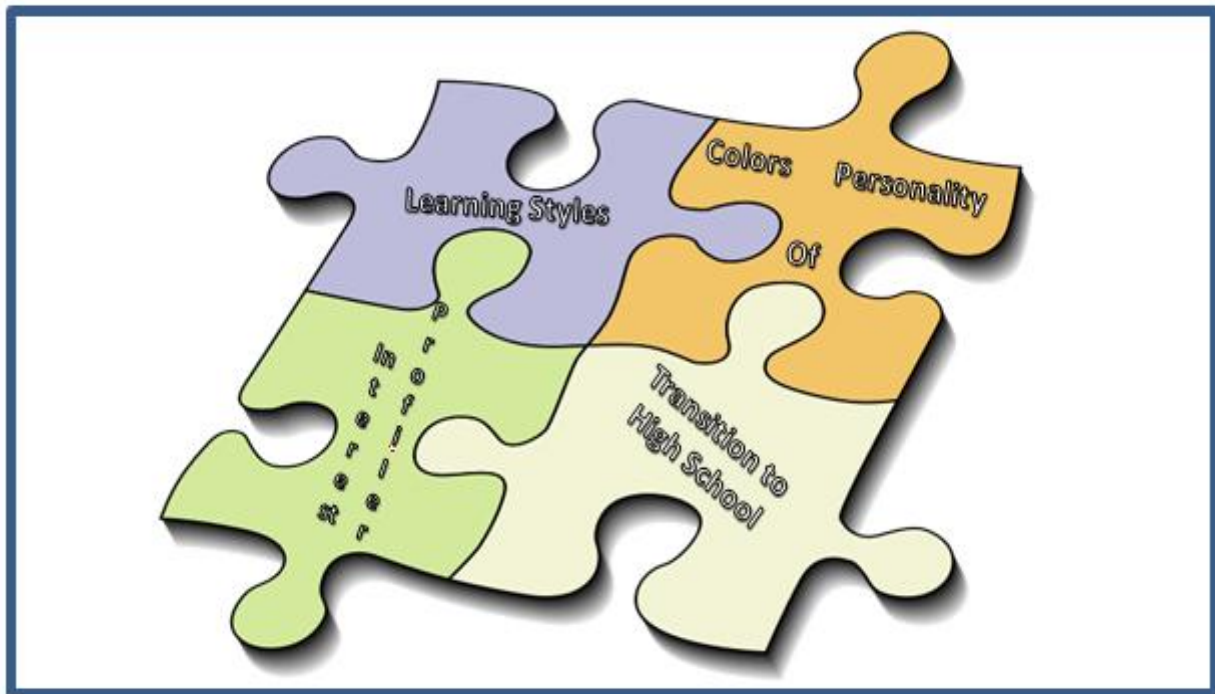


Name _____
School _____
Teacher/Period # _____

PUTTING THE PIECES TOGETHER



Career & Educational Planning Unit Student Booklet Grade 9



A Project of

**The Grand Forks Public Schools
Counseling and Career Education Departments**

2400 47th Avenue South
Grand Forks, North Dakota 58201
www.gfschools.org/careereducation

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Adding more pieces to the career puzzle!

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UNIT GOALS

1. You will recognize your personal **learning style strengths** and learn how to use them to strengthen your learning and retention.
2. You will distinguish **personality styles**, how different personality styles approach tasks at home, school, and work, as well as discovering jobs that are 'naturals' for each personality type.
3. You will associate current **personal interests** to career clusters and occupations.
4. Using the combined results of several assessments, you will **search for careers** that are compatible.

CAPSOL Style of Learning Assessment Results Card

INSTRUCTIONS FOR SCORING:

Record your scores for each question from the CAPSOL assessment on the front next to the corresponding question number in the boxes above. Once all question scores have been recorded, total the scores for each box.

VISUAL	
Question #	Your Ranking
1	___
10	___
19	___
28	___
37	___
Total	

AUDITORY	
Question #	Your Ranking
2	___
11	___
20	___
29	___
38	___
Total	

BODILY-KINESTHETIC	
Question #	Your Ranking
3	___
12	___
21	___
30	___
39	___
Total	

INDIVIDUAL	
Question #	Your Ranking
4	___
13	___
22	___
31	___
40	___
Total	

GROUP	
Question #	Your Ranking
5	___
14	___
23	___
32	___
41	___
Total	

ORAL EXPRESSIVE	
Question #	Your Ranking
6	___
15	___
24	___
33	___
42	___
Total	

WRITTEN EXPRESSIVE	
Question #	Your Ranking
7	___
16	___
25	___
34	___
43	___
Total	

SEQUENTIAL	
Question #	Your Ranking
8	___
17	___
26	___
35	___
44	___
Total	

GLOBAL	
Question #	Your Ranking
9	___
18	___
27	___
36	___
45	___
Total	

CAPSOL Learning Styles Results and Explanations



No learning style is preferred or better than another. Learn what your preferences are, and use them to your advantage!

The CAPSOL results can be divided into four different categories of learning preferences.

For each category, check the blank in front of the word for which you recorded the higher number.

Category 1:

- visual**..... Understands information better when it is presented visually, as in pictures, charts, graphic representations, etc. Tends to work problems out on paper, often drawing diagrams or sketches. Has a good imagination. Can “picture” things well in their mind, recalling past events visually. Usually does well reading maps.
- auditory**..... Remembers best by listening to oral explanations. Learning is sometimes enhanced by music. Can be distracted by noise. Tends to read aloud to themselves. Usually enjoys oral debates, presentations and plays.
- bodily-kinesthetic** Learns best when involved in the experience. Profits from a combination of stimuli, for example, manipulating objects while receiving auditory information. Prefers learning through hands on assignments/tasks, using cards or other manipulatives and classroom demonstrations or labs.

NOTE: The more that you can utilize learning through a combination of these learning styles, the more permanent the information will become!

Category 2:

- individual learner** Gets more work done and remembers more when studying by oneself. Social skills and working as a team need to be taught and reinforced. Often keeps a journal or other form of self reflection log. Tends to enjoy learning online, completing assignments or doing research using a computer.
- group learner**..... Prefers to study and work in a group as the interaction increases learning. Socializing is important to this type of learner, but must be kept under control when a goal must be accomplished. Enjoys team responsibility activities, collaborative learning, discussion groups and group projects.

Category 3:

___ **oral expressive**..... Prefers to tell what he/she knows. Can talk fluently, clearly, and comfortably. Prefers learning through discussion groups, debates, oral reports and teacher lectures. Enjoys peer tutoring and leading group or class activities.

___ **written expressive** Prefers to write down what he/she knows. Thoughts are better organized when written than when spoken. Often takes notes during lectures or films. Prefers to have time to think before responding to oral questions. Enjoys participating in online social media such as Facebook.

Category 4:

___ **sequential**..... Processes information piece-by-piece. Analytical. Prefers to have an assignment or project broken into steps. Finds outlines helpful. Likes to complete one task before working on another one. Typically likes a quiet, formal study area with bright lights.

___ **global** Processes information by understanding the whole first, and then breaks things down into understandable components later. Graphics, illustrations, and imaginative words are helpful. Works on a number of projects or assignments simultaneously but needs lots of breaks. Typically likes an active, informal study setting with soft lights.

Think and Write



Use the information on the back of the yellow CAPSOL sheet and the lesson to assist you in answering the questions below.

1. List two or three study strategies that you already use successfully.

2. List several things that you can do to help improve *your* learning.

The Silent Colors of Your Personality



This series of statements describes forty different personality traits (grouped into four sets of ten characteristics each). Please start at the top and read each trait. Then circle the number that **most closely** describes how often and closely that particular personality **description applies to you**. (Don't analyze your answers. Just give your immediate reaction to the statement with: *that's me...to this degree!*)

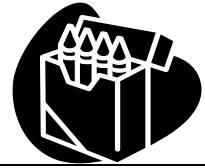
After you've finished all four pages, separately add the values of the circled numbers for each of the four sets. Enter the total of the ten statements in the Total Score space at the bottom of each series. Your highest trait Total Score is your "core" personality color (Orange, Purple, Silver, or Green).

NEVER	SELDOM	SOMETIMES	OFTEN	MOST OF THE TIME	ALWAYS
0	1	2	3	4	5
1. I thrive on action and adventure, on using "gut feelings" and on trying anything...right now!					
0	1	2	3	4	5
2. I seldom plan ahead. I don't like a lot of structure in my life. I am a <i>free spirit!</i> I am myself!					
0	1	2	3	4	5
3. I am naturally impulsive. I really want to be spontaneous in everything.					
0	1	2	3	4	5
4. I thrive on variety. I like new things and change. "Same old stuff" bores me.					
0	1	2	3	4	5
5. It is nature for me to take risks, to be first in line, to eagerly look forward to new adventures.					
0	1	2	3	4	5
6. I like all kinds of sports. I love to compete in everything I do. I go all-out to win.					
0	1	2	3	4	5
7. I'm constantly creating excitement in my life. I go to thriller movies a lot. I like crowds.					
0	1	2	3	4	5
8. Life is for the living – to be enjoyed. "If you're not living on the edge, you're taking up too much room."					
0	1	2	3	4	5
9. I have a good sense of humor. I am naturally playful. I like to have fun. I make other people laugh.					
0	1	2	3	4	5
10. I value physical skills more than intelligence, strategy, or sensitivity.					
0	1	2	3	4	5

Orange

Total Score: _____

The Silent Colors of Your Personality



NEVER	SELDOM	SOMETIMES	OFTEN	MOST OF THE TIME	ALWAYS
0	1	2	3	4	5
1. I am driven to understand things and events using logic and analysis. I am analytical.					
0	1	2	3	4	5
2. I like to be valued for my knowledge, my expertise, and my wisdom.					
0	1	2	3	4	5
3. I am good at analyzing causes of situations and developing strategies for solving problems.					
0	1	2	3	4	5
4. I constantly try to develop competence in myself and in others. I value intelligence.					
0	1	2	3	4	5
5. The main purpose in life is to be successful at whatever a person does.					
0	1	2	3	4	5
6. I am an “abstract thinker.” I live in a world of ideas and principles. I enjoy thinking.					
0	1	2	3	4	5
7. If I am asked for my opinion, I usually offer “constructive criticism” rather than meaningless praise.					
0	1	2	3	4	5
8. I like to think about how things work. I like “cause and effect” relationships. I plan thoroughly.					
0	1	2	3	4	5
9. My mind rules my heart. Logic is more important than feelings. Truth is the most important goal.					
0	1	2	3	4	5
10. Others often see me as “laid back” calm and unemotional. I don’t allow myself to be overly emotional.					
0	1	2	3	4	5

Green

Total Score: _____



Personality

The Silent Colors of Your

NEVER	SELDOM	SOMETIMES	OFTEN	MOST OF THE TIME	ALWAYS
0	1	2	3	4	5
1. I am naturally organized. I need order and structure in my life. I like a clean workspace.					
0	1	2	3	4	5
2. I need to be valued for being responsible, hard working, and dedicated. I like to direct other people.					
0	1	2	3	4	5
3. I really try to follow the rules. I naturally respect authority. I look up to people in responsible positions.					
0	1	2	3	4	5
4. I seek to develop responsibility and good behavior in myself and others. Facts are important to me.					
0	1	2	3	4	5
5. I believe that the purpose of life is to work hard and to do what is right. I am very successful.					
0	1	2	3	4	5
6. I am a very practical person. I have a strong need for security. I always count my change.					
0	1	2	3	4	5
7. I cherish family values. Home, family, and community are important to me. I worry about the violent world.					
0	1	2	3	4	5
8. I like to make lists and follow them. I pride myself in getting lots of things done. Planning counts.					
0	1	2	3	4	5
9. I have a strong sense of right and wrong. I want the justice system to be more consistent/dependable.					
0	1	2	3	4	5
10. I usually plan ahead. I like predictability and stability in my life. I don't risk much. I meet time-lines.					
0	1	2	3	4	5

Silver

Total Score: _____

The Silent Colors of Your Personality



NEVER	SELDOM	SOMETIMES	OFTEN	MOST OF THE TIME	ALWAYS
0	1	2	3	4	5
1. I hate conflict. I urgently seek to create harmony and cooperation among people. I truly like people.					
0	1	2	3	4	5
2. Relationships are really important – the central focus of my life. I nourish other people, even in groups.					
0	1	2	3	4	5
3. I naturally care about the feelings of others and I want them to care about mine.					
0	1	2	3	4	5
4. I need to feel important and significant to those I care about. The world is my family and we are close.					
0	1	2	3	4	5
5. I truly believe that life must be meaningful. I really try to make a difference in the world.					
0	1	2	3	4	5
6. Harmony is essential for me to be productive and happy. I am a “peace-maker!” I’m often “messy.”					
0	1	2	3	4	5
7. I need authenticity, commitment, and honesty in my relationships. I am a really good friend.					
0	1	2	3	4	5
8. I like to be viewed as “different” and “unique”. I choose to express my <i>real self</i> even to strangers.					
0	1	2	3	4	5
9. I am a true romantic. I enjoy being affectionate and loving in my behavior. I cry at sad movies.					
0	1	2	3	4	5
10. I seek to develop full potential in others so that they can be their best. I am an excellent listener.					
0	1	2	3	4	5

Purple

Total Score: _____

My Strongest



Personality Color is _____

Qualities of Each Personality

Orange

Green

Silver

Purple

Creative

Thinker

Organizer

People Pleaser

Spontaneous

Visionary

Stable

Compassionate

Hands-On

Calm

Dependable

Romantic

Independent

Accurate

Realistic

Spiritual

Physical

Objective

Punctual

Generous

Fun-loving

Precise

Practical

Caring

Careers Associated with Each Personality

Orange

Green

Silver

Purple

Creative

Thinker

Organizer

People Pleaser

Athletes

Scientists

Attorneys

Social Workers

Writers

FBI Agents

Bankers

Psychologists

Musicians

Mathematicians

Principals

Teachers

Archeologists

Computer
Programmers

Accountants

Nurses

16 Career Clusters established by the U.S. Department of Education, by broad industry areas



Agriculture, Food and Natural Resources

Producing, processing, marketing, distributing, financing and developing agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture and other plant and animal products and resources.



Architecture and Construction

Designing, planning, managing, building, and maintaining the built environment.



Arts, Audio-Video Technology and Communications

Designing, producing, exhibiting, performing, writing and publishing multimedia content, including visual and performing arts and design, journalism and entertainment services.



Business, Management and Administration

Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.



Education and Training

Planning, managing and providing education and training services, and related learning support services.



Finance

Planning and providing services for financial and investment planning, banking, insurance and business financial management.



Government and Public Administration

Executing governmental functions including governance, national security, foreign service, planning, revenue and taxation, regulation, and management and administration at the local, state and federal levels.



Health Science

Planning, managing and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.



Hospitality and Tourism

Managing, marketing and operating restaurants and other food services, lodgings, attractions, recreation events and travel-related services.



Human Services

Preparing individuals for employment in career pathways that relate to families and human needs.



Information Technology

Designing, developing, supporting and managing hardware, software, multimedia and system integration services.



Law, Public Safety, Corrections and Security

Planning, managing and providing legal, public safety, protective and homeland security services, including professional and technical support services.



Manufacturing

Planning, managing and performing the processing of materials into intermediate or final products, including related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.



Marketing, Sales and Service

Planning, managing and performing marketing activities to reach organizational objectives.



Science, Technology, Engineering and Mathematics

Planning, managing and providing scientific research and professional and technical services (such as physical science, social science, engineering), including laboratory and testing services, and research and development services.



Transportation, Distribution and Logistics

Planning, managing and moving people, materials and goods by road, pipeline, air, rail and water, including related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

Interest Profiler Directions

9th Grade Career Unit



The purpose of this lesson is twofold:

To identify the careers that best fit your interests and personality.

To begin a list in your e-portfolio of several occupations that are of interest to you.

1. Go to the website www.RUReadyND.com
2. Sign in
 - a. **Account name**
 - Use this format:
nd.lastname.firstname.mmddyyyy
For example: nd.doe.john.04291999
 - b. **Password**
 - Lunch Account Number

If this is your first time logging into RUReadyND.com...

 - Your initial password will be your birth date: mmddyyyy
 - When prompted to create a new password, use your lunch account number
3. Click on the ***Your Portfolio*** tab on the green toolbar at the top of your screen.
4. Click on ***My Online Portfolio***.
5. Click on the ***9th, 10th Grades*** quick link.
6. Select ***Try the Interest Profiler***.
7. After completing the Interest Profiler, you will see a list of your Interest Areas. Record your top two (or three, if tied) interest areas in your 9th grade career packet, page 11.
8. Scroll down to the section labeled ***REFLECTING ON YOUR INTEREST PROFILE RESULTS***. Take a few moments to answer the questions and write your thoughts. When you have finished click on ***Save***.
9. Click on ***Matching Careers***
10. Take time to browse through the list of careers provided. Select five different careers that interest you at this time. Record the requested information for each of these careers in the table on page 11 of your 9th grade career packet. All of the necessary information can be found by clicking on the career name and then using the topic tabs on the left side of the screen.
11. If you find a career you are interested in considering for your future, click on ***Add to Portfolio*** on the left side of your screen so you can easily find it later.

Choices Planner: Interest Profiler Results

9th Grade Career Unit

My top two or three Interest Areas:



My top Career Interests I researched in Choices Planner:

Title of career	Career Cluster	What they do (briefly)	Personality Color (your best guess)

Updating Your Online Portfolio

9th Grade Career Unit



1. Go to the website www.RUReadyND.com
2. Sign in
Account name
nd.lastname.firstname.mmddyyyy
Password
Lunch Account Number
3. Click on the ***Your Portfolio*** tab on the green toolbar at the top of your screen.
4. Click on ***My Online Portfolio***.
5. Click on the ***My Journal*** quick link under the blue *My Online Portfolio* heading.
6. Click on ***Add a new journal entry***.
7. Type “Capsol Results: “followed by your highest ranked learning style for each of the four categories on pages 2 and 3.
For example, your entry may look like this...
Capsol Results: auditory, group learner, oral expressive, global
8. Once you have finished click the blue ***Save*** button.
9. Select the ***Add a new journal entry*** option once again.
10. From page 8 of your booklet record the results of the Colors of Your Personality Assessment by typing: “Colors of Personality Results: “ along with your top 2 colors and their key descriptor in brackets.
For example...
Colors of Personality Results: Orange (Creative), Green (Thinker)
11. Scroll to the very top of the screen and click on the ***Job & Volunteer Experience, Activities, Awards & Goals*** quick link under the blue My Online Portfolio heading.
12. Take the time to update each section so it is current with your involvement, awards, work experience, goals, etc. This information will be used in the future for job applications, resumes and acceptance into various organizations.

Note: The activities section includes volunteering, school clubs/groups, athletics, music, church activities, hobbies, etc.