

## **Career Development Course w/Internship (3 Credits)**

• Ministry • Business/Technical/Vocation • College Preparation  
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The following must be completed by May 1st of student's senior year. Usually, students work on this in stages throughout 7th-12th grade, along with volunteer work and/or an internship.

### **REQUIREMENTS:**

#### **A. Complete a Career Planning Project.**

- Make a list of subjects, hobbies, activities in which you have an interest or know something about. Make a list of careers these activities could lead to.
- Take the test in *Discover Your God-Given Gifts* by Don Fortune. Write down the careers recommended for your gifts.

If you know the career in which you are interested, do the following research in that career. If not, select one of the careers from the results above.

- Read biographies of a minimum of 3 people involved in your career of interest. Try to include as many Christians as possible. Make a chart showing the following information for each person:
  - (1) Name, date born and died (if applicable), US state or country of birth.
  - (2) What caused them to have an interest in their chosen career?
  - (3) How did they train for their career?
  - (4) What were their major accomplishments?
- Interview by phone, email or in person, a minimum of 3 people who are currently involved in your career of interest. (If you cannot find three people to interview, write up the information from magazine articles or books.) Write up the interview. Include the following:
  - (1) Full name, address, contact number or email, and where they are employed. (Substitute the name of magazine articles or books consulted instead of address and contact number if not an interview.)
  - (2) How did they get interested in this career?
  - (3) What training did they receive?
  - (4) How long have they been in this career?
  - (5) What is their job description?

- (6) Do they have any advice for someone considering this career?
- List at least three alternative careers you could consider that would relate to this career. (Example: an interest in becoming a baseball player could lead to a career in sports medicine, coaching, manufacturing, or counseling, as well as becoming a team owner, scout, sportscaster, journalist, photographer, publicist, statistician, groundskeeper, recreational director, sporting goods store owner, or a personal trainer. Check *Encyclopedia of Careers and Vocational Guidance: Vol 1* for ideas.)
  - Look up your career of choice and the three alternative careers in the current *Occupational Outlook* (online or print). Outline any significant points related to each career, nature of the work, working conditions, employment statistics, training or other qualifications needed for employment and advancement, job outlook for the future, average salary, and other related occupations.
  - Look up your career of choice and your three alternative careers in the *Encyclopedia of Careers and Vocational Guidance Vol 2-3*. Outline the definition of each career, their history, school subjects you should major in, personal interests that relate to each field, work environment, opportunities for experience & Exploration, methods of entering, conditions of work, and any additional information on the nature of work, requirements, employment outlook and earnings that differs from that listed in the *Occupational Outlook*.
  - Research the Bible for any mention of your career choice or scriptures that will help you prepare for that career. Write out these scriptures to keep in your portfolio and to post in your room.
  - Write a compare and contrast paper that describes how this career could benefit God's kingdom versus how it could cause harm to God's kingdom.
  - Write an essay that answers the following: How will your pursuing this career benefit God's kingdom?

Write down your goals in pursuing this career. Include the following:

- Courses you need to study during high school and a plan for taking them.
- Character traits you need to develop and a plan for developing them.
- Skills you need to develop and a plan for developing them.
- Post high school education you need, if applicable, and a plan for pursuing it including where to get the training, how much it will cost, and how you will finance it. What steps are you taking for scholarships? Savings? Loans?

Create a Business plan, if applicable.

- Organizational Plan (business structure: self-proprietor, partnership, corporation, organizational chart)
- Marketing Plan (study the market for needs and how to fulfill those needs)
- Financial Plan (how to finance the business, set up books, and keep records)
- Advertising Plan (develop advertising such as business cards, brochures, radio ads, etc.)
- Administration and Management (leadership training, job descriptions, job procedure manual, employee benefits, employee training, scheduling, evaluation)

## **B. Practical Application**

- Include a Career Development Timesheet in your portfolio showing completion of a total 100 hours or more spent on any combination of the following. Have your supervisor sign and date this timesheet as being accurate :
  1. Volunteer time for an organization or business involved in your career of interest.
  2. Internship time at an organization or business involved in your career of interest.
  3. Time spent in developing your own ministry or business in your career of interest.
  4. Time spent on hands-on projects related to your career of interest. Include photographs and samples. The key is that the project must be related to your career of interest. For instance, a student who is interested in becoming a computer artist could include time spent on art lessons or the time spent creating a brochure. A student interested in becoming a missionary could include a research paper on a culture (s)he want to work in. A student interested in becoming a singer could include voice lessons, performance time, and voice practice time. A student interested in becoming a teacher could count time spent creating a curriculum plan for teaching preschool or the time involved in writing a research paper on an education-related topic.

## **C. Coursework**

- Read books related to your career of interest. Keep a reading list in portfolio.
- Complete courses related to your career of interest. Keep a list of courses and any certificates earned in portfolio.
- Complete other courses required for graduation.