

Section H: Additional Resources

Career Assessment Instruments

Armed Services Vocational Aptitude Battery (ASVAB): Produces scores on 10 subtests and three composites: Academic, Verbal and Math Ability, Career Exploration. Program includes the SDS and work values to identify occupations. Approximately three hours to administer. Career Exploration Program, U.S. Department of Defense, Grades 11 and 12, Postsecondary (FREE).

Career Assessment Program: Aptitude Based Career Decision (ABCD) — Assesses seven aptitudes: Numerical, Analytical, and Inductive Reasoning; Numerical Computation, Spatial, Vocabulary, and Clerical. Relates scores to 66 occupational families and the *Dictionary of Occupational Titles* (DOT). Computer-based version available. Takes 100 minutes to administer. Educational Technologies, Inc.

Career Assessment Program: Interest Based Career Decision (IBCD) — Yields scores on 20 dimensions of work related to 11 GOE interest areas and 66 occupational families. Available in three versions: paper, audio-visual, or computer. Takes 45 minutes to administer. Educational Technologies, Inc.

Differential Aptitude Test (DAT): Contains eight subtests and yields nine aptitude scores. Available in two levels: Grades 7-9 and Grades 10-12. Norms. Technical and counselor's manual available. Computer version available. Two and one half hours to administer. The Psychological Corp.

Career Interest Inventory (CII): Yields 15 scores for occupational groups. Available in two levels: Grades 7-9 and 10-12. Can be used separately or with DAT to produce a complete profile of aptitude and interests. Approximately 30 minutes to administer. The Psychological Corp.

Occupational Aptitude Survey and Interest Schedule: Revised to improve psychometrics and usability. Yields six scores similar to GATB. Used separately or with interest survey. Takes 45 minutes to administer. Pro-Edu.

Occupational Aptitude Survey and Interest Schedule: Revised along with the aptitude survey. Yields 12 scores based on GOE areas. Machine or hand scored. Can be used separately or with aptitude survey. Takes 35 minutes to administer. Pro-Edu.

Campbell interest and Skills Survey (CISS): Uses self-assessed interests and skills to estimate individual attraction to specific occupations requiring college degrees. Total of 94 scales: seven orientations, 29 basic interests, and 58 occupations. Takes 35-45 minutes to administer. National Computer Systems.

Career Directions Inventory (CDI): Based on Jackson Vocational Interest Survey. Provides seven General Occupational Themes and 15 Basic Interest Scales. Extended report available. Takes 30-45 minutes to administer. SGMA Press.

Chronicle Career Quest (CCQ): Uses 108 (form S) or 144 (Form L) items to yield scores for 12 GOE interest areas. Includes reports for parents and administrators and linkage to career guidance information. Approximately 30-35 minutes to administer. Chronicle Guidance Publications.

Harrington-O'Shea Career Decision-Making System, Revised (CDM-R): Revised to include two levels. Uses 96 items to yield six scores similar to SDS. Hand and machine scored. Computer version used with Guidance Information System. Takes 30-45 minutes to administer. American Guidance Services.

Career Beliefs Inventory (CBI): Assesses 25 career beliefs, using 96 items on a five-point Likert Scale. Used to identify beliefs that may be blocking career goals. Machine or hand scored. Approximately 30 minutes to administer. Consulting Psychologist Press.

Prevocational Assessment Screen (PAS): Assesses motor and perceptual abilities related to vocational training programs. Yields seven scores similar to GATB. Hand scored, computerized performance matrix available. Takes 60-90 minutes to administer. Piney Mountain Press. Special needs populations, ages 14 to adult.

You Can Have a Career Center Without Spending \$10,000

Career Centers usually include:

- Career Exploration materials/resources.
- Postsecondary training/educational institutional catalogues and applications.
- Military information.
- Parenting information.
- High school curricula/programs.
- Financial aid information.
- Other material on job search skills, employability skills, self-awareness (interests, values, aptitudes), study skills, and testing.

Of course, it will be necessary to have a corner, a section, or a room to house the materials, but most of this material can be acquired at no cost. For example:

- **Career Exploration Materials/Resources:** With some research, one can find a number of free pamphlets and videos on different careers. The Area Health Education Center (AHEC) distributes *Health Careers in Georgia* for free (see Free and Inexpensive Materials for address). Dow Jones will send, free of charge, copies of *Newspapers, Diversity and You*. Also located in the back of this publication is information about obtaining other free materials, including *Women on the Job: Careers in the Electronic Media*, *Careers in Broadcast News*, *Careers in News Photography*, and *Be a Success in the Communications Field*.

The Georgia Career Information System (GCIS) is at all middle schools throughout the state, and many high schools have bought the system. This program provides information about 400+ occupations, programs of study, state and national schools, and more. The GCIS can be a resource that provides all the exploratory information needed in a career center, supplemented with free and inexpensive materials.

- **Postsecondary Training/Education Institutional Catalogues and Applications:** This information can be gathered in several different ways: (1) Every two-year or four-year college or university, technical school, or specialty school will mail information about their programs upon request, but postage can become expensive. GCIS offers the same information along with a letter that students can send for information. (2) Each year College Board sponsors PROBE, which is held throughout the state at different locations. Many schools participate in this event. High school students, parents, and counselors (middle and high school) are invited to attend. You can pick up (free) more information than you can carry to supply a career center. This is the best and least expensive way to accumulate this kind of information. (3) The Georgia Student Finance Authority (GSFA) will send *Georgia's Postsecondary Schools* (updated each year). This catalogue lists all the postsecondary schools in the state with a thumbnail sketch of each school, programs of study, financial aid information, and more. This publication is free. (You should ask for multiple copies; see Free and Inexpensive Materials).

- **Military Information:** Contact your local recruiters. They will load you down with military information. Recruiters do not call on middle schools; therefore, middle schoolers do not recognize the military as a possible career. Invite the recruiters to your school.
- **Parenting Information:** Most schools have accumulated information for parents dealing with parenting issues. Display this material for parents to pick up or check out. Cut out newspaper and magazine articles that would be of interest to parents; provide some of your own parenting tips; make a one-page information guide to test scores and how to read them.
- **High School Curricula/Programs:** Call your central office for information about the system. Duplicate the requirements for graduation for each course of study. If your system has special programs at the high school, provide information on these programs (e.g., Advanced Placement, honors classes, Tech Prep, Youth Apprenticeships, Jr. ROTC). Most special programs have pamphlets that provide information about the program.
- **Financial Aid:** Contact the Georgia Student Finance Authority (GSFA) at 404/414-3200. They will send you information concerning financial aid in Georgia. Also the Department of Education will send information (see Free and Inexpensive Materials). Other free materials exist: *Applying for Financial Aid, Meeting College Costs*.

Use your imagination in displaying these materials. Some suggestions are listed below.

- Focus your center around these three questions: Who am I? Where am I going? And how am I going to get there?
- For the high school section, call this: Countdown to High School.
- Make a bulletin board of Hot Jobs or Jobs of the Future.
- Use arrows or foot prints to point the way.
- Create learning centers for each section.
- Be creative.

Free and Inexpensive Materials

Where Shall I Go to College to Study Advertising? Bill I. Ross and Keith F. Johnson. \$2 per copy prepaid. Available from Advertising Education Publications, 623 Meadow Bend Drive, Baton Rouge, LA 70820.

Careers in Broadcast News. Single copy free with stamped, self-addressed, 6" x 9" envelope. Available from Radio Television News Directors Association, 1000 Connecticut Ave., N.W., Suite 615, Washington, DC 20036.

Women on the Job: Careers in the Electronic Media. Single copy free. Available from American Women in Radio and Television, Inc., 1101 Connecticut Ave., N.W., Suite 700, Washington, DC 20036.

Newspaper—What's in It for Me? An illustrated booklet for high school juniors and seniors. Single copy free to students. Available from Newspaper Association of America Foundation, The Newspaper Center, 11600 Sunrise Valley Drive, Reston, VA 22091.

So You Want to Know More About Editorial Writing: Some Questions and Answers. For a free copy, send a stamped, self-addressed business envelope to National Conference of Editorial Writers, 6223 Executive Blvd., Rockville, MD 20852.

The Journalist's Road to Success: A Career and Scholarship Guide. Lists over 370 colleges that offer journalism majors, scholarships, internships and special training programs, general career information, and employment prospects. Available from the Dow Jones Newspaper Fund, P. O. Box 300, Princeton, NJ 08543-0300. \$3 per copy. To order call 1-800-DOWFUND.

Be a Success in the Communications Field. Three brochures on getting started in a communications career. Single copy free. Available from the Dow Chemical Company, Attn. Corporate Communication, 2020 Willard H. Dow Center, Midland, MI 48674.

Newsletter Career Guide. Single copy free. Discusses career opportunities in newsletter journalism and the increasing role newsletters are playing in reporting the news. Available from Newsletter Association Foundation, 1401 Wilson Blvd, Suite 207, Arlington, VA 22209.

Newspaper, Diversity and You. Includes biographies and interviews of minority writers and editors, job hunting advice, hiring statistics, starting salaries, accredited college and university journalism programs, and more. Request from 1-800-DOWFUND or from Dow Jones Newspaper Fund, P. O. Box 300, Princeton, NJ 08543-0300.

Hook-up Skills for the Information Age. A Career 2000 Scholastic publication produced by BellSouth. Order by calling 1-800-631-1586; ask for the BellSouth "hook-up" brochure, ISBN 55495-6.

Careers in Forest Resources. A free video. To order, call 706/542-2686.

Your Future, Your Choice: Careers in Allied Health. Video. Available from National Careers Information Center HR Productions, 2233 Wisconsin Ave., N.W., Washington, DC 20007. Ask for the companion literature.

Health Careers in Georgia. Write Southwestern Georgia Area Health Educational Center, P. O. Box 528, Albany, GA 31702. Ask for multiple copies.

Georgia Tomorrow. Write the Georgia Department of Labor, Labor Information Systems, 148 International Boulevard, N.E., Atlanta, GA 30303-1715.

The Student Guide (updated yearly and sent in multiple to all high schools). A free booklet giving application information and describing the U.S. Departments of Education's major financial aid programs. Copies are available in January of each year. Federal Student Aid Information Center, P. O. Box 84, Washington, DC 20044.

Higher Education Opportunities for Minorities and Women. Although designed primarily for minorities and women, many of the listed opportunities are for all students. In some instances information is provided on loans, scholarships, and fellowships. Available from Federal Student Aid Information Center, P. O. Box 84, Washington, DC 200044.

Need a Lift? Contains a survey of educational opportunities, careers, loans, and scholarships. Available for \$3 from the American Legion, National Emblem Sales, P. O. Box 1050, Indianapolis, IN 46206.

Preparing Your Child for College: A Resource Book for Parents. A booklet that provides information on the academic and financial preparation necessary for college. Copies are available free from: Consumer Information Center, Department 6534, Pueblo, CO 81009.

Make it Happen! A step-by-step guide to college for students in grades 8-12. Available for \$1 from Higher Education Information Center, Youth Programs Dept., 330 Stuart Street, Suite 500, Boston, MA 02116.

HOPE. A Brochure that explains the four parts of the HOPE program. Multiple copies are available by calling 1-800-546-HOPE.

Guide for Parents. A brochure of the National Association of College Admissions Counselors for parents of late elementary and middle school students. Addresses college admission and financial aid. Copies are free from NACAC Publications/Media, 16331 Prince St., Alexandria, VA 22314-2818 or call 1-703-836-2222.

Georgia's Postsecondary Schools (updated yearly). A catalogue of Georgia schools with a thumbnail sketch of each institution's programs of study, financial aid, etc. To order call 1-800-776-6878.

Challenge Yourself Through AP. To order, request from Advance Placement Program P. O. Box 6670, Princeton, NJ 08541-6670 (Limit: 25 copies).

Engineering and You. A brochure available from the National Society of Professional Engineers Education Foundation, Junior Engineering Technical Society (JETS), 1420 King Street, Suite 405, Alexandria, VA 22314-2715.

A free handbook of grade and technical careers and training schools is available from the National Association of Trade and Technical Schools, Dept. CS, P. O. Box 10429, Rockville, MD 20805.

Careers in Physical Therapy . . . A Dynamic Health Care Profession. A brochure available from the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314.

College Money Guide. A brochure published by Octameron Associates, P. O. Box 2748, Alexandria, VA 22301. This is a brochure advertising their publications (which are excellent), but also included in the brochure are “10 Tips to Help You Pay Your Way.” These brochures are free, and the company will send as many as you need. They are great for parent meetings.

Direct Lending. A pamphlet available from the Federal Direct Student Loan Program, U.S. Department Of Education, 400 Maryland Ave., S.W., Washington, DC 20202.

The GED Diploma. Provides information about how to earn the GED. Includes what the tests cover, how to prepare, and where to get more information. Write to S. James, Consumer Information Center-4D, P. O. Box 100, Pueblo, CO 81002.

Helping Your Child Be Healthy and Fit, Helping Your Child Get Ready for School, Helping Your Child Learn Geography, Helping Your Child Learn History, Helping Your Child Learn Math, Helping Your Child Learn to Read, Helping Your Child Learn Responsible Behavior, and Helping Your Child Succeed in School. Available from R., Woods, Consumer Information Center-4D, P. O. Box 100, Pueblo, CO 81002.

The Job Outlook in Brief: 1990-2005. Projects job prospects for nearly 250 occupations. Gives anticipated demand, decline, related jobs, and more. \$2.25 per copy. Available from R., Woods, Consumer Information Center-4D, P. O. Box 100, Pueblo, CO 81002.

Matching Yourself with the World of Work. Requirements, prospects, and earnings for 200 occupations. \$1 per copy. Available from R., Woods, Consumer Information Center-4D, P. O. Box 100, Pueblo, CO 81002.

Resumes, Application Forms, Cover Letters, and Interviews. Tips on tailoring your resume for specific jobs and how to score higher on employment tests. Includes sample interview questions and more. \$1 per copy. Available from R., Woods, Consumer Information Center-4D, P. O. Box 100, Pueblo, CO 81002.

Tomorrow's Jobs. Discusses changes in the economy, labor force, and job opportunities to the year 2005. Provides information on careers, training, financial aid, and more. \$1.25 per copy. Available from R., Woods, Consumer Information Center-4D, P. O. Box 100, Pueblo, CO 81002.

Meeting College Costs. Available from College Board Publications, P. O. Box 886, New York, NY 10101.

Applying for Financial Aid. Available from ACT, P. O. Box 168, Iowa City, IA 52243.

Guide to Undergraduate Programs. Available from the National Commission on Cooperative Education, 360 Huntington Ave., Boston, MA 02115.

Visions of the Future. Video that focuses on how the family of the future will communicate electronically. Your students will love this. It shows how technology will impact future communications. \$10. Call 1-800-922-3827.

AFL-CIO Guide to Union-Sponsored Scholarships, Awards and Student Financial Aid. Listings of scholarships and awards. Free. Call 202-637-5000 or write AFL-CIO, Pamphlet Division, Room 209, 815 16th Street, N.W., Washington, DC 20006.

College Outlook and Career Opportunities. Magazine articles on financial aid, how to choose a college, SAT preparation, college life, and careers. Free. Available from Townsend Outlook Publishing Company, 104 North Main Street, P. O. Box 239, Liberty, MO 64068-0239.

Getting Skilled, Getting Ahead. Information on 20 fast growing and 20 fast declining vocations and pointers on how to select a trade school. Free. Available from Consumer Information Center, Dept. 80, Pueblo, CO 81009.

Going Right On: A College Planning Guide for Students. Printed annually. Free. Available from College Board, 45 Columbus Ave., New York, NY 10023-6992.

Women's Sports Foundation's College Scholarship Guide. Lists over 10,000 athletic scholarships for women. Available from Women's Sports Foundation, 342 Madison Ave., Suite 728, New York, NY 10173.

Financial Aid Resource Guide. Free. Available from the Education Department of the NAACP, 4805 Mt. Hope Drive, Baltimore, MD 21215.

All about Direct Loans. Available from the Federal Direct Student Loan Program, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202.

Nursing Financial Assistance. \$3 per copy. Available from the American Legion, National Emblem Sales, P. O. Box 1050, Indianapolis, IN 46206.

10 Ways to Stretch Your Scholarship Chances. Available from Money Insight, 301 Union Ave, Suite 344, Altoona, PA 16602.

PowerPoint Presentations

Included in this section are two hard copies of PowerPoint presentations titled:

**Expanding Students' Career Options By Ensuring Equity:
The Changing Roles of Men and Women**

and

Smart Choices for High School and Beyond

Diskettes of the "Smart Choices" PowerPoint presentation have been distributed to all Technology/Career (Vocational) directors and to counselors who attended the 1999 Statewide Tech Prep Conference. Vocational directors were asked to share these diskettes with all interested counselors. We encourage you to modify the disks as needed (e.g., insert your school/program name, delete sections, add sections).

If you would like to have your own copy of either or both of these PowerPoint presentations in color, please send a disk, along with a note specifying the PowerPoint presentation desired, to:

Ms. Linda Smith
Georgia Department of Education
Technology/Career Education Division
1770 Twin Towers East
Atlanta, Georgia 30334

Please print or type your name, your school's name, and your school's mailing address.

