B E E K U S D N P Z	COMMUNICATED
U I P N A E E G P K T	I J D T P Z F A Z O I E N L	COORDINATED
E N F I Z R T A A X A	E P T J I R W D G L R G E W	DEFINED
P E T Z N F E V N Q B	G V S L Y V O O J V E O F I	DETERMINED
R D L E Y O D R D K L O V	I K L P A V Y E C T M B	DIRECTED
E M H D X R F R E N I S T	J L S X Q T E D T I K U	ESTABLISHED
S V R S B M D H D B S U	E U Z C A V E E D E A X G	ESTIMATED
E T E G W E H Y F W H V	G D Y M Q B S R D D T E M	EVALUATED
N C O O R D I N A T E D	H B E U Q D S O L V E D U	EXPANDED
T H Z N Z B Y H N Q D	D B I N S T R U C T E D N Q	GENERATED
E A D A C H I E V E D W Y	G M S R V D D C E G H W	GUIDED
D I Z G E N E R A T E D U	V Y U C E P E T L A G I	IDENTIFIED
I D E N T I F I E D K G J	L V S T H F N D K H X U	IMPLEMENTED
E J M L P R E S E A R C H E D	A E K E E Z M U X R	IMPROVED
X W G V D D A S S I S T E D	I R V M S D R D T J Y	INCREASED
B V D E T E R M I N E D Z	D B H E A R G U R S P L	INSTRUCTED
G V E V A L U A T E D J E	O O L E D G T T L E C S	MEDIATED
C F I L V Y H L F Q C M	W U P R B H U K N X E D Q	MONITORED
B D I Q I M V W T L M L Y	M C J V B Y C J N L D Q	MOTIVATED
R Y S J M F G U I D E D I	N Y B P S Z M E I N G X	NEGOTIATED
C O M M U N I C A T E D I	F C Q T S D P Z D F Z E	ORGANIZED
		PERFORMED
		PRESENTED
		PROJECTED
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A D O R I D U T K Z E S T I M A T E D B R G N X X	ASSISTED
G E H G X Y D R E S E Z M I H C L N D Z E H O I T	BUDGETED
P F Y A O P G K X E S P D O M B E E K U S D N P Z	COMMUNICATED
U I P N A E E G P K T I J D T P Z F A Z O I E N L	COORDINATED
E N F I Z R T A A X A E P T J I R W D G L R G E W	DEFINED
P E T Z N F E V N Q B G V S L Y V O O J V E O F I	DETERMINED
R D L E Y O D R D K L O V I K L P A V Y E C T M B	DIRECTED
E M H D X R F R E N I S T J L S X Q T E D T I K U	ESTABLISHED
S V R S B M D H D B S U E U Z C A V E E D E A X G	ESTIMATED
E T E G W E H Y F W H V G D Y M Q B S R D D T E M	EVALUATED
N C O O R D I N A T E D H B E U Q D S O L V E D U	EXPANDED
T H Z N Z B Y H N Q D D B I N S T R U C T E D N Q	GENERATED
E A D A C H I E V E D W Y G M S R V D D C E G H W	GUIDED
D I Z G E N E R A T E D U V Y U C E P E T L A G I	IDENTIFIED
I D E N T I F I E D K G J L V S T H F N D K H X U	IMPLEMENTED
E J M L P R E S E A R C H E D A E K E E Z M U X R	IMPROVED
X W G V D D A S S I S T E D I R V M S D R D T J Y	INCREASED
B V D E T E R M I N E D Z D B H E A R G U R S P L	INSTRUCTED
G V E V A L U A T E D J E O O L E D G T T L E C S	MEDIATED
C F I L V Y H L F Q C M W U P R B H U K N X E D Q	MONITORED
B D I Q I M V W T L M L Y M C J V B Y C J N L D Q	MOTIVATED
R Y S J M F G U I D E D I N Y B P S Z M E I N G X	NEGOTIATED
C O M M U N I C A T E D I F C Q T S D P Z D F Z E	ORGANIZED
	PERFORMED
	PRESENTED
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	SCHEDULED
	SOLVED
	UTILIZED

Non-Traditional Employment

Non-traditional Occupations for Women	Annual Openings	Annual Wages	Non-traditional Occupations for Men	Annual Openings	Annual Wages
Aircraft Mechanics and Service Technicians	17	\$51,540	Court Reporters	4	\$42,670
Carpenters	280	\$34,810	Dental Hygienists	48	\$65,450
Chemical Engineers	7	\$78,790	Elementary School Teachers, Except Special Education	465	\$46,950
Electricians	260	\$42,540	Executive Secretaries and Executive Administrative Assistants	52	\$47,080
Financial Examiners	7	\$73,580	Librarians	42	\$51,780
Police and Sheriff's Patrol Officers	247	\$38,020	Registered Nurses	876	\$57,630
Surgeons	34	\$260,950	Travel Agents	5	\$32,790

Career Watch Scavenger Hunt

1. List the four top resume strategies:
 - Sell yourself
 - Identify your transferable skills
 - Highlight your accomplishments
 - Use keywords effectively
2. Which public two-year college is located in Malvern, Arkansas?
 - College of the Ouachitas
3. List the Core Courses for the Child Care Guidance Program of Study.
 - Child Development
 - Parenting
 - Child Care Guidance
 - Management & Services
4. A) What is the occupational description for Materials Engineers? (17-2131)
 - Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications.

B) What are the occupation's average earnings?
\$43.06/\$89,560
5. How much more can a college graduate with a Bachelor's degree earn a week than a high school graduate?
 - \$464
6. List five of the Skills to Pay the Bills
 - Active Listening
 - Speaking
 - Reading Comprehension
 - Social Perceptiveness
 - Critical Thinking
 - Monitoring
 - Service Orientation
 - Coordination
 - Instructing
 - Writing

Send us your Feedback

The *Career Watch Arkansas Teacher's Guide* was developed as a tool to help educators make learning about careers more interesting to students. We hope you find the publication helpful.

We would appreciate receiving not only your feedback about the usefulness of this *Teacher's Guide*, but your suggestions for classroom exercises as well. Please take a few minutes to fill out and return this form to the address listed below or fax to 501-682-3186.

Please indicate your overall level of satisfaction with the product

Very Satisfied

Satisfied

Indifferent

Dissatisfied

Very Dissatisfied

How useful was the information?

Very Useful

Useful

Fair

Not Very Useful

Not Useful at All

How do you plan to use this information?

Education/Career Planning

Economic Planning

Wage/Employment Study

Industry or Technology Study

Other, please list _____

Please indicate what sector of reader you represent

Student

Teacher

Educational Counselor

Parent

Dislocated Worker

Other, please list _____

What could make the *Career Watch Arkansas Teacher's Guide* more useful?

Would you recommend the *Career Watch Arkansas Teacher's Guide* to others?

Yes

No

Department of Workforce Services
Occupational Career Information
Career Watch Arkansas Teacher's Guide
Attn: Shirley Johnson

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