



Student Manual

2025 Edition



Unit 1: Learning with a Purpose











Do Now: Course Overview Sheet

Listed below are the titles for the different units in the Skills for Secondary School Success (4S) course. Read the titles of the units and place a check mark beside the name of the unit that you think will be most interesting or helpful to you.

 Unit 1: Learning with a Sense of Purpose
_ Unit 2: Confronting Challenges and Having a Growth Mindset
 _ Unit 3: Managing My Learning
 _ Unit 4: Interacting with Others as We Learn Together
Unit 5: Making a Difference in My Community and World



DO NOW:

A Few Fast Facts About Me

1. One thing I am good at is	
2. Activities I enjoy doing (my hobbies) include	
3. When I thínk about work I míght do as an adult, I thínk ít would be 	<u>exciting</u> to
4. When I thínk about work I míght do as an adult, I thínk ít would be	boring to
5. My favorite subject in school is	
6. The subject 1 find hardest is	_•
チ. I would rather work with people than work alone to get a job done.	

"We work to discover both who we are and why we are."

Kenneth B. Hoyt "The Father of Career Education"





The Starring Role in Your Life Story

You have the starring role in the story of your life. What are you like as a character? What makes you tick? You are a uniquely complex person filled to the brim with special qualities.

Over the next few weeks, you will do activities designed to help you know your desires, interests, and skills. If you know yourself, you will be able to make wise choices for yourself and for your future schooling and career. A career that is in line with your personal qualities, skills, and goals, is a *meaningful* career. And a meaningful career is a *satisfying* one.

To get started, complete the boxes below.

Two words that describe my personality are	The things I value most in life are
Some of my natural talents include	Things I am most interested in are
ne goal that I would like to achieve by life is	Some of the skills I hope to acquire include



You Are the Author of Your Life Story...



You may not have realized it, but you are an author. *You* are the author of your life story. Your story has a beginning, middle, and end. It has characters and a plot. It is full of events and emotion. Your story is non-fiction and it is totally unique... there's not another like it. You are writing your story now, and it is a good one.

The subject of your story is *life*. Your life. Your life yesterday, today, and tomorrow. It's really quite a story—full of adventure and obstacles, victories and defeats. It tells the drama of your past experience and the mystery of your future. There are heroes and villains, friends and foes. There are chapters of celebration and chapters of pain.

This story is yours. Write it as you wish and tell us the story...

To begin... A story usually revolves around the main character, so your first job as an author is to create the main character. In *your* story, **you** are the main character. And *you* are a fascinating character! You have a personality, feelings, talents, and your own ideas. You have style, hobbies, and likes and dislikes. All of these make up different parts of your story, just as they make up different parts of you.

Let's begin our story with a description of you. To describe a person, you may use terms like:

Personality	
Values	
Interests	
Skills	
Talents	
Goals	

These words describe a person's *character*. This is the "stuff" someone is made of. Let's look at these words a little more closely before we use them...



Here are some examples to help us understand exactly what each word means. Remember, these are just examples—there are many more possibilities in each category!

Personality

This describes the way a person acts or behaves.

Example: "Jack has an outgoing personality."

Some words to describe personality include:

outgoing shy
honest dependable
serious easy-going
confident sensitive
hardworking lively
fun-loving anxious

Values

Values are the ideals or principles a person considers most worthwhile.

Example: "My English teacher values learning; she makes sure we understand new material."

People have different values. Here are some possible ones:

family hard work
education wealth
faith moral living
friendship leadership
success justice

Interests

Interests are things or people a person most wants to be with, learn about, or focus on.

Example: "Ryan has a strong interest in the arts."

Some examples of different people's interests are:

art books
children travel
history fashion
nature fitness
sports technology

Skills

Skills are abilities a person has learned and developed.

Example: "Amber's math skills really help in her job."

Skills and talents are similar. A person's skills could include:

riding a bike giving a speech using computers painting a house playing basketball being a caregiver relating to people teaching using science selling a product repairing things taking photographs

Talents

Talents are a person's special *natural* abilities.

Example: "Acting is one of Dion's many talents."

Talents come from natural abilities. A person's talent could be almost anything. Consider these talents and abilities:

athletic talent
ability to persuade others
artistic talent
problem-solving ability
musical talent
mechanical talent
writing talent
ability to figure things out
leadership ability
organizing ability
talent for math

Goals

Goals are things people hope to achieve or accomplish.

Example: "My mom's goal is to see her children graduate from college."

Goals, like values, vary from person to person. People work to achieve their chosen goals. Here are some possible goals:

finding happiness
loving others
influencing society
building a strong family
reaching a high-level job
becoming wealthy
receiving recognition
acquiring knowledge
becoming wise
being a good person



All About Me Questionnaire

What kind of jobs would best fit your personality and abilities? Would you rather work with numbers or work with people? Work with your hands or work with ideas? Learn more about yourself by completing this questionnaire. **Put a check next to every item that is true of you.** (If the statement is not true about you, leave the space blank.) Then add your total score for each category.

Category # 1

TOTAL SCORE CATEGORY # 1	
I like to be physically active.	
I like to get things done.	
I like to fix things.	
I like to work with my hands.	
I like to work on cars.	
I like to work outdoors.	
I like to operate tools and machinery.	
I like to play team sports.	



Category # 2

I like to use scientific information to solve problems. I like to figure things out. I can often suggest a better way to accomplish a task. I like to work alone rather than with groups of people. I like to perform science experiments. I pay close attention to details. I like to solve complex problems. I like to work with ideas more than people or things. TOTAL SCORE CATEGORY # 2

Category #3

I like to make gifts or crafts for friends and family.	
I like to write stories or poems.	
I write in a journal or diary.	
I like to play a musical instrument or sing.	
I am more of a free spirit than a person who wants to follow rules.	
I like to decorate.	
I like to perform in plays.	
I like to take pictures that really capture a person's personality.	
TOTAL SCORE CATEGORY # 3	



Category # 4

TOTAL SCORE CATEGORY # 4	
I like working in groups more than working by myself.	
I like to help people make decisions.	
I would like helping students pick their high school courses.	
I like to teach people or explain things to them.	
I would enjoy working with kids or teens in a summer camp.	
I like to help people with their problems.	
I like working with people rather than things.	
I like to do volunteer service.	



Photo adapted from Allison Shelley, All4Ed

Category # 5

TOTAL SCORE CATEGORY # 5	l
I would like to supervise other people.	
I like to work with people and data.	
I am a good talker.	
I am not afraid to take risks to accomplish something.	
I tend to be assertive, not shy.	
I would like to sell things or promote ideas.	
I like to persuade people to do things.	
I like to lead a team of people.	

Category # 6

I like to be organized and precise.	
I keep track of my money and how I spend it.	
I am a practical, down-to-earth person.	
I like to make lists.	
I like to solve math problems and work with numbers.	
I am good with details.	
I like to follow the rules.	
I like to follow clearly defined procedures.	
TOTAL SCORF CATEGORY # 6	

My Holland Catego	ories are	
Category with the	highest score: #	
Category with the	next highest score: _#	
Your teacher will te	ell you the Holland code name for	each category.
Lam	and	





GET STARTED THINKING ABOUT YOUR FUTURE.

You're invited

Career Party!

Lucky you! You're invited to a party at a friend's house this weekend. When you arrive, you see lots of your classmates. They all seem to be talking in small groups about different topics. As you walk around the room, listen to each group to see which one you want to join:

GROUP 1

Your friends in this group are talking about everything from sports to raising animals to fixing cars. Everyone in the group enjoys being outdoors and working with their hands, fixing and tinkering with things.

GROUP 4

At first you think this group is very loud, but then you realize they all just like to talk. Some say they want to teach other people, others want to be on stage, while others want to work with people in the medical field or social services.

GROUP 2

Everyone in this group is interested in watching, investigating, analyzing, or solving problems.

Some say they like science, others enjoy puzzles or computer games. They're definitely good at finding answers.

GROUP 5

Your friends in this group are "take charge" people who like to persuade others. They're definitely leaders: some serve on the student council, while others say they want to own their own business or make a lot of money someday.

Even though this group is quieter than the others, they do like to talk about how to keep things organized and running smoothly. Most of your friends in this group like working with numbers and data, and they're really good at it.

GROUP 3

This group of your friends is very

creative. Some like to draw, paint,

or write; others enjoy dance,

theater, or creating innovative,

unusual things. They all enjoy using

their imagination and creativity in

unstructured situations.

GROUP 6

Which group do you decide to hang out with first? Write that group's number in the box on the right.

After 10 minutes, that group goes in the kitchen to get some snacks. So which group do you go to next? Write that group's number in the box on the right.

After 10 more minutes, you decide to chat with another group. Which one? Write that group's number in the box on the right.

Using the KEY below, write the first letter of each of the groups you

GROUP#

GROUP#

GROUP#

chose in order here.

These three letters, in this order, form your unique career code.

You can visit <u>onetonline.org/explore/interests</u> and select the categories that match your code to learn about careers that might interest you.

GROUP 1 = Realistic Group

GROUP 2 = Investigative Group

GROUP 3 = Artistic Group

GROUP 4 = Social Group

GROUP 5 = Enterprising Group

GROUP 6 = Conventional Group

Adapted from What Color Is Your Parachute?, Richard Bolles, Ten Speed Press, and the Holland code career theory.



My Career Investigation Planner

My top Holland c	areer codes a			
I want to learn m		careers (plea	se list at least	three):
1				
2				
3				
4				

Which Jobs Are Right for Me?

Resource List

Which Holland Career codes best fit your unique personality? Some careers for each category are listed below, linked to a Wikipedia article providing more information. Look for career names that sound interesting to you, and explore to learn more. If you were strong in more than one Holland category, look for job titles listed under both of them. And remember, this is just a starting place! If you open the link for one career, you will usually find many other related opportunities.

REALISTIC Do you enjoy working with your hands or body, with tools, machines, and things? Do you tend to be practical and enjoy working with concrete objects? If so, you may be in the REALISTIC category.

- Actor
- Animator
- Architect
- Artist
- Athlete
- <u>Bartender</u>
- Carpenter
- Caterer/chef
- Computer artist
- <u>Computer scientist</u>
- <u>Cosmetologist/ Make-up</u> <u>artist</u>
- Costume designer
- Dancer
- Dentist
- <u>Driver</u> (bus, truck)
- Engineer
- <u>Electrician</u>

- Environmental scientist
- Fashion designer
- Fashion model
- Filmmaker
- Firefighter
- Game designer
- Graphic designer
- Horticulturist/ gardener
- Information technologist
- Interior designer
- <u>Laborer</u>
- Librarian
- Martial artist
- Mechanic
- Mechanical engineer
- Musician
- Nurse
- Optometrist

- Paramedic
- Personal trainer
- Pharmacist
- Photographer
- Physical therapist
- Pilot
- Police officer
- Radiologist
- Sculptor
- <u>Soldier</u>
- Surgeon
- Veterinarian
- Web developer/ Web designer
- Webmaster
- Waiter/waitress



INVESTIGATIVE Are you a thinker who likes to gather a lot of information before making decisions? Do you like to work with theories, learn new information, and analyze things? You are probably Investigative.

- Computer scientist
- **Economist**
- **Engineer**
- <u>Financie</u>r
- Lab worker
- Lawyer
- Librarian

- Mathematician
- Pharmacist
- Physician (medical doctor)
- **Professor**
- Computer programmer
- **Psychologist**

- **Psychiatrist**
- Public health worker
- Researcher/ scholar
- **Scientist**
- Statistician
- Surgeon
- Teacher

ARTISTIC Do you like to create things? Are you original, independent, and creative? Are you a creative problem solver? You may fall into the Artistic category.

- <u>Actor</u>
- Architect
- Art teacher
- Animator
- Audio engineer
- Author/poet
- Choreographer
- Dancer

- Drama teacher
- Exhibit designer
- Floral designer / florist
- Illustrator
- Interior designer
- Merchandise displayer
- Musician/singer/songwriter •
- Music teacher

- Painter/graphic designer
- Pastry chef
- Photographer
- Screenwriter
- Special effects technician
- Translator
- Writer



SOCIAL Do you like to cooperate with people and help others? Are you a good team player? Do people describe you as nurturing? The following careers might be interesting to you:

- Activist/social justice worker
- Advisor
- Art therapist
- Caretaker
- <u>Civil rights lawyer</u>
- Clinical social worker
- Community organizer
- Counselor
- Clergy

- Dance therapist
- Drama therapist
- Educator
- Human rights worker
- Nurse
- Nutritionist
- Philanthropist
- Physician (medical doctor)
- Psychologist

- Psychiatrist
- Receptionist
- Philosopher
- Special education teacher
- Speech-language pathologist
- Teacher
- Trainer (business)
- Translator/ Interpreter

ENTERPRISING Do you like to persuade people? Are you good at selling things or telling other people what to do? Do you like competition and having a chance to be the leader? Do you prefer to focus on the big picture rather than handle small details? These careers might be a good fit for you:

- Advertising writer/artist
- Bartender
- Businessperson
- Buyer
- Communications director
- Economist
- Entrepreneur
- Event manager
- <u>Fashion designer</u>
- Fashion model
- Hospitality manager

- Human resources worker
- Insurance salesperson
- Investment banker
- Journalist
- <u>Lawyer</u>
- <u>Lobbyist</u>
- Marketer
- Manager
- Management consultant
- <u>Politician</u>
- Professor
- Publicist

- Public administrator
- Public affairs director
- Public relations director
- Public policy worker
- Public speaker
- <u>Realtor</u>
- Retailer
- <u>Stockbroker</u>
- Salesperson
- Trainer (business)
- Travel agent



CONVENTIONAL Are you precise, efficient, and orderly? Do you pay close attention to details and like to keep things organized? Do you like working with data? These jobs might appeal to you:

- <u>Accountant</u>
- Administrator
- Administrative assistant
- Banker
- Bank teller
- Bookkeeper
- Businessperson
- <u>Cashier</u>
- <u>Clerk</u>
- Copy editor

- Computer scientist
- <u>Desktop publisher</u>
- Economist
- Engineer
- Financier
- <u>Instructional technologist</u>
- Investment banker
- <u>Librarian</u>
- Information technologist
- Manager

- Mathematician
- Office manager
- Payroll manager
- Pharmacist
- <u>Proofreader</u>
- Secretary
- Statistician
- Technical writer



My Name:
Career Profile Notes
Career Name:
Typical Entry-Level Education:
Average Pay:
Job Outlook:
Main responsibilities of this career:
What I like about this career:
Is there anything I don't like about this career? If so, what is it?
How I would enter this career (education, major, experiences):
Similar careers that might interest me:
Other notes or thoughts:



My Name:			
My College Exploration Notes			
· 			
			





"Your Life's Blueprint" Vocabulary Exploration and Vision Board Ideas

Word	Meaning (your own words)	Context: How the word is used in Dr. King's speech
3		
What video(s) about	vision boards did you watch?	
What are some ideas	you have for creating your own Life	e's Blueprint?





My Life's Blueprint Think Sheet

(You should complete your worksheet individually, but you can discuss ideas with a partner or small group and work with them as thought partners.)

These are the questions... Here are my answers...

How do I want to express my dignity, worth, and my own "somebodiness"?	
What values do I want to live by?	
What are my passions?	
What is the life that I want? • I want to experience • I want to be • I want to have	
What is the world I want to live in? • I want the world to have • I want the world to be	
What do I want to accomplish? What will I do in life — what will be my life's work?	

