

CTE Term '08 Career Zone

CLASS: _____

TERM: _____

DUE DATE: _____

STUDENT'S NAME: _____

TEACHER'S NAME: _____

THIRD TERM ASSIGNMENT

DIRECTIONS FOR STUDENTS WHO SUBMITTED A CAREER PLAN LAST YEAR:

- Sign on to www.nycareerzone.org.
- Now you should be an “**existing user**” as long as you remembered to write down your user name and password. If not, you will have to start all over again.
- This time you will update your Career Plan by adding information under “**MY PORTFOLIO**”. The links that especially need to be updated are: #4, 5, 6, 7, 10, 11, 12, 13, 14 and 15 – but don’t stop there.
- After updating these links, make sure to save whenever possible then click on: **VIEW MY CAREER PLAN** – the blue circle on the bottom. (You need Adobe Acrobat Reader. If you don’t have it – you can download it for free at www.adobe.com.)
- After you review your work – click on **PRINT CAREER PLAN**.

DIRECTIONS FOR STUDENTS WHO ARE NEW TO CAREER ZONE:

- Sign on to www.nycareerzone.org.
- There are three choices (flash site, graphic site or text site. They all have the same text information. (Do not choose the flash site if you have an older computer.)
- Once you enter the site, click on the blue circle “**MY PORTFOLIO**”.
- Here you will be prompted to log in.
- New users should record their passwords in a safe place for future use! (You do not need to enter your address or any personal information not in bold letters. Use your real name!)
- Enter the site.
- You will enter “your room” where you will see 15 links on the left. Go through each one and enter information.
- Please note: you may stop at any time and save your entries to finish at a later time.
- After completing the 15 links, click on the blue circle on the bottom: **VIEW MY CAREER PLAN**. (You need Adobe Acrobat Reader. If you don’t have it – you can download it for free at www.adobe.com.)
- After you review your work – click on **PRINT CAREER PLAN**.
- Once you have completed MY PORTFOLIO, click on **ASSESS YOURSELF** (blue circle on top).
- Choose three of the six characteristics available on the right (choose in the order of preference).
- Click on **VIEW JOBS**.
- Select the one of many careers that interests you most.
- Read the page about that career and print.

NOTES:

- If two of your teachers give you this assignment, you only need to complete it once, but you do need to print it out twice (once for each teacher).
- If you do not have access to a computer at home, you may use the media center in the library or room 425 zero period.
- If you lose this paper, you can download another copy at www.maxwellvhs.com.
- SENIORS may be required to email their Career Plan in the pdf format to their senior teachers.