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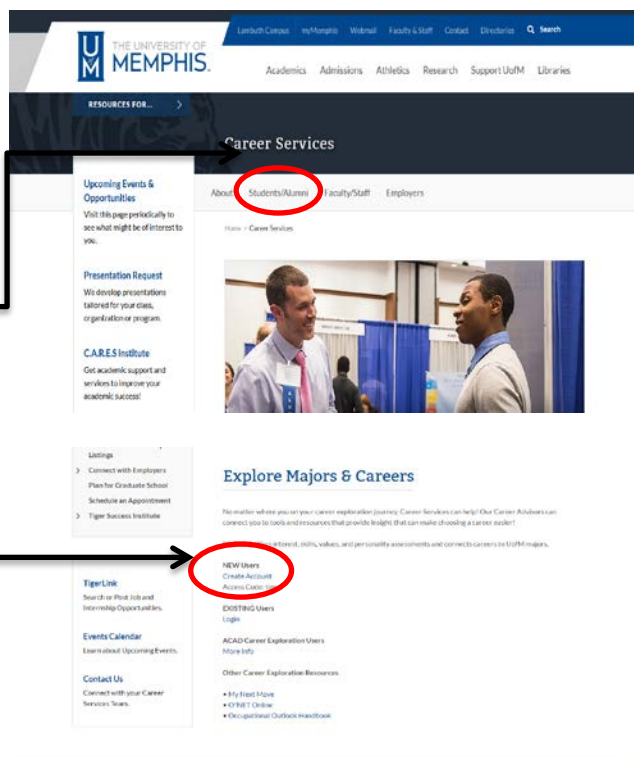
3. **As a first time user**, click on the words *new user* as indicated by the arrows in the screen shot to create your user name and password.

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 **Welcome**.

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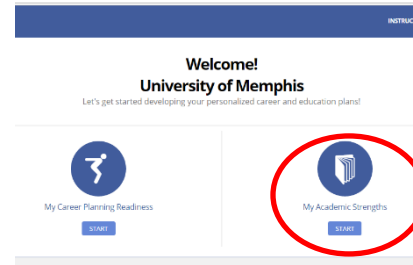
4. After submitting your answers, a check mark and the date will appear to the right of the Academic Strengths assessment on the main page of FOCUS-2. This will let you know that your answers were submitted successfully.

II. SELF-ASSESSMENT

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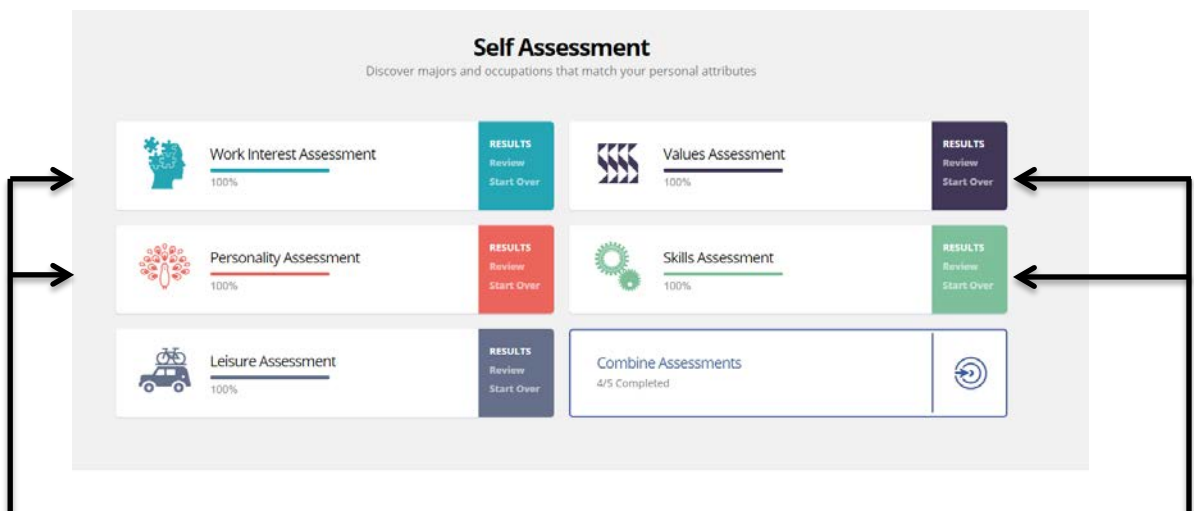
2. Click on the first link in the section called **Work Interest Assessment**.
3. Click **submit answers** once you have answered all of the questions.
4. Check the main page to make sure that your answers were submitted correctly.
5. Repeat this process for the next three assessments:
   a. **Personality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

III. NARROW AND REFINE YOUR RESULTS

1. Continue in the *Self Assessment* section.
2. Click on the link at the bottom right of the section that says *Combine Assessments.*
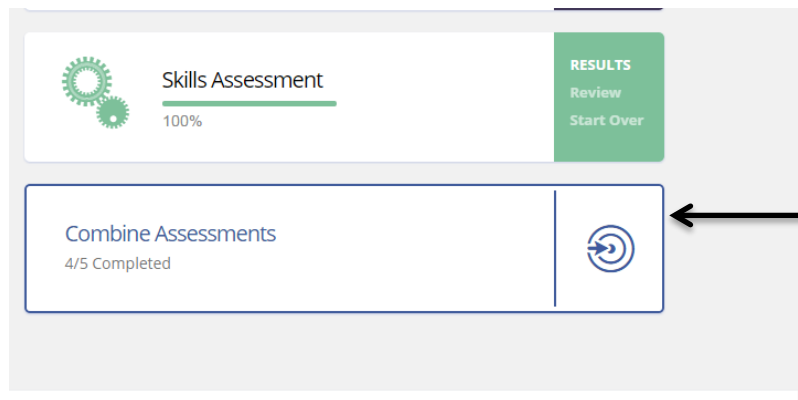
3. Follow the instructions in the *Combine the Results* section. Be sure to combine all four of your assessment results. Select your assessments by clicking on them. Once all four assessments are selected, click the *Continue* button that appears on the screen.
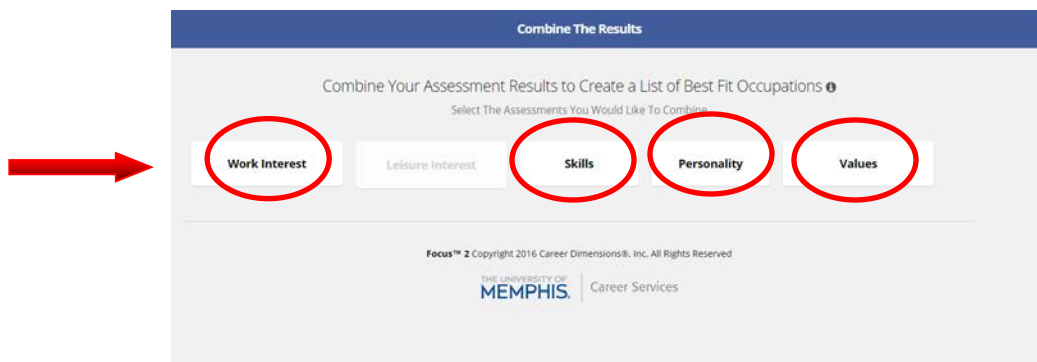

4. Once you have combined your assessment results, you will see a list of top careers.
   **Clicking on the name of a career will provide you with more information.

You can also explore other related careers and academic majors by going to the *Explore the Possibilities* section and using the links to search by occupation name and job family, learn **what you can do with various academic majors**, and compare occupations of interest side-by-side so that you can see the pros and cons of each.

IV. RESEARCH ANY CAREER

1. Go the *Career and Education Planning Results* section. Click on *Review and Print My Portfolio*.
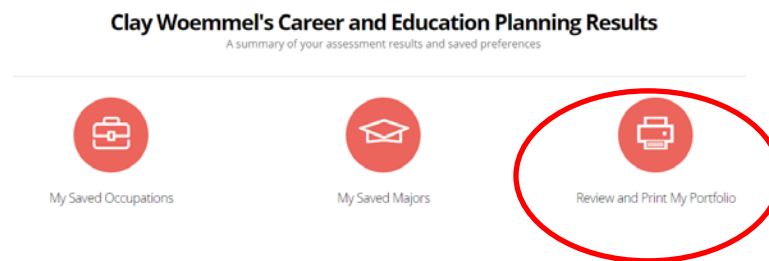
2. Choose "Select All" at the top of the screen and then "Build My Portfolio."
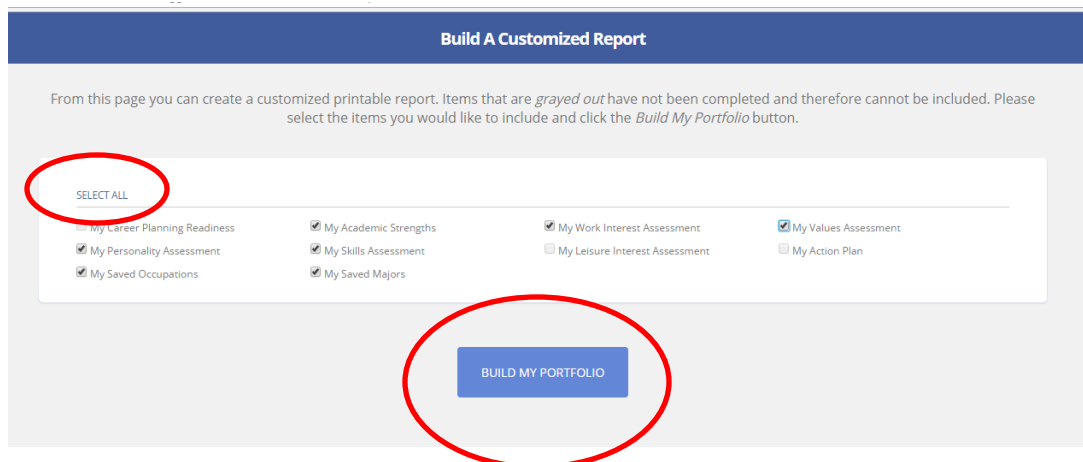
PRINT YOUR CUSTOMIZED PORTFOLIO. This summary of your assessments will be turned in to your instructor along with the other parts of your project. THE PRINTED PORTFOLIO IS WORTH 50% OF YOUR GRADE FOR THIS UNIT.

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/ACADCareerUnit2016, 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 <u>entire packet including the learning assessment</u> 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).