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 spencer.griffin@arkansas.gov and reference Teacher’s Guide in the subject line.
Using Career Watch Arkansas as a guide, complete the crossword below.

**Across**
2. The acronym for total educational costs. (Pg. 18)
4. The maximum number of pages a resume should be. (Pg. 5)
6. What the Arkansas Future Grant is also known as. (Pg. 20)
8. This sport will have just 0.7% of high school players that will go pro. (Pg. 51)
10. Number seven on the list of 'skills to pay the bills.' (Pg. 48)

**Down**
1. Send this type of note to make a final impression on a job interviewer. (Pg. 8)
3. College graduates with this type of degree will earn $1,825 per week on average. (Pg. 58)
5. Part of this type of manager's job duties is to oversee product development. (Pg. 13)
7. This demand occupation is projected to have 6,833 annual job openings in Arkansas. (Pg. 9)
9. The maximum number of paragraphs a cover letter should be (Pg. 6)
Check out all of the occupations or industry-related terms that fall into the Marketing career cluster by finding these key words.

Name: ____________________________

Created with TheTeachersCorner.net Word Search Maker

ANALYTICS
BUSINESS
BUYER
CLERK
COMMUNICATION
CREATIVE
DATA
DESIGN
DIGITAL
ENTREPRENEUR
LOGISTICS
MANAGEMENT
MANUFACTURING
MARKETING
MERCHANDISE
PLANNING
PRODUCTS
PROMOTION
PUBLIC RELATIONS
REALESTATE
RESEARCH
RETAIL
SALES
SERVICES
SOCIAL MEDIA
SPECIALIST
SUPERVISOR
TELEMARKETER
VENDOR
WHOLESALE

FEZOIQRASIHYSUYPGHNQSP
PYZMYKQLMDICISCMNNDUZAENAN
MAOLUDTXAISERVICESAVIHBOMIYPTDVFNPTPJHQMANAGEMENTLJRUDATURSCFIKWYKCODEZASPRBEUNZFAIODZZTODUEGXEOO
OROLSLAXAXGVMXDZSHIVIMDUC
RODIDIBCCOMYALEKYANNXEPI
DMNCGRDXTRLUKVSCYLFYBLSVI
IOERNRERUEUNWQIPMYGUAAYXI
GTVEDIMZRADBIEZFETNSNCTBO
ICLYDLMITUCDTFZPCCINAIISVS
TOZAEAPSNITATABRGNITEKRAM
ANETLPIGTGVEJTJBENMANMQGOAW
LBFIIEZCCYLELIUSAASGNUOLMDAF
KUOOLROUIDEVEUSESNEIPWD
VPZNASSDXKMNMMLHSUPERVISOR
UXFSSVMDJAIAAPUKECNLTQTFFZRUENERPERTNZEFRHDIKWSGE
HKSDLURPNXJKJRVMAGXXCOGN
JRZWZODGOOHESTXANLCYSAIQDC
CEOHWANALYTICSDJWPXDUNIEBD
HLFTWOOGIEIBUINMCDIZBNBQZ
OCSRUYAKZIRZSUTJFRETAILQLM
HDBXVHCRAESERZNYWAYGIRXNX
Unscramble occupations below found in the Hot 45 list.

1. lecygr
2. ffrseeiirght
3. nsnrqiu stnsssitaa
4. Inao ofiesrcf
5. nplosera roea idsea
6. eiscrahs
7. cnaiiafln smrangea
8. rdgereseti ensurs
9. retcahe ntsasiatss
10. ennagammtce slyatans
The answers to all of the following questions can be found in the pages of *Career Watch Arkansas*. What’s your task? Find them! Write your answers in the spaces below the questions.

1. What is the mean annual wage for a registered nurse in Arkansas?

2. What types of software did creative director Levi Agee say have proven to be the most useful tools for his job?

3. In what city is Black River Technical College located?

4. List at least two of the three things you should be doing in 10th grade to prepare for college.

5. What is the difference between a federal Pell Grant and a loan?

6. How can you “be different” in your cover letter?
Staying Social

Believe it or not, social media does in fact have a place in the workforce. In fact, many job seekers often find jobs and careers through listings on social media. There are also several platforms that can allow you to get your resume in the hands of employers. This task will show you just how powerful social media can be when looking for a career.

1. Facebook, Twitter, Instagram, and LinkedIn are great places to find various groups and pages related to your desired career field. Go on Facebook or Twitter and like or follow a few of the major (or minor) companies or organizations related to your career field of choice.

2. Following hashtags provides a great way to take a look at what professionals in your industry are talking about. Go on Twitter and search appropriate hashtags you think might be related to your career field and write down three trending topics about your desired occupation at the space provided at the bottom of this page.

3. Last, be sure to show Career Watch Arkansas some love and appreciation by liking and following its social media accounts. Find us on Facebook by searching “CareerWatchAR,” on Twitter @careerwatchar, and follow us even on Pinterest by searching for “Career Watch Arkansas.”
After high school, you will need to work to pay for housing, transportation, clothes and much more. The bottom line is, you will need money. You will need an occupation.

This internet 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 will help you find an occupation that matches the annual salary needed. Option 2 - Future Salary will guide you through choosing an option based on how much money you would like to earn and your education goals.
Using Career Watch Arkansas as a guide, complete the crossword below.

**Across**
1. This demand occupation is projected to have 6,833 annual job openings in Arkansas. (Pg. 9) **(cashiers)**
2. The acronym for total educational costs. (Pg. 18) **(coa)**
4. The maximum number of pages a resume should be. (Pg. 5) **(two)**
6. What the Arkansas Future Grant is also known as. (Pg. 20) **(arfuture)**
8. This sport will have just 0.7% of high school players that will go pro. (Pg. 51) **(baseball)**
10. Number seven on the list of ‘skills to pay the bills.’ (Pg. 48) **(writing)**

**Down**
1. Send this type of note to make a final impression on a job interviewer. (Pg. 8) **(thankyou)**
3. College graduates with this type of degree will earn $1,825 per week on average. (Pg. 58) **(doctoral)**
5. Part of this type of manager’s job duties is to oversee product development. (Pg. 13) **(marketing)**
7. This demand occupation is projected to have 6,833 annual job openings in Arkansas. (Pg. 9) **(cashiers)**
9. The maximum number of paragraphs a cover letter should be (Pg. 6) **(five)**

**Answer Key**

Name: _____________________________
Marketing Wordsearch

Check out all of the occupations or industry-related terms that fall into the Marketing career cluster by finding these key words.
Unscramble occupations below found in the Hot 45 list.

<table>
<thead>
<tr>
<th>Scrambled Word</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>lecygr</td>
<td>Clergy</td>
</tr>
<tr>
<td>ffrseeiirgth</td>
<td>Firefighters</td>
</tr>
<tr>
<td>nsnrgiu stnssitaa</td>
<td>Nursing Assistants</td>
</tr>
<tr>
<td>Inao ofiesrcf</td>
<td>Loan Officers</td>
</tr>
<tr>
<td>nplosera rcea idsea</td>
<td>Personal Care Aides</td>
</tr>
<tr>
<td>eiscrahs</td>
<td>Cashiers</td>
</tr>
<tr>
<td>cnaiiafn srmangea</td>
<td>Financial Managers</td>
</tr>
<tr>
<td>rdgereseti ensurs</td>
<td>Registered Nurses</td>
</tr>
<tr>
<td>retcahe ntsasiatss</td>
<td>Teacher Assistants</td>
</tr>
<tr>
<td>ennagammte slyatans</td>
<td>Management Analysts</td>
</tr>
</tbody>
</table>
The answers to all of the following questions can be found in the pages of Career Watch Arkansas. What’s your task? Find them! Write your answers in the spaces below the questions.

1. What is the mean annual wage for a registered nurse in Arkansas?

$60,780.

2. What types of software did creative director Levi Agee say have been proven to be the most useful tools for his job?

Adobe Photoshop, Illustrator, After Effects, and Premiere.

3. In what city is Black River Technical College located?

Pocahontas.

4. List at least two of the three things you should be doing in 10th grade to prepare for college.

Research possible colleges and universities, take ACT practice tests, and visit with your guidance counselor.

5. What is the difference between a federal Pell Grant and a loan?

A federal Pell Grant, unlike a loan, does not have to be repaid.

6. How can you “be different” in your cover letter?

Let the employer know what sets you apart professionally and personally from professional skills to personality and attitude.
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
- 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

Division of Workforce Services
Occupational Career Information
Career Watch Arkansas Teacher’s Guide
Attn: Spencer Griffin