

GEB 3035 Effective Career Management Career Field Analysis Assignment

The purpose of this assignment is to help you learn about sources for occupational and educational research, and to give you an opportunity to apply these research skills through a series of occupational topics (sub-headings). **This assignment is worth 200 points.**

Objectives

1. To become more informed about specific occupations and their outlooks, either by researching one occupation in-depth or by researching three occupations in less depth;
2. To write a research paper, including professional in-text and end reference citations towards research skill development (a research writing style is expected for this assignment); and
3. To learn how to effectively use, or enhance your use of, career resources from this course, the career center, library, and across the internet.

Procedures

1. Select from either option **A, B, or C**:
 - a. **Option A:** Choose one occupation and address 16 specified occupational topics
 - b. **Option B:** Choose two occupations and address 8 specified occupational topics for each of the three occupations (total will be $2 \times 8 = 16$)
 - c. **Option C:** Choose three occupations and address 6 specified occupational topics for each of the three occupations (total will be $3 \times 6 = 18$)
2. Research and select **5 (five) types** of information sources, including the items shown below:
 - a. Computer-assisted career guidance systems (Choices, MBTI)
 - b. Reference books; eg: Occupational Outlook Handbook (OOH)
 - c. Resource persons; eg: Occupational Interviewees
 - d. Employer-published literature; eg: annual reports
 - e. Government reports and publications; eg: US Department of Labor reports, economic forecasts
 - f. News; eg: magazines, newspapers, television news
 - g. Job Announcements
 - h. Conference proceedings
 - i. Academic journals
 - j. Other

3. Prepare a 6-8 page research narrative (excluding references, tables, etc), typed, double-spaced with 1-inch margins research report using the topics below as sub-headings in your paper.
4. Use proper and professional citation procedures for all facts and data presented in your paper. We prefer APA formatting, but will accept any format so long as the paper uses only one formatting style (for example, MLA throughout or APA throughout).
5. The final paper, either option, should include the following elements:
 - a. **Title page:** Include your name, UFID, Instructor's Name, Title of Research Paper and Date.
 - b. **References:** Including both proper in-text citations and a reference page at the end of document.

Sub-headings for option A: 16 Topics

1. **Introduction:** Brief, basic description of the occupation (eg: typical work setting, kind of work done)
2. **Typical Career Path:** Describe the typical career path, from entry level to highest position
3. **Trends:** Describe how trends, such as technology, new organizational structures, diversified training, and other management or economic trends are affecting the occupation
4. **Salary Information:** Provide a range of salary expectations, based on level and geographic location
5. **Skills Used:** Describe skills or abilities typically used by persons
6. **Employing Organizations:** Explain what types of organizations hire persons in this occupation, what industries and/or associations are involved, and the level of self-employment
7. **Women and Minorities:** Explain if employment diversity is increasing, what is impact the demographics of the occupation, and if this occupation is dominated by a specific gender or group
8. **Becoming Employed:** Describe how to find employment, the typical breadth and depth of a job search required, and whether internships, faculty, job fairs, or other means are used for a job search
9. **Typical Job Notices:** Review and describe typical job postings for this occupation and ones specifically interesting to you
10. **Work Conditions:** Describe the physical and cultural environment within this occupation, including stress level, type of supervision, customer/client contact, travel, hours, describe the Strong "type" of the occupation
11. **Education/Training:** Describe the major fields of study related to preparation for this occupation, describe required or preferred advanced degrees/certifications when applicable

12. **Certificate/Licensure:** Identify any licenses, certificates, or continuing education relevant to this occupation, are there requirements to sustain training, are there state-level or national-level requirements, what are the specific requirements for the state you wish to reside in
13. **Affiliations:** Specify professional, organizational or union memberships typically held by persons in this occupation, describe the history of major organizations and indicate scope (international, local)
14. **Outlook:** Describe any current and projected openings in the occupation, regional or economic influences, industry changes, etc.
15. **Lifestyle Impact:** Discuss how working within this occupation affects family roles, marriage, leisure, etc.
16. **Conclusions:** Brief summary of findings

Sub-headings for option B: 8 Topics

1. **Introduction:** Brief, basic description of the occupation (eg: typical work setting, kind of work done)
2. **Skills Used:** Describe skills or abilities typically used by persons
3. **Work Conditions:** Describe the physical and cultural environment within this occupation, including stress level, type of supervision, customer/client contact, travel, hours, describe the Strong “type” of the occupation
4. **Becoming Employed/ Typical Job Notices:** Describe how to find employment, the typical breadth and depth of a job search required, and whether internships, faculty, job fairs, or other means are used for a job search
5. **Education/Training/Licensure:** Describe the major fields of study related to preparation for this occupation, describe required or preferred advanced degrees/certifications when applicable, licenses, certificates, or continuing education relevant to this occupation, are there requirements to sustain training, are there state-level or national-level requirements, what are the specific requirements for the state you wish to reside in
6. **Outlook/Salary:** Provide a range of salary expectations, based on level and geographic location, describe any current and projected openings in the occupation, regional or economic influences, industry changes, etc.
7. **Lifestyle Impact:** Discuss how working within this occupation affects family roles, marriage, leisure, etc.
8. **Conclusion:** Brief summary of findings

Sub-headings for option C: 6 Topics

1. **Introduction:** Brief, basic description of the occupation (eg: typical work setting, kind of work done)
2. **Skills Used:** Describe skills or abilities typically used by persons

3. **Work Conditions:** Describe the physical and cultural environment within this occupation, including stress level, type of supervision, customer/client contact, travel, hours, describe the Strong “type” of the occupation
4. **Education/Training/Licensure:** Describe the major fields of study related to preparation for this occupation, describe required or preferred advanced degrees/certifications when applicable, licenses, certificates, or continuing education relevant to this occupation, are there requirements to sustain training, are there state-level or national-level requirements, what are the specific requirements for the state you wish to reside in
5. **Outlook/Salary:** Provide a range of salary expectations, based on level and geographic location, describe any current and projected openings in the occupation, regional or economic influences, industry changes, etc.
6. **Conclusion:** Brief summary of findings