Are You Prepared to Guide Your Teen?

A GUIDE FOR MINNESOTA PARENTS
How Can I Help My Teen with Career Decisions?

Right now, your teen is getting a lot of messages at school and in the media about what to do after high school – go to a two-year college, attend a university, find a job in this field, work for that company, and many other messages. Your support helps your teen make sense of all this information and to make choices that best fit your teen’s goals and personality.

It’s time for your teen to look at all education and career options. Ignoring career exploration today can limit future options. You can help your teen understand how high school education impacts college and other training options.

When you play a role in your teen’s career exploration, you are helping to increase your teen’s chances of future job satisfaction and financial independence.

Changing Economy, Changing Expectations

Minnesota’s job market is not the same as it was 10 or 20 years ago. The global economy has played a big role in altering employers’ expectations for employees. These expectations change the way today’s job seekers prepare for their careers.

Here are some economic realities that your teen will face in today’s economy. These may be very different realities than when you graduated high school:

More Education & Training Needed

Most jobs require some type of additional training or education after high school. Jobs that only require a high school diploma often don’t lead to advanced positions and don’t pay well.

Emphasis on Skills

During layoffs, employers do not always keep employees who have worked the longest. Employers value specialized skills and abilities more than longevity.

Flexibility is Key

In order to move up in most careers, people must be flexible and willing to learn changing technology and new business practices.

Individual Career Management

It’s common for people to change companies or switch careers several times in a lifetime. Individuals must keep track of their own career and retirement plans.
You have a lot at stake in the career success of your children, because they may turn to you for help if they have a hard time getting started in a career. School counselors can’t do it all because they have many students to help, and they are not experts on your teen. Young people can’t do it all by themselves, since their experience in the world of work is limited.

This *Pathways to Success* parent guide can help you take an active role in helping your teen explore the worlds of education and work, the career development process and today’s labor market.

**Publication Information**

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What Do Employers Want?

When you think about employment skills, you probably think about skills specific to one job. But there are a core set of skills that employers in all fields have found necessary to succeed in the workforce. These core skills are transferable and used in all different types of jobs. Doing well in college and technical training programs also requires these skills.

These core skills and knowledge sets are split into two groups: technical skills and soft skills. Technical skills usually require training to learn and are specific to certain types of jobs, like knowing how to use a jackhammer or understanding a complicated computer program.

Soft skills are the attitudes, personality traits and social graces that all employers value. These skills help an employee get along with others and adjust to the business world.

A few of these core soft skills are:

- Communication
- Ethics
- Teamwork
- Critical Thinking
- Problem Solving
- Legal Responsibilities

A few of these core soft skills are:

The complete list of foundation knowledge and skill sets can be found in the center of the Career Fields graphic on pages 12-13.

High School Connection

How does your teen gain the skills and knowledge needed on the job and at college? Foundational knowledge and skills are learned in high school classrooms and extracurricular activities. Work-based learning activities, such as internships, mentoring and job shadowing, also increase these skills.

Everyone — not just traditional college-bound students — should choose their high school classes carefully in order to gain the skills needed for success in the workplace.

The table below lists the minimum number of high school courses recommended to be college and work ready.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Years* (Recommended)</th>
<th>Why is It Important?</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>Helps develop writing and verbal skills needed for all jobs and everyday life.</td>
</tr>
<tr>
<td>Math</td>
<td>3-4</td>
<td>Develops skills used in everyday life and problem-solving abilities.</td>
</tr>
<tr>
<td>Social Science</td>
<td>3-4</td>
<td>Increases awareness of world events, economics and societal issues.</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Provides an understanding of the natural world and develops objective-thinking skills.</td>
</tr>
<tr>
<td>World Language</td>
<td>2</td>
<td>Increases awareness of other cultures and ability to work in global marketplace.</td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
<td>Promotes creative thinking and develops diverse interests.</td>
</tr>
</tbody>
</table>

*Source: www.getreadyforcollege.org
Is My Teen Ready for the Real World?

Is your teen on track to develop the skills needed to succeed in college or in a career? Pay attention to grades and school attendance. Employers and college admission representatives look at high school attendance and grades as a sign of how well they’ll do in college classes or on the job.

**College/career plan at school.** Ask your teen’s teachers or counselors what classroom activities your teen is involved in related to college and career exploration. How structured is the high school’s career planning?

**Hobbies and extracurricular activities.** What classes, clubs or afterschool activities is your teen most interested in? Which technical or soft skills do those activities develop? Are any of these activities related to career interests?

**Attitude.** People with a positive self image are more likely to make and achieve their goals. Does your teen have a positive view of self and of the future? The best thing you can do to improve your child’s outlook is to be a positive role model.

**Assessment Information**

All Minnesota high schools use standardize tests to follow student improvement. These tests are one way to measure your teen’s level of knowledge in subject areas important to employers and colleges. Seeing how your teen’s knowledge matches potential jobs is important. But knowing which jobs match your teen’s personality is also valuable. The interest assessment on the next page is based on Holland’s Interest Inventory. Take the assessment with your teen and talk about which careers fit your teen’s interests.

If you already know your teen’s Holland Interest Profile, you can jump to page 5 to match their interest code to Career Clusters.

This interest assessment is just one of many. See page 19 for other assessments and career exploration options.

People with a positive self image are more likely to make and achieve their goals. Does your teen have a positive view of self and of the future?
Holland Code Interest Assessment

Read each statement below. If you agree, fill in the corresponding circle.

| ...do puzzles           |   |   |   |
| ...work on cars        |   |   |   |
| ...attend concerts, theaters or art exhibits |   |   |   |
| ...work in teams       |   |   |   |
| ...organize things like files, offices or activities |   |   |   |
| ...set goals for myself |   |   |   |
| ...build things        |   |   |   |
| ...read fiction, poetry or plays |   |   |   |
| ...have clear instructions to follow |   |   |   |
| ...influence or persuade people |   |   |   |
| ...do experiments      |   |   |   |
| ...teach or train people |   |   |   |
| ...help people solve their problems |   |   |   |
| ...take care of animals |   |   |   |
| ...have my day structured |   |   |   |
| ...sell things         |   |   |   |
| ...do creative writing |   |   |   |
| ...work on science projects |   |   |   |
| ...take on new responsibilities |   |   |   |
| ...heal people         |   |   |   |
| ...figure out how things work |   |   |   |
| ...put things together or assemble models |   |   |   |
| ...be creative         |   |   |   |
| ...pay attention to details |   |   |   |
| ...do filing or typing |   |   |   |
| ...learn about other cultures |   |   |   |
| ...analyze things like problems, situations or trends |   |   |   |
| ...play instruments or sing |   |   |   |
| ...dream about starting my own business |   |   |   |
| ...cook                |   |   |   |
| ...act in plays        |   |   |   |
| ...think things through before making decisions |   |   |   |
| ...work with numbers or charts |   |   |   |
| ...have discussions about issues like politics or current events |   |   |   |
| ...keep records of my work |   |   |   |
| ...be a leader         |   |   |   |
| ...work outdoors       |   |   |   |
| ...work in an office   |   |   |   |
| ...work on math problems |   |   |   |
| ...help people         |   |   |   |
| ...draw                |   |   |   |
| ...give speeches       |   |   |   |

My Interest Profile (top three letters with the highest scores):

RIASEC
Which Careers Match My Interests?

Use this list to explore the Career Clusters with occupations that match your three-letter interest profile. Information about each Career Cluster and the occupations in them can be found on ISEEK (www.ISEEK.org).

**R • REALISTIC**
- Agriculture
- Architecture & Construction
- Arts & Communications
- Health Science
- Hospitality & Tourism
- Information Technology
- Law & Public Safety
- Manufacturing
- Science, Technology, Engineering & Math
- Transportation

**I • INVESTIGATIVE**
- Health Science
- Information Technology
- Science, Technology, Engineering & Math

**A • ARTISTIC**
- Arts & Communications
- Education & Training

**S • SOCIAL**
- Education & Training
- Government
- Health Science
- Human Service
- Law & Public Safety
- Marketing & Sales

**E • ENTERPRISING**
- Arts & Communications
- Business & Management
- Finance
- Government
- Hospitality & Tourism
- Law & Public Safety
- Marketing & Sales

**C • CONVENTIONAL**
- Architecture & Construction
- Business & Management
- Finance
- Health Science
- Manufacturing
- Marketing & Sales
- Transportation

What Does this Interest Profile Say About Me?

**Realistic People** are DOERS. They like to work with things like machines, tools or plants and they like to work with their hands. They are often practical and good at solving problems.

**Investigative People** are THINKERS. They like to watch, learn and analyze problems. They often like to work independently, tend to be good at math and science, and enjoy analyzing data.

**Artistic People** are CREATORS. They like to work in unstructured situations where they can use their creativity and come up with new ideas. They often enjoy performing and visual arts.

**Social People** are HELPERS. They like to work directly with people rather than things. They enjoy training, instructing, counseling or curing others.

**Enterprising People** are PERSUADERS. They like to work with other people; they particularly enjoy influencing, persuading and performing. They like to lead and tend to be assertive and enthusiastic.

**Conventional People** are ORGANIZERS. They are very detail oriented and like to work with data. They have good organizational and numerical abilities and are good at following instructions.
Why Pay Attention to High-Demand Jobs?

There are many catchy titles used to describe the “hot jobs” that career explorers should check out. What makes an occupation or industry “hot” or high demand? How can high-demand careers help my teen find a job?

In a changing economy, career explorers need to know in which career paths employers say they will need a lot of employees for within the next 10 years. That way an explorer or student can predict their chances of getting hired after completing education or career training.

In a changing economy, career explorers need to know in which career paths employers say they will need many employees within the next 10 years.

• Industries projected to have a lot of job openings in 10 years (2006-2016).

• Career paths that have job duties or use skills that are needed to help Minnesota’s economy stay strong.

• Career paths which are more likely than others to offer good pay, steady employment and have opportunities for advancement.

Preparing for High-Demand Jobs

If your teen decided to pursue a high-demand career, check with your high school to find out if they have a Program of Study that matches your teen’s goals.

A Program of Study is a seamless sequence of courses curriculum that helps learners prepare for a career of their choice. Your teen can start taking classes in high school and would continue to take college courses in that or a related Program of Study. Each Program teaches skills and knowledge employers expect job seekers in that career pathway to have.

See pages 11 for more information about Programs of Study.

Hot jobs.

Fastest-growing careers.

High-demand occupations.
Career Ladders

Career ladders help people learn about job options available within a Career Pathway. Many career ladders, like the two examples below, show upward movement between positions. However, many careers progress horizontally as well as vertically, with more than one option available for each career move. The examples shown are just two possible Career Pathways someone might experience in a manufacturing or health care career after obtaining the education and work experience needed in Minnesota.

<table>
<thead>
<tr>
<th>OCCUPATION TITLE</th>
<th>TRAINING/EDUCATION REQUIREMENTS</th>
<th>LOW/MEDIAN WAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Managers</td>
<td>Master’s Degree&lt;br&gt;Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields. &lt;br&gt;Many have a 6-year master’s degree plus related work experience.</td>
<td>$43.40/$52.60</td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>Bachelor’s Degree&lt;br&gt;Plan or design tools, engines, machines or other equipment. Might oversee installation, operation or repair. &lt;br&gt;Most have degree in mechanical engineering. License required.</td>
<td>$27.60/$33.40</td>
</tr>
<tr>
<td>Electro-Mechanical Technicians</td>
<td>2 Years&lt;br&gt;Operate, test, and maintain unmanned, automated, servo-mechanical, or electromechanical equipment. May assist engineers in testing and designing robotics equipment. &lt;br&gt;Most have associate’s degree or complete formal employer training.</td>
<td>$20.60/$23.60</td>
</tr>
<tr>
<td>Tool &amp; Die Makers</td>
<td>Apprenticeship&lt;br&gt;Produce devices that equip machines to make products, from clothing and furniture to heavy equipment and parts for cars. &lt;br&gt;Most complete an apprenticeship lasting 3-4 years.</td>
<td>$17.90/$23.10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCCUPATION TITLE</th>
<th>TRAINING/EDUCATION REQUIREMENTS</th>
<th>LOW/MEDIAN WAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Practice Nurses</td>
<td>Master’s Degree&lt;br&gt;Registered nurses with advanced training to perform highly autonomous and specialized roles. Includes Nurse Practitioners and Certified Nurse Midwives.</td>
<td>National Average: $39.10</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>2-4 Years&lt;br&gt;Assess patient health and care for ill or injured patients. Might advise patients on care management. &lt;br&gt;Most have associate or bachelor’s degree. License required.</td>
<td>$27.50/$32.90</td>
</tr>
<tr>
<td>Licensed Practical Nurses</td>
<td>1-2 Years&lt;br&gt;Care for patients in hospitals, clinics, nursing and private homes. Might work under supervision of a registered nurse. &lt;br&gt;Most receive formal training lasting 1-2 years. License required.</td>
<td>$16.50/$18.70</td>
</tr>
<tr>
<td>Nursing Assistants</td>
<td>Less Than 1 Year&lt;br&gt;Work under medical or nursing staff to care for patients. Might feed patients or perform other duties. Includes Aids and Orderlies. &lt;br&gt;Most receive 75-80 hours of supervised training. Exam and state registration required.</td>
<td>$11.10/$12.70</td>
</tr>
</tbody>
</table>

Source: Minnesota Department of Employment and Economic Development
## High-Demand Occupations in Minnesota

The occupations listed below are a sample of the many careers expected to add the most positions in Minnesota over the period 2006-2016.

<table>
<thead>
<tr>
<th>CAREER CLUSTER</th>
<th>CAREER PATHWAY</th>
<th>OCCUPATION TITLE</th>
<th>LOW WAGE</th>
<th>MEDIUM WAGE</th>
<th>TRAINING/EDUCATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Food &amp; Natural Resources</td>
<td>Environmental Service Systems</td>
<td>Environmental Science &amp; Protection Technicians</td>
<td>$15.00</td>
<td>$19.40</td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td>Food Products and Processing Systems</td>
<td>Food Scientists &amp; Technologists</td>
<td>$19.20</td>
<td>$27.30</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td></td>
<td>Animal Systems</td>
<td>Veterinary Technologists &amp; Technicians</td>
<td>$11.00</td>
<td>$13.60</td>
<td>Associate Degree</td>
</tr>
<tr>
<td>Architecture &amp; Construction</td>
<td>Design/Pre-construction</td>
<td>Architects</td>
<td>$25.30</td>
<td>$32.60</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td></td>
<td>Construction</td>
<td>Cost Estimators</td>
<td>$20.20</td>
<td>$26.60</td>
<td>1-2 Years Vocational Training</td>
</tr>
<tr>
<td></td>
<td>Maintenance/Operations</td>
<td>Heating &amp; Cooling System Mechanics</td>
<td>$14.80</td>
<td>$18.90</td>
<td>1-2 Years Vocational Training</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>Manufacturing Production</td>
<td>Industrial Engineering Technicians</td>
<td>$18.80</td>
<td>$23.80</td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td>Process Development</td>
<td>Mechanic, Installer and Repairer Supervisors</td>
<td>$20.90</td>
<td>$27.10</td>
<td>Related Work Experience</td>
</tr>
<tr>
<td></td>
<td>Maintenance, Installation &amp; Repair</td>
<td>Occupational Health and Safety Specialists</td>
<td>$22.90</td>
<td>$29.50</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>Transportation, Distribution &amp; Logistics</td>
<td>Health, Safety &amp; Environmental Management</td>
<td>Cargo and Freight Agents</td>
<td>$14.00</td>
<td>$18.70</td>
<td>Moderate On-The-Job Training</td>
</tr>
<tr>
<td></td>
<td>Sales &amp; Service</td>
<td>Mobile Heavy Equipment Mechanics</td>
<td>$16.30</td>
<td>$20.30</td>
<td>1-2 Years Vocational Training</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Warehousing &amp; Distribution Center Operations</td>
<td>Computer Programmers</td>
<td>$25.20</td>
<td>$33.30</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td></td>
<td>Programming &amp; Software Development</td>
<td>Computer Support Specialists</td>
<td>$16.30</td>
<td>$21.10</td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td>Information Support &amp; Services Network Systems</td>
<td>Network Systems &amp; Data Communications Analysts</td>
<td>$25.20</td>
<td>$32.80</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>Marketing, Sales &amp; Service</td>
<td>Buying &amp; Merchandising</td>
<td>Customer Service Representatives</td>
<td>$11.20</td>
<td>$14.30</td>
<td>Moderate On-The-Job Training</td>
</tr>
<tr>
<td></td>
<td>Marketing Information Management &amp; Research</td>
<td>Market Research Analysts</td>
<td>$21.50</td>
<td>$29.90</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td></td>
<td>Professional Sales &amp; Marketing</td>
<td>Technical Product Wholesale &amp; Manufacturing Sales Representatives</td>
<td>$22.90</td>
<td>$32.30</td>
<td>Associate Degree</td>
</tr>
<tr>
<td>Finance</td>
<td>Insurance Services</td>
<td>Claims Adjusters, Examiners &amp; Investigators</td>
<td>$19.30</td>
<td>$25.40</td>
<td>Long-Term On-the-Job Training</td>
</tr>
<tr>
<td></td>
<td>Financial &amp; Investment Planning</td>
<td>Financial Analysts</td>
<td>$25.40</td>
<td>$33.40</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td></td>
<td>Financial &amp; Investment Planning</td>
<td>Personal Financial Advisors</td>
<td>$22.10</td>
<td>$33.20</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>Hospitality &amp; Tourism</td>
<td>Restaurants, Food &amp; Beverage Services</td>
<td>Food Service Managers</td>
<td>$17.20</td>
<td>$21.60</td>
<td>1-2 Years Vocational Training</td>
</tr>
<tr>
<td></td>
<td>Travel &amp; Tourism</td>
<td>Interpreters &amp; Translators</td>
<td>$13.70</td>
<td>$18.10</td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td>Travel &amp; Tourism</td>
<td>Meeting &amp; Convention Planners</td>
<td>$16.50</td>
<td>$21.20</td>
<td>Bachelor’s Degree</td>
</tr>
</tbody>
</table>

Source: Minnesota Department of Employment and Economic Development. The reliability of projections for individual occupations is subject to error due to the assumptions of the trend analysis method. Many unknown factors can and will affect the economy and employment levels over the 10-year projections period.
<table>
<thead>
<tr>
<th>CAREER CLUSTER</th>
<th>CAREER PATHWAY</th>
<th>OCCUPATION TITLE</th>
<th>LOW WAGE</th>
<th>MEDIUM WAGE</th>
<th>TRAINING/EDUCATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, Management &amp; Administration</td>
<td>Business Financial Management &amp; Accounting</td>
<td>Accountants &amp; Auditors</td>
<td>$21.30</td>
<td>$27.40</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td></td>
<td>Marketing</td>
<td>Marketing Managers</td>
<td>$35.10</td>
<td>$21.90</td>
<td>Bachelor's Degree Plus Work Experience</td>
</tr>
<tr>
<td></td>
<td>Administrative &amp; Information Support</td>
<td>Office and Administrative Support Supervisors</td>
<td>$17.00</td>
<td>$24.00</td>
<td>Related Work Experience</td>
</tr>
<tr>
<td>Health Science</td>
<td>Human Resources</td>
<td>Training &amp; Development Specialists</td>
<td>$18.00</td>
<td>$25.30</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td></td>
<td>Diagnostics Services</td>
<td>Medical &amp; Clinical Laboratory Technologists</td>
<td>$21.20</td>
<td>$18.00</td>
<td>Bachelor's Degree</td>
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<td></td>
<td>Support Services</td>
<td>Mental Health &amp; Substance Abuse Social Workers</td>
<td>$14.20</td>
<td>$29.10</td>
<td>Master's Degree</td>
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<tr>
<td>Human Services</td>
<td>Therapeutic Services</td>
<td>Registered Nurses</td>
<td>$24.30</td>
<td>$24.90</td>
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<td>Personal Care Services</td>
<td>Funeral Directors</td>
<td>$18.70</td>
<td>$26.10</td>
<td>Associate Degree</td>
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<td></td>
<td>Family &amp; Community Services</td>
<td>Social &amp; Community Service Managers</td>
<td>$19.70</td>
<td>$17.30</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td></td>
<td>Counseling &amp; Mental Health Services</td>
<td>Substance Abuse &amp; Behavioral Disorder Counselors</td>
<td>$13.90</td>
<td>$17.20</td>
<td>Master's Degree</td>
</tr>
<tr>
<td>Arts, A/V Technology &amp; Communications</td>
<td>Printing Technology</td>
<td>Desktop Publishers</td>
<td>$13.20</td>
<td>$26.10</td>
<td>1-2 Years Vocational Training</td>
</tr>
<tr>
<td></td>
<td>Visual Arts</td>
<td>Multi-Media Artists &amp; Animators</td>
<td>$19.80</td>
<td>$24.10</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td></td>
<td>Journalism &amp; Broadcasting</td>
<td>Public Relations Specialists</td>
<td>$18.10</td>
<td>$23.80</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td></td>
<td>Legal Services</td>
<td>Paralegals &amp; Legal Assistants</td>
<td>$17.20</td>
<td>$21.60</td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td>Correction Services</td>
<td>Probation Officers &amp; Correctional Treatment Specialists</td>
<td>$17.20</td>
<td>$16.10</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td>Science, Technology, Engineering &amp; Mathematics</td>
<td>Science &amp; Math</td>
<td>Agricultural &amp; Food Science Technicians</td>
<td>$13.00</td>
<td>$21.30</td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td>Engineering &amp; Technology</td>
<td>Architectural &amp; Civil Drafters</td>
<td>$17.10</td>
<td>$29.50</td>
<td>1-2 Years Vocational Training</td>
</tr>
<tr>
<td></td>
<td>Engineering &amp; Technology</td>
<td>Technical Writers</td>
<td>$22.90</td>
<td>$22.30</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td>Education &amp; Training</td>
<td>Teaching/Training</td>
<td>Adult Literacy, Remedial Education &amp; GED Instructors</td>
<td>$16.60</td>
<td>$18.90</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td></td>
<td>Administration &amp; Administrative Support</td>
<td>Preschool &amp; Child Care Education Administrators</td>
<td>$14.90</td>
<td>$22.30</td>
<td>Bachelor's Degree Plus Work Experience</td>
</tr>
<tr>
<td></td>
<td>Teaching/Training</td>
<td>Vocational Education Teachers, Postsecondary</td>
<td>$16.70</td>
<td>$22.30</td>
<td>Master's Degree</td>
</tr>
<tr>
<td>Government &amp; Public Administration</td>
<td>Revenue and Taxation</td>
<td>Appraisers &amp; Assessors of Real Estate</td>
<td>$16.10</td>
<td>$22.30</td>
<td>1-2 Years Vocational Training</td>
</tr>
<tr>
<td></td>
<td>Public Management &amp; Administration</td>
<td>Government Programs Eligibility Interviewers</td>
<td>$15.10</td>
<td>$18.90</td>
<td>Moderate On-The-Job Training</td>
</tr>
<tr>
<td></td>
<td>Planning</td>
<td>Urban &amp; Regional Planners</td>
<td>$22.60</td>
<td>$28.80</td>
<td>Master's Degree</td>
</tr>
</tbody>
</table>
Why Are Career Clusters and Career Pathways Important?

It is not easy to prepare students for tomorrow’s jobs. Technological advances and global competition mean that students must be ready to continually update their knowledge and skills to compete. Counselors and teachers are using the Career Clusters and Pathways framework to help students to understand the connections between what they learn in school and their future career. Career Pathways provide this connection by highlighting the path from high school to college and careers.

Careers with common features are in the same Cluster. Career Pathways are smaller, more specific groups of occupations within a Cluster. All 16 Clusters and 40 Pathways are explained on page 11 and shown on pages 12-13.

The Career Clusters and Pathways are part of a framework adopted by the Minnesota Department of Education, the Minnesota State Colleges and Universities system, and many employers. The framework helps teen and adult learners to connect education to the skills needed in the workplace. This framework is used in MnCareers, on ISEEK, in the Minnesota Career Information System, and in many other career exploration tools.

Students and job seekers at all levels can use the framework to plan for future education and required knowledge. Younger students can concentrate on the general skills needed in all Career Clusters (see page 2), while older students and job seekers ready to enter college or the workforce can train in the technical skills and career knowledge needed for Pathways within a specific Career Cluster.

Career Clusters & Pathways in High Schools

Exploring careers through Career Pathways is helpful if you are planning to go to college or are headed straight to the workplace. Understanding what employers expect for each Career Cluster and Pathway helps a job seeker or student to know what skills and experience to have before applying for jobs.

Knowing about Pathways can also help when choosing a college that has Programs of Study matching your interests. Many high schools in Minnesota are partnering with local employers and colleges to design at least one Program of Study.

For more information about the Career Cluster and Pathways framework, go to ISEEK.org.

Knowing about Pathways can also help when choosing a college that has Programs of Study matching your interests. Many high schools in Minnesota are partnering with local employers and colleges to design at least one Program of Study.
The six Career Fields are the broadest section of how careers are organized. The Career Fields are subdivided into the 16 Career Clusters and 81 Pathways.

**Career Fields**

Looking at the circular graphic on page 12-13 the six Career Fields are shown in the inner ring surrounding the Foundational Knowledge and Skills in the center. (See page 2 for more about knowledge and skills.) Exploring the six Career Fields is helpful to start exploring career options. Students normally explore Career Fields in middle school and early high school, and then narrow their research to one or two Career Clusters within a Career Field.

**Career Clusters**

On page 12-13, the names of the 16 Career Clusters are in bold with a square bullet ( ■ ). Clusters are groupings of occupations and industries based on common knowledge and skills. A student or job seeker can research the transferable skills and industry trends affecting a whole Cluster, or narrow their research to a Pathway or specific occupation.

**Career Pathways**

Career Pathways are identified by the symbol ( ● ) under each Cluster heading on the circular graphic. Pathways are a more specific group of occupations within a Career Cluster. Employers have said that each of these Pathways has a specific skill set. Many of these Pathways match Programs of Study offered at Minnesota technical and community colleges.

**Programs of Study**

A Program of Study is a curriculum that helps learners prepare for a Career Pathway. Programs of Study include seamless sequential curricula based on academic and industry skill standards. Students can begin a Program of Study in high school by learning core skills needed in any career. They progress into more technical classes, and then move on to college to continue to learn the knowledge, skills and abilities needed for a specific Career Pathway.
Marketing, Sales and Service
- Buying and Merchandising
- Distribution and Logistics
- E-Marketing
- Management and Entrepreneurship
- Marketing Communications and Promotion
- Marketing Information Management and Research
- Professional Sales and Marketing

Hospitality and Tourism
- Lodging
- Recreation, Amusements and Attractions
- Restaurants and Food Beverage/Services
- Travel and Tourism

Finance
- Banking and Related Services
- Business Financial Management
- Financial and Investment Planning
- Insurance Services

Law, Public Safety, Corrections and Security
- Correction Services
- Emergency and Fire Management Services
- Law Enforcement Services
- Legal Services
- Security and Protective Services

Government and Public Administration
- Revenue and Taxation
- Foreign Service
- Governance
- National Security
- Planning
- Public Management and Administration
- Regulation

Human Services
- Consumer Services
- Counseling and Mental Health Services
- Early Childhood Development and Services
- Family and Community Services
- Personal Care Services

Education and Training
- Administration and Administrative Support
- Professional Support Services
- Teaching/Training

Agriculture, Food, and Natural Resources
- Animal Systems
- Agribusiness Systems
- Environmental Services
- Food Products and Processing
- Natural Resources Systems
- Plant Systems
- Power, Structural, and Energy Systems

Health Science
- Biotechnology Research
- Diagnostic Services
- Support Services
- Health Informatics
- Therapeutic Services

Found Knowledge
- Academic and Technical
- Employability
- Teamwork
- Career Awareness
- Problem Solving
- Information Technology
- Legal Responsibilities
- Safety, Health and Wellness
- Social Studies
- English
- Personal Development

= Career Cluster

Explanation provided
Arts, Audio/Video Technology, and Communications
- Audio/Video Technology and Film
- Journalism and Broadcasting
- Performing Arts
- Printing Technology
- Telecommunications
- Visual Arts

Information Technology
- Information Support and Services
- Network Systems
- Programming and Software Development
- Web And Digital Communications

Transportation, Distributions, and Logistics
- Facility and Mobile Equipment Maintenance
- Health, Safety, and Environmental Management
- Logistics Planning and Management Services
- Sales and Services
- Transportation Operations
- Transportation Systems/Infrastructure Planning, Management and Regulation
- Warehousing and Distribution Center Operations

Architecture and Construction
- Construction
- Design/Pre-construction
- Maintenance/Operations

Manufacturing
- Production
- Manufacturing Production Process Development
- Maintenance, Installation, and Repair
- Quality Assurance
- Logistics and Inventory Control
- Health, Safety, and Environmental Assurance

Science, Technology, Engineering, and Mathematics
- Engineering and Technology
- Science and Math (Investigative, Informational and Educational)

Legend
- Career Pathway

October 2007
What’s a Parent to Do?
Frequently Asked Questions about College and Careers

My daughter has no plans for after high school. How can I get her to think about her future?

Lots of people dream of becoming a pro-sports player, a TV star, a critically acclaimed artist, or finding fame and fortune with some other notable career. While succeeding at a “dream job” is possible, the reality is that it’s highly improbable. Think about all the high school sports stars playing today. How many of them will make a living as a professional athlete?

Even if your son does play for the college team, he should make plans for the next 20 years, not just the next four. Ask your teen about his favorite subjects in school or his other hobbies. There are probably other career options that match his interests. Look into non-athletic scholarships for various academic, career, ethnic and other criteria. Help your teen to choose a college that has the academic programs he wants, not just the athletic programs he dreams about.

My son is a great football player. He plans to play for a college team and hopefully get drafted by the NFL. Should I be talking to him about other career options, or just hope that he gets recruited and gets a college scholarship?

Instead of insisting that your daughter makes college plans or choose a career, ask her what her goals are for her life. What type of life does she want in five years? Fifteen years? Realizing that the decisions she makes now impact her future options might motivate your teen to take responsibility for her future.

Start talking to your teen about some of the career options that match her interests, income and lifestyle goals. Next, make college or other training plans that match those career goals. Keep in mind that her academic performance in high school affects her college and training options.

My daughter wants to be a welder and work in construction like her father. How do I get her to look at more appropriate jobs for girls?

In today’s economy, there is no such thing as “women’s work” or jobs that only a man can do. This belief has caused many women to take lower-status or lower-paying jobs than men, and has lead to many men entering into careers that didn’t match their interests and goals. Men and women, including your daughter, are more satisfied with their job when they choose a career they want, not the job that they think they should have based on cultural or gender stereotypes.
Your daughter might have heard good things about a certain college or university, but that doesn’t necessarily mean that school will be a good fit for her. Help your teen to figure out what she wants out of her college experience, and seek out colleges that match her choices.

All students should think about several academic and social factors when choosing a college, including: diversity, location, financial aid options, sports and extracurricular activities, job placement and counseling services.

Going to college is an investment in your teen’s future. The cost of attendance—including tuition, fees or other expenses—varies by type of school. It’s true that college costs are increasing, but it’s usually not as high as people think. For most Minnesotans, higher education continues to be affordable. In addition to you and your son paying for part of the college costs, most students receive some type of financial aid that is often a combination of grants and scholarships, loans and work-study. The Minnesota Office of Higher Education has a lot more information about financial aid options at: www.GetReadyForCollege.org.

Your daughter is probably more than half of the way toward earning a Bachelor’s degree. Completing a Bachelor’s program after earning an Associate’s degree is common. You and your daughter should meet with the admissions department of the school she will be attending to find out if she will get credit for the classes that she’s already taken. Also ask if her previous work experience can be credited toward her Bachelor’s degree.

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How Do I Help My Teen Explore Careers?
Tips for supporting undecided teens and job seekers as they choose a career path

Recognize your own feelings and assumptions about career exploration.
Both you and your teen get information and opinions about career paths from family, friends and the media. Your opinions about education and work have the most influence on your teen. Be aware of the positive and negative messages you send about college, job training and specific career paths, including your own. Talk about how the classes taken and high school grades affect college and career options. Regardless of your own background, help your teen to achieve the education needed for career success.

Talk about your work.
Your teen probably doesn’t know a lot about your college experience or work history. Even if you’ve discussed it, he or she might not really understand how your decisions and achievements over the years have led to your current position. When talking about your education and career, give details than can help your teen narrow their career choices. Discuss how the classes you took in high school helped build the skills and knowledge you use on the job. Talk about how each job you had led to the next one. Be honest about your mistakes. Share how decisions or negative activities might have impacted or limited your career options.

Emphasize the connection between education and careers.
Your teen’s attitude about school can affect feelings about career exploration. Share that you do your best at your job every day and don’t get a day off just because you feel like it. The same goes for school attendance and performance. Talk about how the classes he takes and his grades in high school affect his college and career options. Regardless of your own background, help your teen to achieve the education needed for his career success.

Help your child to develop work skills and values.
Does your teen understand that any type of job can give a person dignity, self-respect and teaches responsibility? Teens can learn these values for themselves by helping with household chores, volunteering, or with part-time or summer jobs. Those experiences teach work skills like time management, teamwork and decision-making. They also show your teen the value of politeness, work ethic, speaking skills, creativity and other skills employers want.

Encourage your child to explore career clusters before choosing one career pathway.
Teens might believe that there is only one career for them. If that career doesn’t work out, they might feel that they have failed. Many different types of careers require similar tasks and skills. Once they have identified how their interest and abilities fit within one cluster, there will be many occupations within that Cluster to explore.

Be patient, and be ready.
Some people naturally start thinking about career exploration as young children. Some don’t think about careers until their teens. And some adults still struggle to find the right career path for them. If your teen is not ready to make college or career decisions, be patient. Help your teen to identify life goals. The desire to reach those goals will fuel their career exploration. When your teen is ready to talk about careers, be prepared to help research colleges and careers. Career exploration resources are listed on page 19.
A large bank account is not the only measure of success. Success can be defined by a feeling of purpose, strong ties to family and friends, financial independence, social standing and other ways.
Career Development Process

Choosing a career and developing the skills needed to succeed in that path is a process, not a one-time decision. This process outlined below shows how a job seeker moves from career exploration to employment.

**Career Assessment**

Identify career and education preferences
- Assessments can measure skills, values, interests, aptitudes or personality
- Can be done by observation, interviews, record review, testing and performance reviews

**Exposure to Career Opportunities**

Explore and research careers to gather information about education, training and entry requirements, income and benefits potential, and work environment
- Business Tours
- Career Camps
- Career Exploration Classes
- Career Information Tools
- College Tours
- Informational Interviews
- Job Shadowing
- Labor Market Information
- Mentoring
- Professional and Student Organizations
- Service Learning
- Short-Term Jobs
- Volunteering

**Career Plan**

Create an individualized or six-year plan that include short- and long-term career and education goals

**Gain Work-Related Skills**

Develop soft skills and technical skills (see page 2)
- Apprenticeship
- Career and Technical Education
- Internships & Volunteer Work
- Military
- On-the-Job Training
- Post-Secondary Education
- Short-Term Training
- Work-Readiness Workshops

**Job Search**

Find employment within a chosen career path
- Find job search resources and assistance, including networking
- Research specific job openings and companies
- Develop resumes, cover letters, and reference lists
- Practice interviewing and salary negotiation

**Career Management**

Revisit previous steps as needed while working within a career path
- Deal with Transitions and Job Loss
- Develop Work-Life Balance and Sense of Purpose
- Networking
- Professional Associations
- Re-Assess Plans and Goals
- Retraining and Lifelong Learning
College & Career Exploration Resources

**Minnesota Career Fields, Clusters & Pathways** Parents, students and teachers can use this Web site to find out more about local Perkins activities and which Programs of Study are offered in their part of the state.  
http://mnpos.com

**GetReadyForCollege.org** This Web site from the Minnesota Office of Higher Education has information for parents, high school and adult students about preparing for college, financial aid, application and entrance requirements, evaluating colleges and more.  
www.getreadyforcollege.org

**College.gov** This site from the U.S. Department of Education is a go-to source for information, resources and inspiration for planning, preparing and paying for postsecondary education.  
www.college.gov

**MnCareers Parent Guide** A free download of this PDF can help parents take an active role in their teen's career exploration, the career development process, and understanding the realities of today's labor market.  
www.iseek.org/mncareers/index.html

**ISEEK** This comprehensive Web site helps students, job seekers, career changers, parents, counselors, immigrants and veterans to clinch a job interview, discover emerging and high-demand occupations, or locate education and training.  
www.iseek.org

**Minnesota Career Information System (MCIS)** A subscription to this online resource from the Minnesota Department of Education gives access to several useful tools and publications on careers and training with Minnesota-specific information and national data.  
http://mncis.intocareers.org

**CareerOneStop** This national site offers online career tools, resources, and links to local services for job seekers on the pathway to career success, including an Education & Training Finder, Employability Checkup tool, Skills Profiler and Scholarship Search.  
www.careeronestop.org

**Career Voyages** The site is sponsored by the U.S. Department of Labor provides information on high-growth, high-demand careers along with the skills and education needed to attain those occupations.  
www.careervoyages.gov

**Minnesota WorkForce** Centers Each Center across the state has a Resource Area with computers and resources for job search activities, and provides free tools, resources and services needed for job search and career planning. To locate a WorkForce Center near you, call 1.888.GET JOBS (1.888.438.5627) or visit www.mnwfc.org.  
www.mnwfc.org

**High School Counselors and Career Centers** School counselors and teachers are one of the best resources for planning careers and education after high school, with information about admissions tests, college preparation and career options. Contact your school to talk with your teen’s counselor.

**Other Resources for Families**

**Minnesota PTA** The Web site for the state chapter of the national PTA lists ways for parents to get involved in their teen's education and school activities, news and events, parent resources and more.  
www.mnpta.org

**Minnesota Parents Know** This Minnesota Department of Education Web site is filled with convenient and trusted child development, learning, health, and parenting information from birth to the teenage years.  
www.mnparentsknow.info

**MinnesotaHelp.info** This online directory of services is designed to help people in Minnesota find human services, information and referral, financial assistance, and other forms of help.  
www.MinnesotaHelp.info
### State College Programs

Some programs are online only. Not all of the system’s 3,500 programs are listed here. To find more, go to www.mnscu.edu.

#### Agriculture, Food & Natural Resources
- Agricultural Business & Production
- Environmental & Earth Sciences

#### Architecture & Construction
- Building/Property Maintenance
- Construction Management
- Heating, Ventilating, Air Conditioning & Refrigeration

#### Arts, AV Technology & Communications
- Digital Arts, Computer Animation & Multimedia
- Graphic Design & Visual Communications
- Mass Communications & Journalism

#### Business, Management & Administration
- Accountancy
- Administrative Assistant & Support
- Business Administration & Management

#### Education & Training
- Educational Assistant/Paraeducator
- Special Education
- Teaching - Early Childhood

#### Finance
- Insurance
- Entrepreneurship
- Finance

#### Government & Public Administration
- Global Studies/International Relations
- Legal Administrative Assistant
- Public Administration

#### Health Science
- EMT - Basic or First Responder
- Medical Technology/Clinical Lab Science
- Nursing

#### Hospitality & Tourism
- Culinary Arts & Food Service
- Hotel, Restaurant & Casino Operations
- Travel Planner/Tourism

#### Human Services
- Child Care/Development
- Community Support/Disabilities & Human Services
- Counseling - Chemical Dependency

#### Information Technology
- Computer Programming
- Computer Technology & Support Services
- Management Information Systems

#### Law, Public Safety & Security
- Criminal Justice/Corrections
- Law Enforcement
- Paralegal

#### Manufacturing
- Machining
- Manufacturing & Industrial Technology
- Robotics/Instrumentation Technology

#### Marketing, Sales & Service
- Advertising
- Customer Service/Call Center
- Marketing & Sales

#### Science, Technology, Engineering & Mathematics
- Agricultural Science & Technology
- Drafting - Architectural, Electrical & Mechanical
- Engineering - General

#### Transportation, Distribution & Logistics
- Auto Body Repair
- Aviation Management & Airway Science
- Mechanic - Diesel Engine/Truck
## A Guide for Minnesota Parents

### ONLINE PROGRAMS

- NE - Mesabi Range, Eveleth
- NE - Mesabi Range, Virginia
- NE - Rainy River, Intl. Falls
- NE - Vermilion, Ely

### 4-YEAR UNDERGRADUATE

- Bemidji State
- Metropolitan State
- Minnesota State Mankato
- Minnesota State Moorhead
- Saint Cloud State
- Southwest Minnesota State
- Winona State

### 2-YEAR NORTHWEST

- MN St. CTC, Detroit Lakes
- MN St. CTC, Fergus Falls
- MN St. CTC, Moorhead
- MN St. CTC, Wadena
- Northland, East Grand Forks
- Northland, Thief River Falls
- Northwest, Bemidji

### 2-YEAR SOUTHEAST

- MSC-SE Technical, Red Wing
- MSC-SE Technical, Winona
- Riverland, Albert Lea
- Riverland, Austin
- Rochester
- South Central, Faribault
- South Central, North Mankato

### 2-YEAR SOUTHWEST

- Minnesota West, Canby
- Minnesota West, Granite Falls
- Minnesota West, Jackson
- Minnesota West, Pipestone
- Minnesota West, Worthington

### 2-YEAR NORTHWEST

- NE - Mesabi Range, Eveleth
- NE - Mesabi Range, Virginia
- NE - Rainy River, Intl. Falls
- NE - Vermilion, Ely
Find Your Future Here.

• More than 3,500 educational programs
• 53 campuses located throughout the state
• Great education at a great value