



Career Development Parent Handbook

**Butte College
Career and Employment Services**

Career Development Parent Handbook

Table of Contents

Introduction.....	
Why Middle School Career Development.....	
How Can Parents Make A Difference In Career Development.....	
Career Exploration and Development Resources.....	
California Career Zone.....	
What Do You Like.....	
Mapping Your Future & Career Ship.....	
Who Do You Want To Be.....	
Career Clues.....	
Industry Specific Career Exploration Resources.....	
The Fun Works.....	
Explore Health Careers.....	
Construct My Future.....	
College Planning and Financial Aid Resources.....	
California Colleges (California Higher Education Website)	
College.gov.....	
Resources and Information for Parents.....	
Butte College Programs and Resources.....	



Career Development Parent Handbook

Welcome to the Career Development Parent Handbook. The Career Development Parent Handbook was designed with the goal of providing information and resources to help you support your children in making career and educational decisions at school and home at the middle school level. Parents can be the primary influence in their child's interests, beliefs, values, knowledge, and self-concept. Discussing career exploration during the elementary age will help build self-confidence and career awareness. Research has indicated that parents play a major role in raising career aspirations for their sons and daughters. With parental approval and support, teens are likely to pursue diverse career possibilities. It's important for parents to learn about the many opportunities in today's schools to help students prepare for careers and post secondary education. Parents can provide support to and for their child as they begin the career development process. At Butte College, we believe in the importance of early career exploration for future academic and career achievement. We hope that this handbook will help you in successfully guiding your child in the career development process, so they are more prepared to pursue their career and life goals.

Why Middle School Career Development?

Many people are surprised when they hear about the push for Middle School Career Development. “Why start career development so early? Students don’t need to decide what they want to be yet!”

While it is true that students don’t need to make final decisions about their career paths in Middle School, research demonstrates that targeting this age group is crucial to future college, career and life success (ACT, 2008). For example, a study conducted by American College Testing, an independent, nonprofit organization that provides educational services, found the middle school years to be a “critical defining point for students in the college and career readiness process- one so important that if students are not on target by the time they reach this point, the impact may be nearly irreversible” (ACT, 2008). In fact, ACT determined that far from being merely a way station between elementary school and high school, academic achievement by the time students finish eighth grade has “a larger impact on their college career readiness by the time they graduate from high school than anything else that happens in high school”. In other words, if students are not academically prepared to take college preparatory courses or career and technical education courses by the time they reach high school, they are unlikely to be able to catch up in the fast paced high school environment, putting them at a disadvantage when it comes to further career development and college attendance after high school. Therefore, ACT concluded that “college and career readiness is not a high school issue – it’s a K-12 issue”. This handbook is designed to help you in preparing your child for college and life success by addressing these issues at a time when they can make the most difference: in middle school.

Why Do I Need the Handbook?

The resources and websites that are contained in this handbook will help you in being more aware of what is available in guiding your child in their career development. Each website and resource will include a brief description and list of features.

How Can the Career Development Parent Handbook Be Used?

- Parents can familiarize themselves with resources to promote career development at home as well as at school.
- Information in handbook can help parents create a dialogue in addressing college and career readiness.
- Assist your child in the process of career exploration, choosing and implementing decisions about education and occupational roles.
- Guide your child in recognizing that their class work and extracurricular activities are important.
- Encourage your child to plan for postsecondary education whether the choice is a career and technical institute, community college, or university.
- Access to resources to explore scholarships and financial aid options
- Learn about college admissions and the financial aid application process



How Can Parents Make a Difference in Career Development?

Parents are often the primary source of their child's work values and attitudes. Career decision-making skills have been linked to early childhood experiences, family views and practices, and role modeling by parents. Parent expectations and support contributes significantly in helping their child have the maturity to make career decisions. Parents can promote career awareness during the elementary years by helping them learn about jobs in the community, and understanding that one day they will find their way into the workplace. In the middle school years, students should begin to explore their interests and abilities and connect them to careers. You can help your child explore a wide range of occupations.

- Research shows that you have the greatest influence on your child's career choices.
- As a parent, you have the best knowledge of your child's interests and abilities.
- You have more interest than anyone else in your child's well-being and success.
- Your child's future is too important to be left to luck or chance.

When Parents Are Involved Children Are More Likely To Have:

- Higher grades and test scores
- Higher graduation rates
- Better attendance at school and get more homework done
- Show positive behaviors and develop better interpersonal skills
- Are more likely to enroll in postsecondary education

Career Exploration

If you were to ask your child what they want to be when they grow up, you would most likely hear police officer, fireman, doctor, lawyer, actor, singer, etc... For the most part, a child's initial career plans are uninformed, unrealistic or unlikely to succeed. This is where career exploration can help.

Career exploration provides a more realistic picture. It helps them to explore occupations and learn about the job descriptions and requirements.

Career exploration expands your child's horizon. How many occupations can your child list and describe? Career exploration exposes them to occupations they may not have considered or were aware of.

Career exploration saves time and money in the long run. When your child chooses education and training that matches their abilities, they are less likely to change college majors and more likely to complete their education.



Career Exploration and Development Resources

The California Career Zone is a website for student career exploration. This website is augmented by downloadable workbooks designed to help structure students' exploration of the website. Supplemental workbooks related to job search and career success are also available to download.



The California Career Zone provides students and parents with the following:

- Online Personality, Values and Interest Assessments, results matched with occupations.
- Descriptions of over 900 occupations and over 300 career videos.
- California-specific information regarding job outlook, salary, college programs and job description.
- Ability to search occupations by name or industry sector.
- Ability to create and save results to a Student Profile.
- Link to the California Reality Check and Real Game.

California Careers also offers educators:

- Counselor's Guide to using the California Career Zone, with suggestions for individual, group and classroom sessions with students (Appendix A).
- Ability to download additional workbooks and resources, such as the "*Succeed at Work*" and "*Find and Get the Right Job*" Guides, without cost.
- Links to online career development resources specifically for educators.
- Descriptions of each component of the website.
- Video introductions and "how-to's" for the California Career Zone.

The California Career Planning Guide is a downloadable workbook designed to assist students with career exploration. The California Career Planning Guide provides students and parents with the following:

- Easy to use pencil and paper activities and information related to self assessment, career investigation, labor market information, educational options, financial assistance, and the creation of a Career Action Plan.
- More assessments than available online, easy to incorporate with other resources.
- List of websites and online resources for further exploration.
- Suggestions for counselors on how to use the Guide with students to promote career exploration.

What Do You Like?

<http://www.bls.gov/k12/>



What Do You Like? is developed and maintained by the Bureau of Labor Statistics to provide introductory labor market information and career information to middle school students (grades 4-8). Material on the site is adapted from the Occupational Outlook Handbook, the official source of job titles and descriptions in the United States.

What Do You Like? offers the following to students, parents and educators:

- The ability to select from a list of career interests and access information related to careers in that area, including job descriptions, specialty fields, educational requirements, average pay, job outlook, and links for further exploration.
- A link to the online version of the Occupational Outlook Handbook for more in-depth information at a higher reading level.
- A Facilitator’s Guide describes how to use the site and offers resources for more information.

Mapping Your Future & Career Ship

<http://mappingyourfuture.org/>

<http://mappingyourfuture.org/playourcareer/careership/>



Mapping Your Future and Career Ship was created by a national nonprofit organization to provide career, college, and financial aid services for students, families and schools.

Mapping Your Future offers separate sections with resources for students, parents, and counselors.

- **Student section** guides students in exploring interests, developing a career plan, finding a job, and offers links to other career and college exploration websites.
- Access to the “**Making High School Count**” Program developed through a partnership between Mapping Your Future and ACT, was designed to provide information for Middle School Students about planning for post-secondary education. The program includes information for counselors on implementing and promoting the program, and downloadable workbooks for parents and students.
- **Parent section** offers information related to financial aid, tax credits, and a printable parent version of the “Making High School Count” guide.

Who Do You Want To Be?

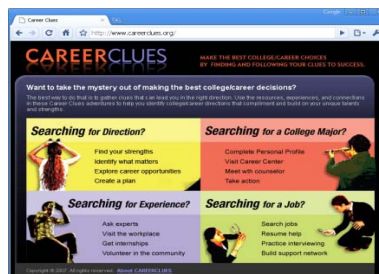
<http://www.whodouwant2b.com>



Who Do You Want To Be? was developed by the California Department of Education and the California Community Colleges. It was created for students (middle school-adult) with a focus on career development. **Who Do You Want To Be?** offers video interviews of students pursuing a variety of careers, a career development game, and a short interest inventory. Careers listed on the site include a brief description, wage information, and related careers.

Career Clues

<http://www.careerclues.org>



The Career Clues website was funded by the Regional Consortia Grants and the Carl D. Perkins Career and Technical Education Act of 2006. **Career Clues** provides students, parents and educators with information related to career development, selecting a major, gaining experience and obtaining employment. This website is divided into four sections: self assessment, finding a major, searching for experience, and getting a job. Each section has downloadable lesson plans, and includes videos and other media to promote career development. Each section includes links to other career development sites, including **MissingMajor.com** and **CollegeRecruiter.com**.

Industry Specific Career Exploration Resources

The Fun Works

<http://thefunworks.edc.org/SPT--homeflash.php>



The Fun Works is an online resource produced by the Education Development Center to provide middle school students and educators with information about STEM careers (Science, Technology, Engineering and Math).

- Students take a short career quiz and/or browse STEM careers by industry (Music, Medicine/Law, Technology, Art/Design and Sports).
- Quiz results offer a list of career areas in order of interest, brief descriptions of matched careers, and salary information.
- Links to Resources are available for more information about various careers and industries.
- Games are available to encourage career exploration.
- **Educator Section** offers lesson plans and activities by discipline, guides for counseling students interested in STEM careers, and links to audio, video, print and software resources to facilitate exploration of STEM careers.

Explore Health Careers

<http://www.explorehealthcareers.org/en/Index.aspx>



Explore Health Careers is a website for students, educators and counselors designed to provide information on a multitude of health care careers.

- Students/Educators can explore health careers by sub-discipline (i.e. Nutrition, Mental Health), search for matches by education level and salary, find schools offering specific programs, and explore funding opportunities for healthcare education.
- Results include job descriptions, a brief overview of the average salary and working environment, and links to more information. Users can also download PDF profiles of each occupation.
- Students can explore Student, Professional and Institutional Profiles with stories and videos about pursuing healthcare careers.
- Articles on the site also provide information related to career exploration, current healthcare issues in the news, financial aid opportunities, and more.

Construct My Future

<http://www.constructmyfuture.com/>



Construct My Future is a website for students, parents and educators dedicated to providing information on construction careers.

- **The Student section** includes a school search tool, descriptions of construction-related occupations, and links to industry and government associations/departments, construction magazines, training programs, industry job boards, and other resources.
- **The Student section** also includes a video library demonstrating construction careers, a downloadable newsletter, and articles about students and the construction industry.
- Students can ask questions on interactive bulletin boards download screensavers and explore large scale construction projects.
- **The Parent section** allows parents to search for schools with construction programs, explore resources by state (job fairs, scholarships, etc.), research construction jobs and access the event calendar.
- **The Educator section** includes downloadable curriculum on construction careers, scholarship information, a school/program search, and access to the event calendar.

College Planning and Financial Aid Resources

Although not all students will attend college. As educators and counselors who see clearly the benefit of higher education, there are many resources and websites available to encourage students to plan for college attendance early in their academic career. According to a study conducted by the National Association of Secondary School Principals and Phi Delta Kappa International (2007), 92% of Middle School students indicate a desire to attend college, but only 32% know what classes are required in middle and high school that will allow them to reach this goal. If students do not start planning for college in middle school, they may not be eligible or prepared to take the courses in High School required for college admission, thereby hindering their ability to enroll in college after graduation. Therefore, as educators, counselors and parents, it is up to us encourage students to plan for college, starting in Middle School, when they have the most time to prepare.

- **CaliforniaColleges.edu** (<http://www.californiacolleges.edu/>): Section for Parents includes information on paying for college, including the Scholar Share College Savings Plan (administered by the State of California), a review of other financial aid options, tax benefits, and a resource section featuring downloadable PDF files with articles and resources to encourage parents to engage students in career exploration and college planning.
- **College.gov** (<http://www.college.gov/>): Parent Section provides information to parents on why students should attend college, addresses parent concerns, offers tips for supporting students as they develop college plans, and gives information on how to cope with the cost of college.

California Colleges

<http://www.californiacolleges.edu/>



California Colleges is California's official website for postsecondary education. The site provides information related to college and career exploration, options for paying for college and information about college admissions requirements.

- Separate sections for students, parents and educators.
- Main page features videos on college attendance and transfer.
- **Section for students** is divided into three areas:
 - Explore Colleges and Careers: links to multiple career assessments, search and browse careers by Holland Code, occupational cluster or keyword, and separate sections for labor market information, teaching, and nursing careers. Also features information on higher education options, campus facts, a student-campus matching assistant, college comparison tool, and a college location search.

College.gov

<http://www.college.gov>



College.gov was designed by the US Department of Education to provide a comprehensive source of information and resources related to planning, preparing and paying for post-secondary education. The Website offers the following to students, parents and educators/counselors:

- **Student Section** with YouTube videos on reasons to attend college, advice from other students, brief statements from recent graduates about their interests and career goals, and advice about saving money for college and applying for financial aid.
- **Student section** also offers information and tools for selecting a college, help with creating a college plan, tips for college preparation, and a unique college roadmap tool that students can print and post to remind themselves of their goals.
- **Parent Section** provides information to parents on why students should attend college, addresses parent concerns, offers tips for supporting students as they develop college plans, and provides information on how to cope with college costs.

Resources and Information for Parents

With limited time and resources, educators cannot do it all to prepare students for postsecondary education and career planning. Involving parents is crucial to improving student outcomes in these areas. To take advantage of the powerful influence that parents have on students career choices, we can provide them with some helpful tools and resources to guide them in helping students explore and broaden their options. Many websites and resources have sections exclusively for parents to aid their students in career and college exploration. In addition, all resources in this booklet have the potential to be used by parents and students together to promote career exploration. Here is a list of some resources that have components specifically for parent/student education:

- **College Tools for Schools: Parent Section** (http://collegetools.berkeley.edu/resources.php?cat_id=57): Information for parents on the importance of college, college enrollment information, how to work with your school to develop a college going culture, and how to develop a college going culture at home. Downloadable articles and links to other resources. Available in both Spanish and English.
- **Your Child's Career** (www.yourchildscareer.org): Website developed exclusively for parents with information on helping students with career planning, discovering your child's interests, exploring the world of work, evaluating college options, tips for multicultural students, a parent action plan and many printable activities for parents to engage with their teens.
- **MNCareers Parent Guide** (<http://www.iseek.org/mncareers/mncareersparent.html>): Excellent resource for parents to promote college readiness, career exploration and skill development at home. Some activities refer to the "MN Careers" system, but families can easily substitute the California Career Zone for these activities.



Butte College Programs and Resources

Career and Technical Education Programs: Butte Community College offers many Career and Technical Education Programs designed to prepare students to enter their selected career, and to advance socially, economically and professionally within their careers. These programs offer the flexibility of various educational levels, from taking a few selected classes related to a career to earning a Certificate/Certificate of Achievement or an Associate in Arts or Sciences Degree. A brief description of each Career and Technical Education Program is available in the Career and Technical Education Programs brochure (appendix).

Transfer Degree Programs: Other students may be interested in saving time and money by starting out at a Community College, with the intent of transferring to a four year institution to attain a Bachelor's Degree. For these students, Butte Community College also offers a variety of Transfer Degree Programs, designed to prepare students for transfer to a variety of four year institutions.

More information on the Career and Technical Education Program and Transfer Degree Programs can be found in the Butte College Catalog, downloadable at <http://www.butte.edu/catalog/>.

Programs for High School Students: In addition, some students may be interested in getting a head start on their postsecondary education via a variety of programs available to students once they reach high school. More information about these programs is available on our website at <http://www.butte.edu/highschool/>.

- **College Connection** is a concurrent enrollment program that allows high school seniors in the Butte-Glenn service area to spend their senior year at Butte College.
- **Summer Connection** is a three week program that gives middle school students exposure to learning and fun in a college setting. The program is open to all students in Butte and Glenn Counties who are currently in grades 7, 8 and 9. The program is sponsored by Butte College, CSU Chico and Migrant Education program and is held on the Butte College main campus
- **Concurrent Enrollment** allows students to supplement their high school education by attending Butte College courses. Credits can be used to fulfill high school and college certificate, transfer or graduation requirements.
- **The Tech Prep Program** is a cooperative effort between Butte College, ten local high schools, and the Regional Occupational Program. This program assists local high schools and colleges in their efforts to prepare students for postsecondary success.
- **LEAP Program (Learn, Experience, Achieve, and Prevail)** is open to all 9-12th grade Migrant Students in Butte and Glenn Counties. The program meets on Saturdays during the Fall Semester and provides supplementary educational support services to eligible Migrant Students.
- **Summer Bridge** is a summer program open to local students who are graduating high school in June. This program works to prepare students for the transition to Butte College and provide the skills and resources necessary for success.

Butte College

<http://www.butte.edu/>



The **Butte College** website offers information to students, parents and educators about programs available for students at Butte, as well as career development resources and information related to planning for student attendance.

- Links to Videos on Career and Transfer Programs available at Butte College.
- Free, downloadable catalog, transportation and class schedule information.
- Information about scholarships, grants and financial aid.
- Links for parents about enrollment and financial aid.
- Butte College Career Services website (<http://www.butte.edu/careerservices/>) offers links, downloadable handouts, career videos, an online listing of the Career Center Library, and information on career development programs offered at Butte College.