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TITLE Suggested Resource and Instructional Materials for Occupational Orientation Classes, Grades 8-12.

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ABSTRACT

Sources of instructional materials suitable for occupational orientation classes are listed with addresses. The bibliography, divided between grades 8-9 and grades 10-12, covers books, pamphlets, filmstrips, films, kits, vocational interview tapes, recordings, and texts. Attention is called to articles for vocational guidance from "Changing Times" magazine. Introductory material discusses secondary school concerns, educational objectives in occupational information studies, and program content and procedures. (MS)

ED 083439

SUGGESTED RESOURCE
and
INSTRUCTIONAL MATERIALS
for
OCCUPATIONAL
ORIENTATION CLASSES

GRADES 8-12

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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State of Illinois
BOARD OF VOCATIONAL EDUCATION AND REHABILITATION
DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION
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Springfield, Illinois 62706

CE 000 449

OCCUPATIONAL INFORMATION

It is hoped that this listing of materials may be of assistance to the instructor in classes wherever information concerning various occupations is a part of the curriculum.

In 1970's schools should be especially concerned with attitudes and habits which go with successful job performance. This cannot be achieved in one course or one year; rather, this should be an integral part of the emphasis of each course. It is with this in mind, that many of the sources listed may prove helpful not only in securing occupational information but also in assisting students to develop successful job performance attitudes and habits.

SECONDARY SCHOOL CONCERNS

Making academic and career decisions

Acquiring needed educational and vocational information

Developing attitudes and habits for successful job performance

The student develops awareness of his need for more specific implementation of his career purposes.

The student develops more specific plans for implementing his career purposes.

The student executes plans to qualify for entry level jobs by taking appropriate courses at the high school level, by on-the-job training, or by pursuing further training in college or post-secondary vocational education leading toward qualification for some specific occupation.

During the later adolescent years (high school 9-12) individuals are confronted with the necessity of making decisions which will permit them to make the transition from adolescence to adulthood. Consequently, individuals need skills and knowledge in assessing their capabilities, and specific information for decision making. More specifically:

- a. The need for opportunities for self-enhancement or humanization-----the implementation and articulation of self-image-----the socialization process.

- b. The need to recognize and enhance the contextual variables which impinge upon a decision making continuum.
- c. The need for actual support for the notion that change or indecision is not tantamount to failure.

Educational objectives in occupational information studies:

- a. To develop an awareness of individual differences and a knowledge of the positive relationships between individual characteristics and career development.
- b. To develop self-understanding and self-acceptance.
- c. To develop a positive self-image which will promote self-esteem motivation for achievement consistent with individual potential.
- d. To develop an awareness and understanding of the place of work in the lives of people.
- e. To develop an awareness and understanding of the increasing array of educational and career opportunities available.
- f. To develop ability to make decisions and plans based upon factual information, relationships, and inferences.
- g. To make educational and career decisions and plans appropriate to the individual's level of maturity and development.

PROGRAM CONTENT AND PROCEDURES

- a. Introduce in the curriculum appropriate experiences to provide career exploration, decision making, and reality testing for all students.
- b. Develop, distribute, and interpret educational media to facilitate career development experiences at all age levels.
- c. Expand and encourage the use of simulated and real work situations for career exploration and reality testing.
- d. To teach decision making skills through opportunities in actual participation in making educational, career, and social decisions appropriate to the individual's level of maturity.
- e. Create motivation through active participation and interactions of youth in relating educational experiences to career exploration and decisions---make education relevant to career-life situations.

- f. Develop and support a program of educational and job placement which will appropriately involve educational personnel in all placement actions.
- g. Incorporate as many laboratory type activities as feasible to enable the student to achieve visible and concrete success as opposed to abstract and delayed symbols of success. This procedure should be investigated as a means of improving the motivation of many "hard to reach" youth.

School administrators, counselors and teachers should be aware of the major objectives of this instruction:

- a. To provide experiences which will enable students to gain fuller awareness and appreciation of the occupational avenues, and the nature of the role played by workers in these occupations.
- b. To contribute to the student's testing of reality by showing the relationship between the requirements of these vocational and the education or training needed to meet them.
- c. To develop attitudes of respect for and appreciation of social usefulness of all types of work.

OCCUPATIONAL INFORMATION

SOME SOURCES OF FILMS, FILMSERIES, POSTERS, OCCUPATIONAL KITS, TESTS, OCCUPATIONAL BRIEFS, WORKBOOKS, TABLES, TRANSPARENTS, ETC., FOR OCCUPATIONAL INFORMATION

American Guidance Service Inc.,
Publishers' Building
Circle Pines, Minnesota 55014

American Nurses' Association
10 Columbus Circle
New York, New York 10019

American Personnel and Guidance Assn.
1605 New Hampshire Ave., N.W.
Washington, D. C. 20009

American Petroleum Institute
12171 Avenue of the Americas
New York, New York 10020

American Technology Society
848 East 58th Street
Chicago, Illinois 60637

American Trucking Association
1616 P St., N.W.
Washington, D. C. 20036

Associated Barbers and Beauticians of
America
537 South Dearborn Street
Chicago, Illinois 60605

Associated Films, Inc.
Randolf,
Wisconsin

Associated General Contractors of
America, Inc.,
1957 E. Street, N.W.
Washington, D. C.

B'nai B'rith Vocational Service
1640 Rhode Island Avenue, N.W.
Washington, D. C. 20036

Milton Bradley Company
Springfield,
Massachusetts

Bureau of Audio-Visual Instruction
P. O. Box 2039
1312 West Johnson Street
Madison, Wisconsin

Business Education Films
4607-18th Avenue
Brooklyn, New York 11204

Careers, Inc.
P. O. Box 135
Largo, Florida 33540

Chronicle Guidance Publications
Moravia,
New York 13118

Collier's Encyclopedia
Collier MacMillan Library Div.
60 Fifth Avenue
New York, N. Y. 10011

Coronet Instructional Films
65 East South Water Street
Chicago, Illinois 60601

Eastman Kodak Co.
343 State Street
Rochester, New York 14650

Educational Corporation
425 North Michigan Avenue
Chicago, Illinois 60611

Educational Projections Corp.
P. O. Box 1187
Jackson, Mississippi 39205

Encyclopedia Britannica Films, Inc.
1150 Wilmette Avenue
Wilmette, Illinois 60091

Eye Gate House, Inc.
146-01 Archer Avenue
Jamaica, N. Y. 11435

J. G. Ferguson Publishing Company
6 N. Michigan Ave.
Chicago, Illinois

William P. Gottlieb Co.
Educational Record Catalog
157 Chambers Street
New York, New York 10009

Vocational Guidance K-12 -- Sources for Instructional Materials Continued:

Guidance Associates/Harcourt,
Brace & World
Pleasantville, N. Y. 10570

Harper and Row Publisher, Inc.
49 East 33rd Street
New York, New York

Instructor Products Co.
Flannel Board Visual Aids
Philadelphia, Pennsylvania

The MacMillan Company Publishers
60 Fifth Avenue
New York, N. Y. 10011

McGraw-Hill Book Company, Inc.
330 West 42nd Street
New York, New York 10036

McGraw-Hill Textfilms
330 West 42nd Street
New York, New York 10036

Milady Publishing Corp.
3829 White Plains Road
Bronx, New York 10457

Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Society for Visual Education, Inc.
1345 West Diversey Parkway
Chicago, Illinois 60614

Southwestern Publishing Co., Inc.
5101 Madison Road
Cincinnati, Ohio 45227

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

U. S. Office of Education
Division of Vocational and Technical
Education
Washington, D. C.

Vantage Press
120 West 31st Street
New York, N. Y.

J. Weston Walsh, Publisher
Portland,
Maine 04104

Bowmar
622 Rodier Drive
Glendale, California 91201

McKnight & McKnight Publishing Co.
Towanda Road
Bloomington, Illinois

National Committee on Employment
of Youth
145 East 32nd Street
New York, New York 10016

Macrae Smith Company
225 South 15th Street
Philadelphia, Penn. 19102

BIBLIOGRAPHY

Grades 8-9

BOOKS

Blackledge, Walter L. and Keily, Helen J. You and Your Job. Cincinnati, Ohio: South-Western Publishing Co., 1967.

Gardner, Dick. Is My Job For YOU? New York: John Day Co., 1962.

Hopke, William E. Encyclopedia of Careers and Vocational Guidance, Vols. I and II. Garden City, New York: Doubleday, 1967.

Hopcock, Robert. Occupational Information, New York: McGraw-Hill, 1957.

Keily, Helen J., and Walters, R. C. How to Find and Apply for a Job. Cincinnati, Ohio: South-Western Publishing Co., 1960.

National Forum Foundation. About Growing Up. Circle Pines, Minnesota: American Guidance Service, Inc., 1962.

----- . Being Teenagers. Circle Pines, Minnesota: American Guidance Services, Inc., 1962.

----- . Discovering Myself. Circle Pines, Minnesota: American Guidance Service, Inc., 1962.

----- . Our School Life. Circle Pines, Minnesota: American Guidance Service, Inc., 1962.

----- . Planning My Future. Circle Pines, Minnesota: American Guidance Service, Inc., 1962.

----- . Toward Adult Living. Circle Pines, Minnesota: American Guidance Service, Inc., 1962.

Neugarten, Bernice. How to Get Along With Others. Chicago: Science Research Associates, Inc.

U. S. Department of Labor. Dictionary of Occupational Titles, Vols. I and II. Washington, D. C.: U. S. Government Printing Office, 1965.

----- . Occupational Outlook Handbook and Quarterlies. Washington, D.C.: U. S. Government Printing Office, 1967.

Pamphlets

"All About You," Science Research Associates, Chicago.

"Better Living Booklets," Science Research Associates, Chicago.

Chapman, Elwood W. "Your Attitude is Showing," Science Research Associates, Chicago, 1964. "Your Attitude is Showing Workbook," University of Texas, Division of Extension, Distributive Education, Austin, Texas.

Pamphlets Cont'd.

"Charting Your Job Future," Science Research Associates, Chicago.

"Choosing Your Occupation," Oklahoma Employment Service.

"Discovering Your Real Interests," Science Research Associates, Chicago.

"Finding Out About Ourselves," Science Research Associates, Chicago.

"Guide to Preparing a Resume," New York Department of Labor.

"Guidelines for Completion of Resume," Oklahoma Employment Service.

"How to Get a Job," Science Research Associates, Chicago.

"Job Family Series," set of 17 booklets, Science Research Associates, Chicago

The Job Family Booklets illustrate how different jobs are related through common factors, satisfying similar interests, for instance, or requiring similar skills. By presenting jobs in their family groupings, the series broadens a student's range of occupational consideration. Booklets include highly informative and easy-to-grasp descriptions of real-life work situations, based largely on actual observation and interviews with workers. Most of the booklets describe a number of jobs at several educational levels.

5-964	Jobs in Agriculture	5-604	Jobs in Outdoor Work
5-965	Jobs in Art	5-967	Jobs in Performing Arts
5-962	Jobs in Building Construction Trades	5-978	Jobs in Professional Home Economics
5-607	Jobs in Clerical Work	5-968	Jobs in Psychology
5-613	Jobs in Electronic Data Processing	5-966	Jobs in Publishing
5-611	Jobs in Education	5-602	Jobs in Science
5-608	Jobs in Engineering	5-606	Jobs in Selling
5-963	Jobs in Health	5-612	Jobs in Social Work
5-961	Jobs in Mathematics	5-605	Jobs in Technical Work
5-603	Jobs in Mechanical Work	5-969	Jobs in Unusual Occupations

"Junior Series," set of 21 booklets, Science Research Associates, Chicago.

"Look at Your Future," American Institute of Men's and Boy's Wear, Inc., New York.

"Senior Series," set of 57 booklets, Science Research Associates, Chicago.

Sinick, Daniel. "Your Personality and Your Job," Science Research Associates, Chicago.

"What Employers Want," Science Research Associates, Chicago.

"What Testing Can Tell You About You," Science Research Associates, Chicago.

Pamphlets Cont'd.

How To Be A Better Student, Science Research Associates, Chicago.

Shows how to use study time most effectively: Illustrations, charts, and tests help students evaluate present study habits.

My Educational Plans, Science Research Associates, Chicago.

This text enables the student to plan a realistic high school program, with the aid of fifteen thorough self-appraisal inventories.

Looking Toward High School, Science Research Associates, Chicago.

This informative activity text answers key questions about high school and encourages the student in planning his academic career.

Junior Guidance Series Booklets, Science Research Associates, Chicago.

Seven of the illustrated booklets in this series provide helpful direction for junior high students on getting along in school and planning for high school.

Planning My Future, Science Research Associates, Chicago.

This text contains self-administered tests and inventories that help guide the student in making preliminary educational as well as vocational decisions.

Filmstrips

"Developing Your Study Skills," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Getting and Keeping Your First Job," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Look at Your Future," American Institute of Men's and Boy's Wear, Inc., New York (accompanied by booklet).

"Manners Make a Difference," set of 9, Eye Gate House, Inc., New York.

"Never Looked at It That Way Before," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"An Overview in Technical Education," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Preparing for the Jobs of the 70's," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Preparing for the World of Work," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Somebody's Cheating," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Teen Etiquette Series," set of 3, McGraw-Hill Filmstrips, New York.

Films (Continued)

"Values for Teenagers, The Choice is Yours," Parts 1 & 2, Guidance Associates, Pleasantville, New York.

"Your First Year in High School," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Your Job Interview," Parts 1 & 2, Guidance Associates, Pleasantville, N.Y.

"Your School Record is Important," Science Research Associates, Chicago.

Films

"The Big Question, Choosing Your Career," (16mm, sound, b/w, 30 min.) Association Films, Inc., Dallas, Texas. (Pay return shipping charges).

"Getting a Job," (16mm sound, b/w, 16 min.) Encyclopedia Britannica Films, Wilmette, Illinois.

"Good Looks," (16mm) Association Films, Modern Talking Picture Service, Dallas, Texas.

"A More Attractive You," (16mm) Association Films, Modern Talking Picture Service, Dallas, Texas.

"Bridge to Tomorrow," (16mm) Modern Talking Picture Service, Dallas, Texas.

Kits

Desk Top Career Kit, Careers, Largo, Florida.

Educator's Guide to Free Materials, Educators Progress Service, Randolph, Wisc.

Finding Your Job, Finney Company, Minneapolis, Minn.

Occupational Exploration Kit, Science Research Associates, Chicago.

Widening Occupational Roles Kit, Grades 7-9, Science Research Associates, Chicago.

Special Programs for the Special Student, Educational Projections Corp., Jackson, Miss. A guidance course, vocationally oriented, for Junior-Senior High students to develop concepts and attitudes that will help the student function successfully.

Kits Continued

Pre-Vocational Guidance, Educational Projections Corp., Jackson, Miss.
This series presents a variety of types of people; single, married, family, male, female, different age and ethnic types, who for job reasons move to a new location.

Program Titles: Educational Projections Corp., Jackson, Miss.

2000	Moving to a New Place	2007	Filling Out an Application
2001	A New Place to Live	2008	Filling Out a Medical Record
2002	Your City Helpers	2009	The Interview
2003	City Transportation	2010	Selecting a Job
2004	Looking for a Job	2011	The First Day on the Job
2005	Using the Want Ads	2012	Getting Along on the Job
2006	Answering the Want Ads	2013	Safety on the Job
2014	The Role of the Union	2015	On the Job Benefits
2016	The First Paycheck	2017	How to Handle Your Money

Vocational Interview Tapes, Guidance Associates/Harcourt, Brace & World, Pleasantville, N.Y. Complete, inexpensive tape units can be operated by the individual student or used as a basis for group sessions. Designed to bring realistic information, objectivity and interest to your vocational program -- and to complement and update the many career information kits, books and brochures now in use, each Vocational Interview Tape: Opens with a fundamental job description based on current occupational counseling information. Explores -- through live interviews with "on the job" men and women -- the positive and negative, subjective and objective features of every job: Nature of the work, skills required, rate of advancement, gible (lip service) rewards and job satisfactions, personality types best suited to particular jobs.

Vocational Interview Tapes

G-800	316	-	Your Future as an Auto Mechanic
G-800	357	-	Your Future in Wholesale and Retail Baking
G-800	902	-	Your Future as a Fireman
G-801	009	-	Your Future in the Internal Revenue Service
G-800	108	-	Your Future as a Newspaper Reporter
G-800	803	-	Your Future in a Drugstore
G-801	157	-	Your Future as a Photographer
G-801	256	-	Your Future in the Postal Service
G-801	553	-	Your Future as a Service Station Attendant
G-800	409	-	Your Future in Beauty Culture (for both sexes)
G-800	605	-	Your Future in Data Processing (for both sexes)
G-800	381	-	Your Future as a Bank Teller (for both sexes)
G-801	058	-	Your Future as a Medical Laboratory Assistant (for both sexes)
G-800	100	-	Your Future as a Commercial Airlines Stewardess
G-801	504	-	Your Future in Selling (for both sexes)
G-801	207	-	Your Future as a Policeman/Policewoman
G-800	506	-	Your Future as a Carpenter
G-801	959	-	Your Future as a T.V. and Radio Service Technician

Additional Interview Tapes Continued

- G-800 355 - Your Future as a Construction Machine Operator
- G-800 852 - Your Future in Electronics
- G-801 801 - Your Future as a Telephone Operator and Supervisor
- G-801 454 - Your Future as an Executive Secretary
- G-800 654 - Your Future as a Dental Technician
- G-800 308 - Your Future as an Automobile Body Repairman
- G-801 850 - Your Future as a Tool and Die Maker
- G-801 603 - Your Future as a Sheet-Metal Worker
- G-801 355 - Your Future as a Production Planner
- G-800 753 - Your Future as a Draftsman
- G-800 456 - Your Future as a Bookkeeper
- G-801 751 - Your Future as a Telephone Installer and Repairman
- G-802 007 - Your Future as an X-Ray Technician
- G-800 951 - Your Future as an Insurance Salesman
- G-800 704 - Your Future as a Dispensing Optician
- G-801 652 - Your Future in Surface Transportation (bus)
- G-801 405 - Your Future as a Real Estate Salesman
- G-800 209 - Your Future as an Appliance Serviceman
- G-801 900 - Your Future as a Long Haul Truck Driver
- G-801 702 - Your Future as a Surveyor
- G-801 306 - Your Future as a Licensed Practical Nurse

A Direction for Tomorrow - Multi-media program for classroom teachers and guidance counselors to help students choose an occupation. Full-color filmstrips featuring photographs of people in job situations; Career Survey Sheets covering the occupational area of Health Service, Building Technology, Electronic Manufacturing, Air Transportation, Retailing, and Banking and Finance. Bowmar, 622 Rodier Drive, Glendale, California 91201.

BIBLIOGRAPHY

Grades 10-12

Materials and Resources

Books

Holland, John L., The Psychology of Vocational Choice. Blaisdell, 1966

Menninger, William C., Understanding Yourself. Science Research Associates.

Paradis, Adrian A., You and the Next Decade. McKay, 1965.

Films

"Understanding Your Emotions," and "Benefits of Looking Ahead," Coronet Film Company, Coronet Building, Chicago, Illinois 60601.

Filmstrips

"The Challenge of Change," William W. Mathews Company, Pittsburgh, Pa. 15222.

"Preparing for the World of Work," Guidance Associates, Pleasantville, N.Y. 10570.

Recordings

"A Man's Work," (100 different interviews) McGraw-Hill Book Co., 330 West 42 Street, New York, New York 10036.

Books

Hopke, William E. Encyclopedia of Careers and Vocational Guidance, Volumes I and II. Doubleday and Company, Garden City, New York, 1967.

National Forum Foundation. Planning My Future. The Foundation, American Guidance Service, Publishers' Building, Circle Pines, Minn. 55014, 1964.

_____. Toward Adult Living. The Foundation, American Guidance Service, Publisher Building, Circle Pines, Minnesota 55014, 1964.

Peterson, Eleanor. Successful Living. Allyn & Bacon, Dallas, Texas, 1959.

Films

"The Big Question--Choosing Your Career." Associated Films, 347 Madison Ave., New York, N.Y., 10017.

"Choosing Your Occupation." Coronet Films, Coronet Building, Chicago, Illinois 60601.

"Aptitudes and Occupations." Coronet Films, Coronet Building, Chicago, Illinois 60601.

"How Can I Understand Others." Jan Hanady Organization, 2321 E. Grand Blvd., Detroit, Mich.

Films Continued

"Personal Qualities for Job Success." Indiana University, Bloomington, Indiana.

JUNIOR AND SENIOR HIGH SCHOOL - Sources available for a Unit of Instruction entitled Planning a Career (including Choosing an Occupation, Getting a Job and Keeping a Job, The Job Interview, The Job Application Blank)

Texts and Pamphlets

You and Your Job, J. G. Ferguson Publishing Company, Chicago, Illinois -- consisting of 5 student booklets and Teacher's Manual.

How to Get a Job - Educational Desig. Inc. of New York. National Association of Manufacturers, Reading, Massachusetts.

The Job Ahead. Science Research Associates, Inc.

How to Fill Out Application Forms. Ellis, E., A. Cohen, and B. Siegel, New York, Dorman & Co.

Handbook for Young Workers, Bulletin No. 271. Department of Labor, Washington, U. S. Government Printing Office.

Money, Jobs, and Futures: A Guide for Young People on the Move. Roberta Roesch, Macraw Smith Company. 225 South 15th Street, Philadelphia, Pa. 19102.

Our World of Work. S. L. Wolfbein and H. Goldstein, Science Research Associates, Chicago, Illinois.

Planning Your Career. Robert Calbert, Jr. and John E. Steele, McGraw-Hill.

School or Else. Bureau of Employment Security., U. S. Department of Labor, Washington, D. C.

You and Your Job--Choosing Your Occupation. Chronicle Guidance Publications, Moravia, N. Y. 13118

Choosing Your Life Work--Finding Your Job--Getting Ahead on Your Job. B'nai B'rith Vocational Service, 1640 Rhode Island Avenue, N. W., Washington, D. C. 20036.

Job Guide for Young Workers. Bureau of Employment Security, Department of Labor, Washington, D. C. 20210.

How to Express Yourself Vocationally, American Personnel and Guidance Assoc., 1605 New Hampshire Ave., N. W., Washington, D. C. 20009.

Films and Filmstrips

You're On The Team, Eastman Kodak Co., 343 State Street, Rochester, New York 14650.

Personal Qualities to Job Success--How to be Well-Groomed--How to Give and Take Instructions--How to Investigate Vocations--How to Keep a Job. Coronet Instructional Films, 65 E. So. Water St., Chicago, Illinois 60601.

Polish Up Your Personality, Society for Visual Education, Inc., 1345 West Diversey Parkway, Chicago 60614.

Public Relations, Business Education Films, 4607 16th Avenue, Brooklyn, New York 11204.

Human Relations in Supervision, McGraw-Hill Book Company, Inc., 330 West 42nd Street, New York, New York 10036.

New Career Opportunities, McGraw-Hill Textfilms, 330 West 42nd St., New York, New York 10036.

Preparing for Jobs of the '70's--Preparing for the World of Work. Guidance Associates, Pleasantville, New York 10570.

Getting a Job--Planning a Career. Encyclopedia Britannica Films, 1150 Wilmette Ave., Wilmette, Illinois.

I Want a Job. Bureau of Audio-Visual Instruction, P. O. Box 2039, 1312 W. Johnson St., Madison, Wisconsin.

Occupations in Your Community, University of Colorado, National Tape Repository, Bureau of Audio-Visual Instruction, Boulder, Colorado.

Where the Action Is, U. S. Office of Education, Division of Vocational and Technical Education, Washington, D. C.

The Big Question, The Choosing of Your Career, Associated Films, Inc., Randolph, Wisconsin.

JUNIOR AND SENIOR HIGH SCHOOL - Grades 7-12

Selected references from Science Research Associates, Guidance Associates, and Careers

Science Research Associates, Inc.

Booklets, Pamphlets, Books

Guidance Series Booklets

About You

My Education Plans

Looking Toward High School

Job Family Series Books(all five broad areas)

Science Research Associates, Inc. continued

Kits

Widening Occupational Roles Kit - designed to help the student expand his knowledge of the world of work, to recognize families of related jobs, and to learn about the type and extent of education for various occupations.

Job Experience Kits

Collection of work-simulation experience in 20 representative occupations.

Career Kits

Careers for Women

Careers for High School Graduates

Occupational Exploration Kit

Career Information Kit

Guidance Associates

Vocational Interview Cassettes and Tapes (all five broad areas)

Vocational Guidance Books (all five broad areas)

Sound Filmstrips

Your Future in Nursing	Choosing Your Career
Preparing for the Jobs of the '70's	Jobs for High School Students
Preparing for the World of Work	Your Job Interview
An Overview of Technical Education	A New Look at Home Economics Careers
A New Horizon: Careers in School Food Service	
High School Course Selection and Your Career	
What You Should Know Before You Go to Work	
Dropping Out: Road to Nowhere	
Four Who Quit	
If You're Not Going to College	

Careers, Largo, Florida

Career Kits

Semi-Skilled Careers Kits - 150 Career Briefs and Summaries on Semi and Un-skilled Jobs

Industrial Careers Kits - 150 Industrial semi-skilled, skilled, and technical career briefs and summaries; attitude and industrial career posters

Careers, Largo, Florida Continued

Career Kits Continued

Business Careers Kits - 120 career briefs and summaries in the field of business

Health Careers Kits - 120 career pamphlets for employment in the health field skilled, technical, professional and semi-professional employment opportunities

Career Exploratory Kit - over 450 different job titles -- ideal for exploratory use

Career Posters - 20 different career fields; in repair work, machine operation, selling, technology, data processing, space exploration, communications and many others

For the Special Education Student - Could be used with students in junior and high school - Occupational Education Filmstrips - Eye Gate House, Inc., 146-01 Archer Avenue, Jamaica, New York 11435

Filmstrips - The Job Interview, Stocker in a Super-Market, The Waitress, The Variety Store, The School Cafeteria Worker, The Gas Station Attendant

VOCATIONAL GUIDANCE 1-16 - EDUCATORS GUIDE TO FREE GUIDANCE MATERIALS

Educators Guide to Free Guidance Materials, compiled and edited by Mary H. Saterstom and Joe A. Steph, with Gail F. Farwell, Educational Consultant.

This edition lists guidance materials available without cost throughout this country and, in many instances, abroad. A total of 927 listings includes films, filmstrips, slides, charts, bulletins, pamphlets, exhibits, posters and books.

Send for this Guide from:

Educators Progress Service, Inc.
Randolph, Wisconsin

236 pages, 8th Edition. Cost \$7.50 (Jan. 1970)

CHANGING TIMES MAGAZINE ARTICLES FOR VOCATIONAL GUIDANCE

<u>Magazine Issue</u>	<u>No. of Pages</u>	<u>Careers</u>
7/69	30	Careers for Photography Fans
3/69	43	Jobs in the 70's -- Where They'll Be
12/69	15	Making a Living Selling Life Insurance
9/69	43	There'll Never Be Enough Secretaries
6/69	36	20 White Collar Jobs and What They Pay
4/68	21	Jobs Aplenty in Hotels, Motels and Restaurants
10/68	7	Jobs Where the Action Is
1/68	6	What the 70's Will Bring
5/67	21	Aim for the Job You Want and Land It
1/67	25	Education for a Business Career
11/67	6	New Jobs With a Big Future
10/67	27	Promising Jobs in Agriculture
6/66	21	Good Jobs in the Airlines
9/66	33	Good Jobs in the Health Fields
11/66	26	Good Jobs Waiting for Men Who Learn a Trade
2/66	7	Tomorrow's Jobs - Where the Best Will Be
7/65	33	Tips for the First Time Job Hunters
5/64	31	Your First Job
8/65	21	Lots of Jobs in Computers
3/64	20	Jobs After High School
11/64	26	Your Job and Your Career -- Where are You Headed?