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Today's Trivia

Log on to: www.RUReadyND.com and sign in



Go to the  tab on your toolbar.

Scroll down to find  for the day.

Click on . What came up? _____



By looking in each of these menu tabs, you will find the answers to the following questions:

Describe briefly what they do. _____

What skills are needed? _____

What kind of degree is most likely needed? _____

What is the Average Annual Salary? _____

What is the growth rate? _____

This career is part of which pathway? _____

Who is the interview with? _____

Click on one of the links, what else did you learn about this career? _____

Go to the  tab on your toolbar.

Check out . Read an article and summarize what you learned about that career.

Which career did you pick? _____

Why was this interesting to you? _____

What did you learn? _____

Go to  tab.

Finally for today we will see what you have in your portfolio so far. Look in each area and edit anything that no longer belongs in your portfolio. For example, if you are no longer interested in what you saved, then delete it. Save everything that you may want to look at later.

 **Tip:** Do not delete your assessment results, they will be valuable for comparison later.

Go to www.RUReadyND.com. Sign in to  .

Go to the  tab on your toolbar.



High School

Go to:  [Succeeding in High School](#) **Succeeding in High School.**

Today we will look at Homework Helpers in more detail. These tools and tips can help you study smarter not longer, saving you time and effort in the long run. Increasing your study skills will help you succeed in high school, help you be successful in college, and prepare you for the career you want.

1. **Homework Helpers.** Pick out **Fact Monster**, read the review and go to the site: <http://www.factmonster.com> - includes a dictionary, thesaurus, encyclopedia, atlas, and several topic areas. Click on **Cool Stuff**. Go to **Dating Customs Around the World**. Read about dating customs in Iran, briefly explain below.

Click on **Homework Center**. Click on the link to the subject of *Geography* and then click on **The Study of Geography**. Click on [Find Latitude and Longitude](#), and type in the name of "your town", North Dakota and find out the latitude and longitude of your town. What did you find out?

Go back to to **Homework Center**. Click on **Studying**: Go to **Studying for Tests**.


Read all four parts: [Before the Test](#), [Studying in a Group](#), [Ten Tips for Taking Tests](#), and [After the Test](#).



Your Journal

Leave **Fact Monster** and write in  about Homework Helpers.

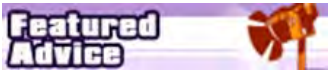

Go back to the **LEARN** tab on your toolbar.

2. Scroll down to . Here you will find what you should be doing in the 8th grade.

You can look at all the grades 9-12 so you have an idea of what planning is to be done throughout high school to be prepared for what is ahead after high school. This just shows general guidelines, your counselor may have a checklist that is specific for your school.

Go back to the **LEARN** tab on your toolbar.

3. Go to  **Succeeding in High School**

Under , click on [Successful Study Techniques](#), then click on the  tab and click on <http://www.how-to-study.com>

Click on **Setting Goals** under **Studying**.

- Studying**
- Flexible Reading
- Improving Concentration
- Managing Time
- Math
- Preparing to Study
- Procrastination
- Reading Textbooks
- Setting Goals
- Study Groups
- Study Habits
- Study Motivation
- Using Reference Sources

What are the three W's of Goals:

1. _____
2. _____
3. _____

What are the characteristics of appropriate goals:

1. _____
2. _____
3. _____
4. _____
5. _____

Write an academic goal you have (below or journal in your portfolio) that includes the above criteria: _____

Career Clusters and You

Log on to: www.RUReadyND.com. Sign in to  .

Go to the  tab on your toolbar.

Look at the  side of this page.

Go to [Find matching career clusters](#). Learn how the activities you like, your personal qualities and your favorite subjects are related to the North Dakota Career Clusters.



If you have not taken the Cluster Finder, click .

If you have previously completed the Cluster Finder go to; [See your results now](#). Look at your top cluster and your ranking. Scroll down to see what you listed for the:

[Activities You Like](#)

[Personal Qualities](#)

[School Subjects](#)

If what you chose doesn't seem to fit you anymore you may want to retake the Cluster Finder.

Look at your top three clusters, for each cluster click on:

- [View careers in this cluster](#) - Add interesting careers to your portfolio to explore later.
- [View programs in this cluster](#) - Look at the programs listed. Add any interesting ones to your portfolio to look at later.
- [View school course plan](#) - Look the plans of study to see what classes you should be taking in high school for each cluster.

For the cluster that you are most interested in, click on:

[Use this cluster for your school course plan](#)


Look at what is recommended for this cluster. Also consider what classes your school offers (you can get a high school list from your School Counselor or high School Principal) and compare the two.

Look at the [North Dakota Plan of Study](#) given for the cluster you chose. Either print the Plan of Study sheet or save it as a file you can add later to



Here is how to save a file to your portfolio:

Go to the  tab.

Go to , click on [Your Activities](#).

Click on [Add a File](#), then choose and find your saved document.

Choose a title for your document, for example: ND Hospitality Plan of Study.

Click on [Upload this file and return to Your Activities](#).

Now the ND Cluster Plan of Study has been saved to your portfolio. Keep this for future reference.

Question of the Day

How does knowing what courses you should take in high school help you to prepare for your chosen career? Discuss as a group.

Programs and Majors by Cluster

Log on to: www.RUReadyND.com. Sign in to  .

Go to the  tab on your toolbar.

For this activity, you will quickly answer some questions about your interests, and then check out suggested majors.


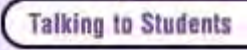
Under the  , Click on [Major Finder](#):

Choose at least 5 words that are most interesting to you. Don't worry about how they're connected to programs or careers. If you are having trouble, choose things that you think might interest you in the future. Take some educated guesses, there must be a few that look OK!

Based on your choices, these should be a good match for you. If they seem terribly off, take the Major Finder again.

Look at your top 5 majors in more detail. List them below and click on the link for each. (While you're there, you can save the majors that interest you most to Your Portfolio. Click on [Add to Your Portfolio](#) in the top right hand corner of the page.)

1. _____
2. _____
3. _____
4. _____
5. _____

  Look at the Profile and Talking to Students tabs for each to see what would be expected in each major.

Your Journal

Search Majors by Subject Matter

Go to the **LEARN** tab on your toolbar.

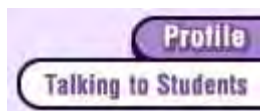
Look at the area labeled  **Your School Subjects**. Here you can find programs and majors related to the subjects you enjoy or do well in.


Choose and click on a subject.

Subject: _____ Is it a "Core" subject? _____

From the list of **Programs and Majors**, choose your three top choices and write them here:

1. _____
2. _____
3. _____



Read the Profile and Talking to Students for each to see what would be expected in each major and add any ones that stand out to Your Portfolio. 

Now that you have explored both careers and majors, what do you think is the difference between the two? Explain or discuss in class. **Your Journal**


Learning About Life

Log on to: www.RUReadyND.com and sign in



Go to the  tab on your toolbar.

There is more to life than just work. You need to balance work and other outside activities. Explore the descriptions of interesting and sometimes unique recreational and volunteer activities. Choose the cluster you selected in the last lesson to guide your search. If you can't remember what your top cluster was, go to your portfolio and it will be listed there.

Under the  **Volunteering** heading, click on your chosen cluster. Select two **Volunteering Categories** and list them here.

1. _____
2. _____

Scroll down to read the **Real Stories** and **How to Get Involved** for each.

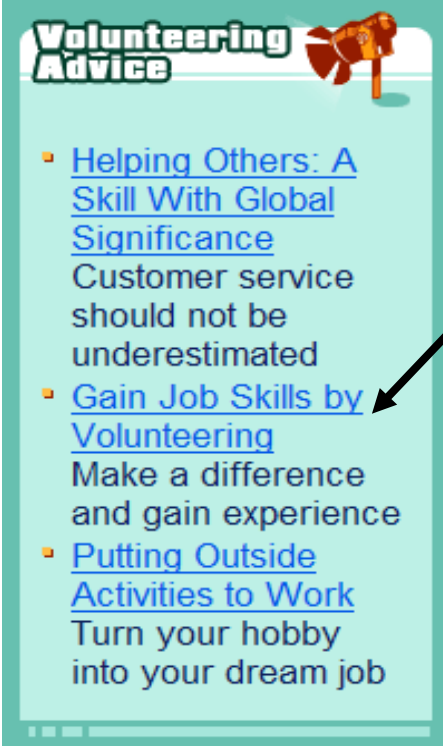
Return to the  tab. Under the  **Recreation** heading, click on your chosen cluster. Select two **Recreation Categories** and list them here:

1. _____
2. _____

Sometimes hobbies, activities, and your volunteer activities can turn into really great career opportunities.


Return to the  tab.

Find  at the bottom right of the page.



- [Helping Others: A Skill With Global Significance](#)
Customer service should not be underestimated
- [Gain Job Skills by Volunteering](#)
Make a difference and gain experience
- [Putting Outside Activities to Work](#)
Turn your hobby into your dream job

Read the articles to see how volunteering can give you the necessary skills for many great careers, including your dream job!

Look at  which you'll also find when are at the  tab.

Click on the [Recreation Experts](#) link .

You will find a list of Recreation Experts. Pick the one that interests you the most and read what the expert has to say about your favorite recreational activity.

What did you pick? _____

Don't forget to add careers to your portfolio!

What is the Latest Buzz


Exploring Careers in your Cluster by Using Articles, Videos, Advanced Search Tools, and the Career Finder

Log on to: www.RUReadyND.com. Sign in to  

Go to the  tab on your toolbar.

Now that you are familiar with your favorite cluster, let's check out **The Buzz** about the world of work.



Find  and click on [The Buzz](#). Check out the latest trends and opportunities in the world of work and self-employment. Click on your favorite career cluster from the menu on the left, and then select a few titles from the three article types below. Also click on a few that you wouldn't normally consider, something may catch your interest.

Look at the:

- Employment Trends
- Opportunities
- Self Employment

Go back to the  tab on your toolbar.

Go to:  

You can explore careers with videos. Click on the [Career Videos](#) link, watch a few that catch your eye.

Using the Advanced Search Tool to Find Careers

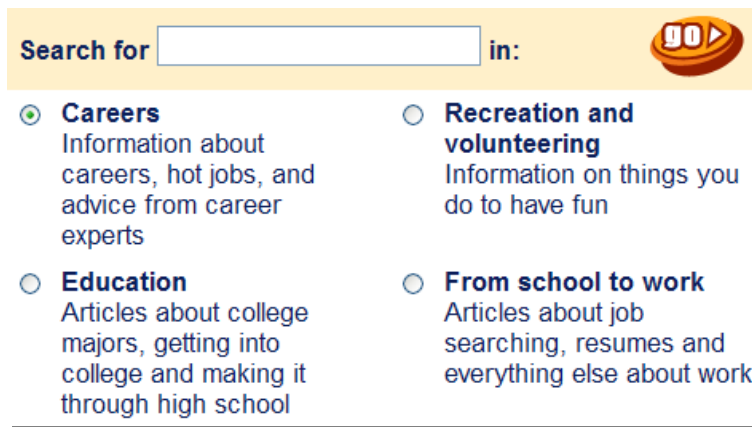
Between the Career Clusters, The Buzz and the videos, you should have some keywords in mind regarding your interest in the world of work.


Go back to the  tab on your toolbar.

Go to:  **Find Careers By:**

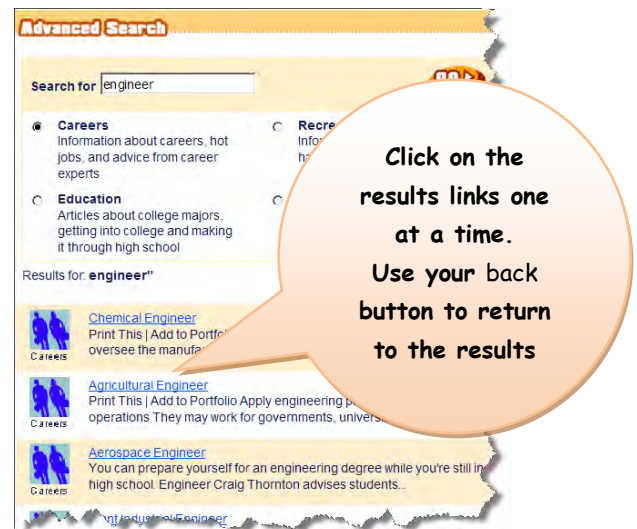
Click on the [Keyword Search](#) link.

Think of some keywords that caught your interest from the exploration you just completed. Type these keywords into the **Search** for field and click **go**.




Search for in: 

- Careers**
Information about careers, hot jobs, and advice from career experts
- Recreation and volunteering**
Information on things you do to have fun
- Education**
Articles about college majors, getting into college and making it through high school
- From school to work**
Articles about job searching, resumes and everything else about work






Advanced Search

Search for 


- Careers**
Information about careers, hot jobs, and advice from career experts
- Recreation and volunteering**
Information on things you do to have fun
- Education**
Articles about college majors, getting into college and making it through high school

Results for: **engineer**

-  [Chemical Engineer](#)
Print This | Add to Portfolio | Apply engineering principles to design and develop products that oversee the manufacture of chemicals or chemical products.
-  [Agricultural Engineer](#)
Print This | Add to Portfolio | Apply engineering principles to design and develop products that oversee the manufacture of chemicals or chemical products.
-  [Aerospace Engineer](#)
You can prepare yourself for an engineering degree while you're still in high school. Engineer Craig Thornton advises students...

Click on the results links one at a time. Use your back button to return to the results

Go back to the  tab on your toolbar.

Complete the  Answer some quick questions about your interests and skills, then check out the suggested careers. If you click on any of the listed careers you will see how closely your interests and skills match what is needed for that career. Just hit the back button to see another career.



- Introduction
- 1: Your Interests
- 2: Your Skills
- 3: Careers

[Great ways to use Career Finder](#)

Click on:

[Great ways to use Career Finder](#)

Look what else you can do with this great tool!

Education and Training

Log on to: www.RUReadyND.com. Sign in to  .

Go to the **LEARN** tab on your toolbar.

Scroll to the bottom left corner of the **LEARN** page.



Click on [Preparing for College](#).

Here, you will see three categories:

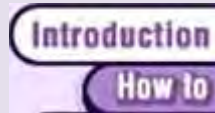
Getting Ready

Choosing and Applying

Financial Aid

Look at **Choosing and Applying** and go to: [How to Select a College or University](#).

Read the **Introduction** and **How To** sections.



On the **How to** tab, select: What are some academic factors to consider?

Then Select: What are some non-academic factors to consider?

What are some factors to consider when choosing a college or university?

2. What is most important to you?



College

Preparing for College

LEARN

Go back to [Preparing for College](#) on the **LEARN** page.

Look under the **Choosing and Applying** heading and click on [Campus Tours.com](#).

Click on the link to the [campustours.com](#) website at the bottom.

We are going to take a virtual tour of 3 North Dakota colleges.

Go to: **Search By State**. Select **North Dakota** from the pull down menu and click **Search**.

Three ND colleges are listed.

View Details of the three listed. Look at the programs offered, too.



Click on the **tour** button for each. An interactive map will come up, click on what you want to see. After you leave the tours, look at each website and compare each college/university.

Which school is the least expensive? _____ Most Expensive? _____

What is the cost of Room and Board for each school?

Which school has the most students enrolled? _____ Least? _____

After you are done looking at the three schools, if you had to choose one of these schools, which school would you choose? _____

Why? _____

Today was just a small example of how to look at different schools.
Remember, there are lots of options available for you.

I Want to Go to Work

Log on to: www.RUReadyND.com. Sign in to



Go to the  tab on your toolbar.

Scroll down to the bottom left of the Work Page to see the following list:



You may work in groups or individually for this activity

Click on [Job Hunting](#). At some point, most of us have to look for work. Check out the collection of advice and articles here.

Looking for Jobs- Go to: [Part-Time Jobs for Students](#)

Applying for Work -Go to: [Job Seeking In Cyberspace](#)

Interview Advice - Go to: [How To Ace Your Job Interview](#)

You can also find out how to write a great resume and cover letter under **Applying for Work**. (Optional Activity)

Return to the  tab and find



Click on [Starting a Business](#). More and more people are deciding that they want to work for themselves. Find out how to make it happen by reading some of the listed **Self Employment Stories**, they are listed by cluster. Pick your favorite one.

Which one did you choose to learn about? _____

How would you like to be paid while you learn? These are called Apprenticeships.

Return to the  tab and find .

Click on [Apprenticeships](#) and see the many exciting careers that offer apprenticeships. Choose two and read about them. List the two you picked.

1. _____ 2. _____

Return to the  tab and find .

Click on [Career Planning](#). Choose the link: [How to Interpret and Use Labor Market Information](#). Read the **Introduction** and go to the **How to** portion of this article. Using up-to-date labor information can help you see what careers are in high demand and offer high wages.

Go back to the  tab on your toolbar.

On the right side, half way down, click on: [Return to Your Tools](#).

Next click on: **Careers by Education**



The North Dakota Careers by Education publication is a ranking of North Dakota's top careers organized by education, work, and training requirements. The careers are based on the latest wage data and total openings due to growth and replacements. In addition, examples of tasks performed are also displayed for each occupation.

The occupations are listed by level of education. Scroll through the brochure to see the various occupations. Those listed in red are the North Dakota Hot Jobs.

It will also tell you:

- The typical North Dakota wage.
- Growth projections for the job.
- Examples of tasks performed.
- Level of education/training needed for the occupation.



Look at several occupations on this list. Write in your journal something that you learned about today.

I Want to Go to Work

Log on to: www.RUReadyND.com. Sign in to  

Go to the  tab on your toolbar.

Scroll down to the bottom left of the **Work** page to see the following list:



EMPLO
Going to Work

- ▣ [Job Hunting](#)
- ▣ [Starting a Business](#)
- ▣ [Apprenticeships](#)
- ▣ [Career Planning](#)
- ▣ [Surviving in the Workplace](#)

Click on [Surviving in the Workplace](#). You can work together or individually on this activity.



 **Surviving in the Workplace**
 Most high school students these days have at least one job – check some of these ideas for making it work.

Workplace Survival Tips

- ▣ [Evaluating Your Own Performance](#)
- ▣ [Dressing for Success](#)
- ▣ [How Employee Benefits Work](#)
- ▣ [Technology in the Workplace](#)
- ▣ [Get it Together](#)
- ▣ [Achieving Success on the Job](#)
- ▣ [Relax! Learn Stress Management](#)
- ▣ [Adaptability: A Key Skill in Today's Workplace](#)
- ▣ [Problem Solving: The Silent Skill That Employers Are Starving For](#)
- ▣ [Develop Career Staying Power](#)
- ▣ [Dealing With Difficult Co-Workers](#)
- ▣ [Teamwork: Today's MVP in the Workplace is the Team Player](#)
- ▣ [Using Criticism to Your Advantage](#)
- ▣ [Why Cross-Training Can Benefit Employees As Much As Athletes](#)
- ▣ [How to Be a Peak Performer](#)
- ▣ [How to Leave Without Burning Bridges](#)
- ▣ [How to Neutralize Negativity in the Workplace](#)
- ▣ [Self-Confidence: A Key to Success](#)
- ▣ [Negotiation Skills](#)
- ▣ [Managing Bad Bosses](#)
- ▣ [How to Keep Your Career on Track](#)

Here you'll find a long list of great tips to help you be successful and survive in the workplace.

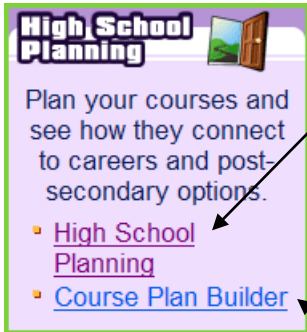
Have your group select several articles and share your findings with the entire group.

Good luck!

Creating Your Plan of Study

Log on to: www.RUReadyND.com. Sign in to  .

Go to the  tab on your toolbar.



High School Planning
Plan your courses and see how they connect to careers and post-secondary options.


- High School Planning
- Course Plan Builder

Select [High School Planning](#). Each cluster has high school courses related to it. Choose your high interest cluster to look at a set of courses you should take in high school.

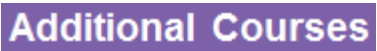
You can keep the specialized cluster course plan and edit it to match the courses your school offers or create your own from scratch.

You can do this by selecting [Course Plan Builder](#). Next, click on [Start a new school course plan](#). (You can use recommended courses to help to fill in your personal course plan or if you don't want recommendations, you may click on [skip this step](#).)

Let's start with your 7th and 8th grade plan.

Click on **Grades 7-8** at the top. 

Click [Edit](#) under the 7th grade math, Select [Add another course](#).

In the area , for the **Course Name** type in Math 7. For the **Course Status**, select Complete. For **Credits**, select 1.0. Next, from the Grade Letter drop down menu, select the letter grade you earned.

Additional Courses				
Course Name	Course Status	Credits	Grade (%)	Grade Letter
Math 7 (Delete from this list)	Complete ▾	1.0 ▾		Choose ▾
Add another course				

Be sure to Click: [Save to your Course Plan](#)  after you are done.

Now click [Add Another Course](#) and put in your 8th grade math class, only put *Planned* instead of *Completed* in the drop down menu.


It should look like this:

My Plan is Complete

Subject Area	7th Grade	8th Grade	Subject Summary
Math	Math 7 ▪ 1 credit ▪ Complete ▪ A- Math 8 ▪ 1 credit ▪ Planned Edit	Edit	1 complete 0 enrolled 1 planned
Physical Education/ Health	Edit	Edit	0 complete 0 enrolled 0 planned

Be sure to Click: [Save to your Course Plan](#)  after you are done.

Now finish typing in all the other classes you have completed from 7th grade and include the grades you earned.

Next, type in the 8th grade courses that you are presently taking, without the grades. It is a good idea to click on [Save to your Course Plan](#)  after each course you type in.

Now your junior high plan is complete. Make certain you check the My Plan is Complete box in the upper right area of your course plan to save your plan. You will still be able to go back and make changes.

After your 8th grade year is over, you'll be able to add in the grades you earned in each class.

Great job! 😊

Log on to: www.RUReadyND.com and sign in



Go to the **LEARN** tab on your toolbar.

Plan your courses and see how they connect to careers and post-secondary options.

- High School Planning
- Course Plan Builder

Planning for your 9th-12th grade courses is next. Click on [Course Plan Builder](#).

For this activity, it is helpful to get a list of required courses from your School Counselor if you are creating your own Course Plan. Or you may choose your school's **Recommended Course Plan** instead of starting from scratch if it is available. You may also select the **Recommend Course Plan** for the cluster of your choice to see which courses are recommended.

This is how the **Course Plan Builder** looks when you are starting from scratch.

Grades 7 - 8		Grades 9 - 12				Hide Summaries
Subject Area	9th Grade	10th Grade	11th Grade	12th Grade	Subject Summary	Hide Recommended Courses
Math	Edit	Edit	Edit	Edit	0 complete 0 enrolled 0 planned	
Physical Education/ Health	Edit	Edit	Edit	Edit	0 complete 0 enrolled 0 planned	
Science	Edit	Edit	Edit	Edit	0 complete 0 enrolled 0 planned	
Social Studies/ Sciences	Edit	Edit	Edit	Edit	0 complete 0 enrolled 0 planned	

Review your portfolio. Your saved course plan will be there for next year.