

ACAD Career Exploration Unit

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EDUCATING, ENGAGING, AND EMPOWERING THE U OF M COMMUNITY

Welcome to the ACAD Career Exploration Unit! This Unit was developed by Career Services at the University of Memphis as a way of introducing you to career exploration. **Reminder: In order to receive a final grade for this Unit, you will need to complete all the steps in this Unit and turn in your FOCUS-2 assessment results and your career vision project by the due date set by your instructor.**

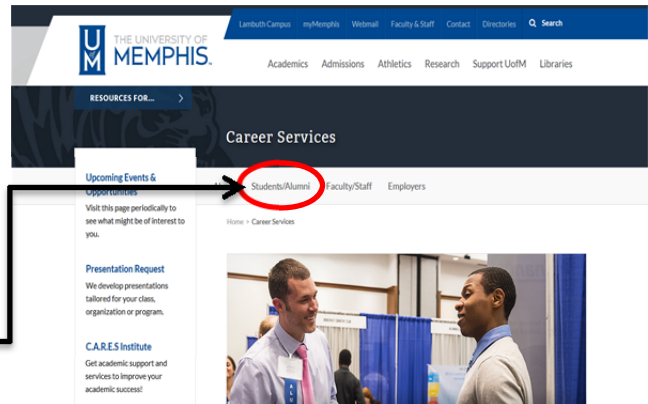
LEARNING OBJECTIVES:

After completing the Unit, you will be able to:

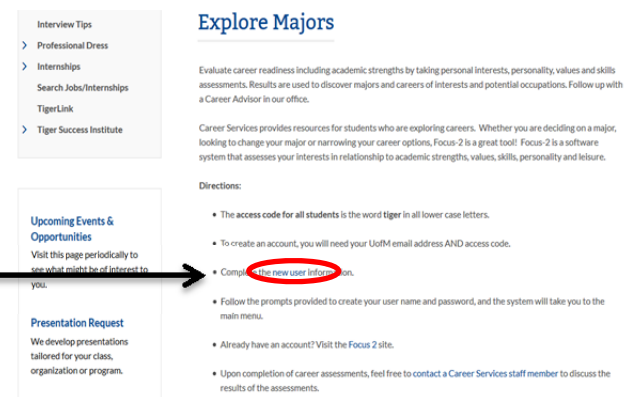
1. Identify that your academic strengths, work interests, personality, skills, and values are five important factors in choosing a career;
2. Identify jobs or career paths associated with an academic major or majors that match your academic strengths, work interests, personality, skills, and values;
3. Describe academic majors and associated careers of interest to you based upon their use of FOCUS-2;
4. Identify three or more resources on campus that can assist you in your career planning process; and
5. Understand the necessity of engagement in co-curricular activities and internships as it relates to gaining desired employment.

CAREER PROJECT INSTRUCTIONS:

1. Visit the Career Services website at www.memphis.edu/careerservices.
2. On the top navigation bar, click **Students and Alumni**. This button will take you directly to the menu where Focus 2 is located. On the left menu, click **Explore Careers and Majors**.



3. As a first time user, click on the words **new user** as indicated by the arrows in the screen shot to create your user name and password.



4. To create the account, you will need the U of M access code and U of M email address: **The access code is: tiger.**

5. Follow the prompts provided to create your user name and password. After entering your information and clicking **continue** when asked, the system will take you to the main menu of FOCUS-2.



You can return to FOCUS 2 at any time to finish or revise your work. When you return, you will use the box called **FOCUS 2**.

I. CAREER READINESS

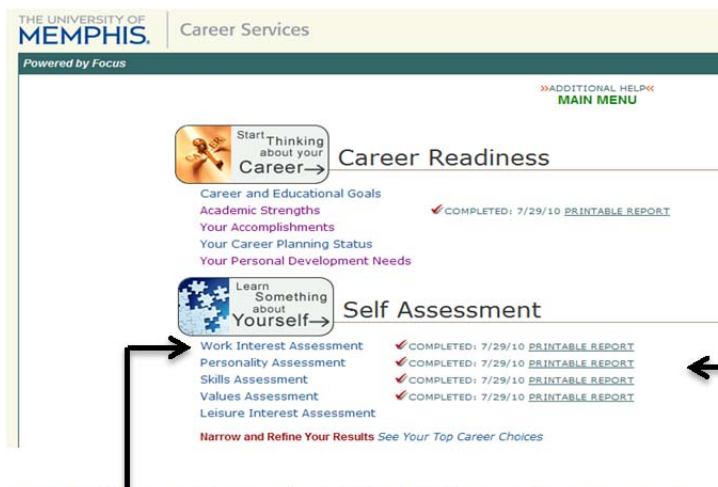
1. In the FOCUS-2 system, find the first section at the top of the page called **Start Thinking about your Career**.
2. Click on the second link, **Academic Strengths**.
3. Complete the assessment. Click **next** at the bottom of each page until you finish the entire exercise. When you have answered all of the questions, click **submit answers**.



4. After submitting your answers, a check mark and the date will appear to the right of the Academic Strengths assessment on the main page of FOCUS-2. This will let you know that your answers were submitted successfully.

II. SELF-ASSESSMENT

1. In the FOCUS-2 system, find the **Learn Something about Yourself** section.



2. Click on the first link in the section called **Work Interest Assessment**.
3. Click **submit answers** once you have answered all of the questions.
4. Check the main page to make sure that your answers were submitted correctly.
5. Repeat this process for the next three assessments:
 - a. **Personality Assessment**
 - b. **Skills Assessment**
 - c. **Values Assessment**

III. NARROW AND REFINE YOUR RESULTS

1. Go back to the **Learn Something about Yourself** section.
2. Click on the link at the bottom of the section that says **See Your Top Career Choices**.

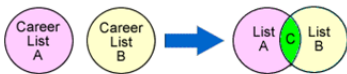


The screenshot shows a header with a puzzle piece icon and the text "Learn Something about Yourself". Below this is a "Self Assessment" section with a list of assessments and their completion status:

Assessment	Status
Work Interest Assessment	✓ COMPLETED: 7/29/10 PRINTABLE REPORT
Personality Assessment	✓ COMPLETED: 7/29/10 PRINTABLE REPORT
Skills Assessment	✓ COMPLETED: 7/29/10 PRINTABLE REPORT
Values Assessment	✓ COMPLETED: 7/29/10 PRINTABLE REPORT
Leisure Interest Assessment	

At the bottom, there is a link: "Narrow and Refine Your Results [See Your Top Career Choices](#)". A black arrow points from the "See Your Top Career Choices" link back to step 2 of the instructions.

3. Follow the instructions in the **See Your Top Career Choices** section. Be sure to combine all of your assessment results and indicate your educational preferences.



The diagram shows two circles labeled "Career List A" and "Career List B" with an arrow pointing to a Venn diagram with two overlapping circles labeled "List A" and "List B".

Below the diagram is a form with three steps:

STEP 1:
Select The Assessments You Would Like To Combine

- ☒ Work Interest Assessment
- ☐ Leisure Interest Assessment
- ☒ Skills Assessment
- ☒ Personality Assessment
- ☒ Values Assessment

STEP 2:
Only Display Occupations That Would Require A ...

- ☐ No Preference
- ☐ Associate or 2 Year Degree
- ☒ Bachelor Degree
- ☒ Advanced Degree

STEP 3:
Click on the button below.
When the page reloads, your list of occupations will appear directly below these instructions.

[CONTINUE ➔](#)

4. Once you have combined your assessment results, you will see a list of top careers.
**Clicking on the name of a career will provide you with more information.



You can also explore other related careers and academic majors by going to the **Explore the Possibilities Section** and by occupation name and can do with various compare occupations of that you can see the



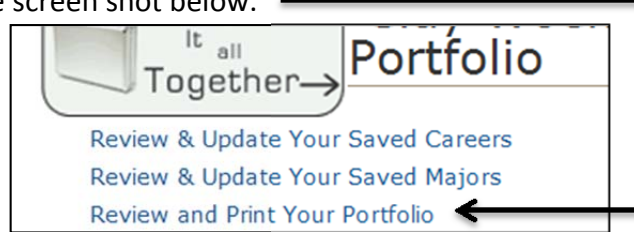
The screenshot shows a header with a magnifying glass icon and the text "Research any Career". Below this is a section titled "Explore The Possibilities" with a list of links:

- [Search by Occupation Name](#)
- [Search by Industry](#)
- [What can you do with a major in at University of Memphis?](#)
- [Compare Two Occupations Side by Side](#)

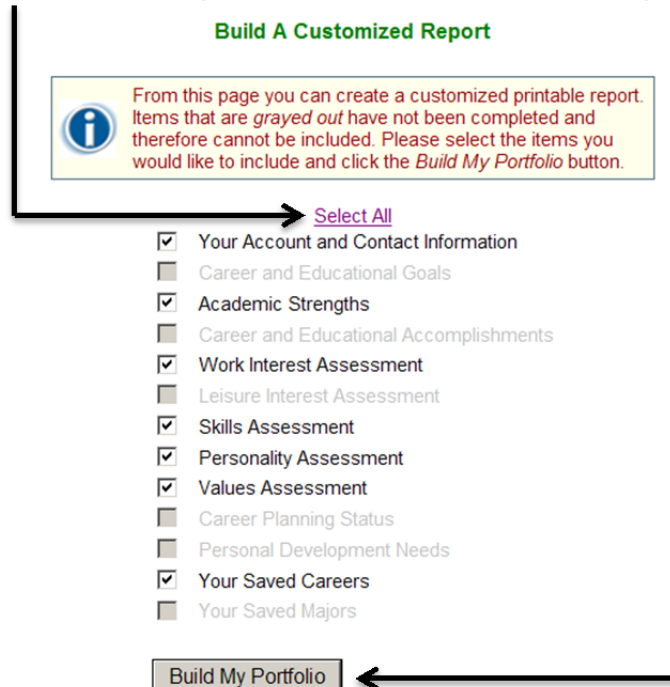
using the links to search industry, learn **what you academic majors**, and interest side-by-side so pros and cons of each.

IV. RESEARCH ANY CAREER

1. Go the portfolio section of FOCUS 2 and select *Review and Print Your Portfolio* as illustrated in the screen shot below.



2. Choose "Select All" at the top of the screen and then "Build My Portfolio."



PRINT YOUR CUSTOMIZED PORTFOLIO. This summary of your assessments will be turned in to your instructor along with the other parts of your project. **THE PRINTED PORTFOLIO IS WORTH 50% OF YOUR GRADE FOR THIS UNIT.**

DID YOU KNOW?

The Counseling Center offers additional career assessments and resources. Learn more at <http://www.memphis.edu/counseling/>.

DID YOU KNOW?

Employers seek students who are involved on campus and in the community. The Office of Student Leadership and Involvement sponsors many programs and student organizations. Learn more at <http://www.memphis.edu/studentinvolvement/>.



V. LEARNING ASSESSMENT – MANDATORY

Go to <https://www.surveymonkey.com/r/acadcareerunitfall2015>, complete the learning assessment, and submit your results. You will receive a confirmation page when your results are submitted successfully. **Print the confirmation page to turn in to your instructor. You cannot pass the Career Unit without completing the learning assessment even if you have done everything else. You must provide proof that you have completed the learning assessment to your instructor.**

VI. SUCCESS CHECKLIST

- ☐ **Completed project as assigned by your instructor**
 - Your instructor will provide details on the project you will complete and the date on which it is due

- ☐ **Customized Career Portfolio including Assessment Summary**
(Click "Hide" to avoid printing the lengthy list of careers associated with each assessment)
 - ___ *Academic Strengths Assessment*
 - ___ *Work Interests Assessment*
 - ___ *Skills Assessment*
 - ___ *Personality Assessment*
 - ___ *Values Assessment*

- ☐ **Learning Assessment – printed confirmation**

NOTE: You **MUST** complete the entire packet including the learning assessment in order to receive a grade on this project. Submit the items of the unit to your instructor following his or her syllabus.

Contact **Career Services** if you need help or have questions about FOCUS II. You may reach us at 901/678-2239. Ask to speak to Clay Woemmel (cwoemmel@memphis.edu) or Eric Bailey (eabailey@memphis.edu).