

NAME: \_\_\_\_\_

## ***CAREER REPORT RESEARCH WORKSHEET***

DIRECTIONS: Students should use the resources available to them in the computer lab, career center and library to locate the following information listed below. After locating the information for a given statement you should place the corresponding number next to the information along with isolating the information for that given number. Each number will be worth 10pts and your topic will be worth an additional 10pts totaling 100pts.

**TOPIC:** \_\_\_\_\_

1. Nature of work
2. Job outlook
3. Type of schooling/training
4. Two schools where the degree/training can take place
5. Minimum requirements to be admitted to one school
6. Type of classes required for the degree/training
7. Work environment
8. Number of hours per week
9. Average wage/salary

NAME: \_\_\_\_\_

SECTION: \_\_\_\_\_

## CAREER REPORT EVALUATION CRITERIA

1. The report is a minimum of two pages long.

10

2. The report included the nature of the work.

1	2	3	4	5	6	7	8	9	10
The report only briefly mentioned the nature of the work.			The report mentioned the nature of the work but was lacking important details.				The report gave a comprehensive description of the nature of the work along with vivid details.		

3. The report included the job outlook for the selected career.

10

4. The report included the type of schooling required to receive such a position.

1	2	3	4	5	6	7	8	9	10
The report only briefly mentioned the type of schooling required.			The report mentioned the type of schooling required, but was lacking detail.				The report was comprehensive in describing the type of schooling required.		

5. The report included at least two schools where the degree could be received.

1	2	3	4	5	6	7	8	9	10
The report only mentioned one school.			The report only briefly mentioned two schools.				The report gave a comprehensive description of the schools.		

6. The report included the minimum requirements to be admitted to the school.

1	2	3	4	5	6	7	8	9	10
The report briefly mentioned the requirements.			The report mentioned the requirements, but was lacking important details.				The reports gave a comprehensive description of the requirements.		

7. The report included the type of classes required to graduate with the desired degree.

1	2	3	4	5	6	7	8	9	10
The report had significant voids in type of classes required to graduate.			The report included the basic requirements, but was missing some important details.				The report was very comprehensive and included a lot of important details.		

8. The report included the type of environment where the work will take place.

1	2	3	4	5	6	7	8	9	10
The report briefly described the work environment.			The report mentioned the work environment, but was lacking important details.				The report gave a comprehensive description of the work environment.		

9. The report included the average number of hours on the job for a given day.

10

10. The report included the salary or wage of the desired position.

1	2	3	4	5	6	7	8	9	10
The report briefly described the pay.			The report gave an average description of the pay.				The report gave a comprehensive description of the pay.		

11. The report included what the writer learned about his or her career choice?

1	2	3	4	5	6	7	8	9	10
The report briefly described the writers experience			The report mentioned the writers experience, but was lacking the evidence to support his or her experience.				The report gave a comprehensive overview of the total experience of researching the paper and what was attained from such an experience.		

12. The report is clear and easy to read.

1	2	3	4	5	6	7	8	9	10
The career report was very rough, required several readings, and had major grammatical flaws.			The career report was technically accurate but it could be edited even further to enhance its communication value.				The career report was free of grammatical errors and had a good communication value.		

13. Extra credit: Additional information about the career choice that adds to the value of the report.

