

Study Guide

**Succeeding Without College
Skilled Technical Careers**

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Overview

Succeeding Without College: Skilled Technical Careers shows how to develop a satisfying career without spending four years in college. High school graduates DO need further training. Without it, they'll typically spend the first ten years after high school working in six different dead-end jobs amid multiple spells of joblessness.

The program shows a variety of ways to gain direction to successfully move from school to work through training for skilled technical careers.

Work based learning helps young people both learn and test skills. Viewers meet Sean, a high school student, who works at an auto repair shop. Sean gets school credit, training, and a salary too.

Apprenticeships offer an opportunity to move between classroom training and well paid hands-on experience. A journeyman electrician explains how to qualify for an apprenticeship as an electrician.

The Armed Services offers training for skilled technical and health care careers that students can use in civilian life.

An associate's degree qualifies students for promising careers in health care. Viewers meet a medical transcriptionist and respiratory care practitioner. Both jobs are in growing fields and attainable with associate degrees. The video explains eight skills and qualities needed to succeed in any career.

Questions & Activities for Discussion

1. Do you plan to go to a four-year college? Why?
2. If you do not plan to go to a four-year college, what do you need to do to succeed?
3. If you get no training beyond high school, what does the video predict is likely to happen?
4. Organize job shadowing days for students and have each student tell the class about his or her experience. Use the handouts on job shadowing on pages 8-10.
5. Ask students in your district who are part of work based learning programs to speak to your class.
6. Agree or disagree: "Studies suggest that work based learning programs during high school could help students figure out what they want to do after graduation."
7. Research available apprenticeship opportunities.
8. What challenges does a female face when she enters a male-dominated career field?
9. Invite a representative from the U.S. military to speak to the class about career training.
10. Ask a representative from your local community college to explain career programs it offers.
11. Interview a worker about skills and attitudes for success, using the handout on page 11 of this guide.

Career Training in the Armed Services

The four services offer training and work experience in nearly two thousand occupations, most of which are valuable in civilian life. Here are jobs in broad categories which are open to enlisted people with no college education or previous experience.

- Human services:** recreation.
- Media and public affairs:** musicians, photographers, camera operators, graphic designers and illustrators, and foreign language interpreters and translators.
- Health care:** medical laboratory technologist and technicians, radiological technologist, emergency medical technician, dental assistants, pharmaceutical assistants, sanitation specialist and veterinary assistants.
- Engineering, scientific and technical occupations:** mapping technicians, computer programmers, air traffic controllers, and radio and radar operators.
- Administrative, clerical and support jobs.**
- Service occupations:** military police, corrections officers, detectives, fire fighters, food preparation.
- Vehicle and machinery mechanics:** maintenance and repair of aircraft, missiles, and ships, boats and landing craft, trucks, earth moving equipment, armored vehicles and cars.

□ **Electronic and electric repair:** repair of radio, navigation and flight control equipment, telephones, teletype and data processing equipment.

□ **Construction trades:** carpenters, construction and earthmoving equipment operators, metal workers, machinists, plumbers, electricians, heating and air conditioning specialists. building trades related to construction and maintenance of buildings, roads, bridges, and airstrips.

□ **Machine operating and precision work:** laboratory technicians, opticians, machinists, and welders.

□ **Transportation and materials handling:** truck drivers, air crews, seamen, warehousing and equipment handling specialists.

□ **Infantry, gun crews and seamen specialists.**

For more information on military careers write:
U.S.A. Army Recruiting Command Ft Knox, KY
40121-2726

USAF Recruiting Service, Randolph Air Force Base,
TX 78150

Commandant of the Marine Corps. Headquarters,
Washington, D.C. 20380

Navy Recruiting Command, 4015 Wilson Blvd.
Arlington, VA 22203-1991

Growing Opportunities -Associate's Degree

You earn an associate's degree from a two-year college. In-demand careers requiring an associate's degree include:

1. Respiratory Care Practitioner
2. Dental Hygienist
3. Medical Records Technician
4. Paralegal
5. Registered Nurse

What is a "Good Job?"

Good Career Planning is essential

People change jobs many times during their lives. They make major career changes five to seven times.

Here are things to consider when evaluating an occupation.

Nature of the Work

For most people, a good job is one they find interesting, one that fully uses their skills, or that satisfies their needs in other ways. Almost everybody appreciates a job where they can see the results of their work and feel a sense of accomplishment. Others seek a job related to an interest, such as cars, music, or children.

Helping others is often the central satisfaction for those in healthcare, teaching, or social work.

Wages

Projected growth and openings

The projected growth rate and number of job openings gauge how easy or difficult it will be to find a job in an occupation, and perhaps, also to be promoted.

Educational requirements

Training without a bachelor's degree can prepare workers for some high paying jobs. High paid workers develop the skills they need in many ways: ***Technical institutes, apprenticeships or other formal employer training, armed forces experience associate degree programs and informal on-the-job training.***

Benefits

Some benefits, such as health and life insurance or subsidized child care are virtually the same as cash, because a worker would otherwise have pay for them out of earnings. Paid holidays and vacation leave improve a worker's quality of life. Most employers also provide sick leave. Some employers, like airlines provide free or subsidized travel; retailers may discount merchandise.

Unemployment rate

Some occupations have high unemployment rates. This does not necessarily disqualify them as high paying jobs. Furthermore, many workers in these occupations do have steady year-around jobs. High unemployment rates are common in many construction occupations, such as carpentry.

Advancement potential

Some occupations offer a natural progression of career advancement, such as from electrician apprentice to journey level electrician to electrician supervisor or contractor. Workers in other occupations may need to carve their own paths to success. Still other occupations offer few if any chances for advancement.

Suggested Mentors for Job Shadowing

Gather names from staff, parents, friends etc. to help meet student interests. Here are industries and businesses that commonly welcome students for job shadowing.

- Vocational trade schools, apprenticeship schools
- Social Service agencies
- Legal services-- lawyers, judges, courts
- City, county and state offices
- Chamber of Commerce
- Beauty salons
- Banks
- Small business owners
- Health clubs
- Insurance agencies
- Retail stores & restaurants
- Libraries
- Police and fire departments
- Real estate offices

Questions to Ask During Job Shadowing

Describe the job you observed.

What skills did this person have?

What are the educational requirements for the job?

Would you like this kind of job? Why or why not?

Job Shadowing Self Evaluation

What was the easiest part of the job?

What was the least interesting part of the job to you?

Did anything unexpected happen?

Which of these essential skills for success did your mentor exhibit?

- Positive attitude
- Reading skills
- Math skills
- Communication skills
- Think creatively and visualize
- Ability to keep learning
- Problem solving
- Ability to work in teams
- Computer skills

Was this a worthwhile experience? Why?

Attitudes and Skills for Success

Interview workers in careers requiring training beyond high school, but not a four-year degree. Ask them to comment which of the following traits are most important in that career and explain why.

Attitudes: Punctuality reliability, positive attitude, willingness to work hard

Learning to Learn: The ability to learn and to keep learning. (Memorized facts are of little use in a world where information doubles every few years.)

Basic Math (Ninth grade level or higher)

Problem solving (Semi-structured problems where hypotheses must be formed & tested)

- **Reading ability**
- **Ability to work in teams**
- **Ability to make effective oral presentations**
- **Ability to write a presentation**
- **Ability to use personal computers**
- **Collect, analyze, and organize information, identify and use resources, work with others, use technology, and understand and design systems.**
- **Think creatively, make decisions, solve problems, visualize things.**

What is a high level apprenticeship?

- Multi-year sequence of learning activities with yearly rotations that enable workers to gain high level technical and personal skills.
- Formally assigns adults to work on the program, with the performance of those roles written into their job description.
- Clearly spells out the expectations for apprentices and regularly assesses their progress.
- Assigns someone in the firm to take responsibility for coordinating the program so that it does not become a patchwork for incoherent placements.
- Stresses that apprentices must achieve high academic standards.
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Elements of a High Quality Work Study Program

- Structured learning plan at the work site that is documented and assessed.
- Experiences that develop broad transferable skills.
- School based activities that help distill and deepen what students learn at work.
- Explicitly statement of the academic goals of the work based learning, limiting the number of hours that students work.