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AUTHOR Marshall, John L.
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ABSTRACT

VIEW (Vital Information for Education and Work) is essentially an information-gathering, storing, and dissemination system which uses microfiche application for information retrieval. It provides a means for giving current occupational information at a local level. The State of Michigan has made the VIEW project available to every junior and senior high school in the State with the participating schools responsible for providing their own microfilm readers and an implementor. The basic services provided by the State include two VIEW microfiche decks, an orientation filmstrip, newsletters, an inservice training session, and the VIEW handbook. The handbook contains samples of the collection's occupational information materials; self-exploration, career planning, career exploration, and decision-making worksheets for use by counselors with students; and supportive classroom worksheets for use by teachers. Preference tests and occupational fact-finding exercises comprise most of the counselor's materials, while games such as scrambled words, 20 questions, and crosswords are representative of the collection of teacher's materials. The VIEW indexes, however, comprise the largest part of the handbook (66 pages). These indexes are alphabetical listings of job titles on which information is contained in the VIEW collection. (Author/AJ)

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V I E W H A N D B O O K

Vital
Information
for
Education
and
Work

APPLICATIONS FOR THE LOCAL SCHOOL

Prepared and edited by:
John L. Marshall, Program Implementor

Michigan View Laboratory
611 Hagadorn Road
Mason, Michigan 48854
(517) 676-1051

Funded by: Michigan Department of Education

CE 005 739

CONTACT PERSONNEL

All VIEW staff personnel are willing to help each school develop a successful career guidance program to meet local needs. If you have any questions or problems concerning VIEW, please feel free to contact:

The Michigan VIEW Laboratory
Capital Area Career Center
611 Hagadorn
Mason, Michigan 48854
(517) 676-1051

Birger K. Anderson
Project Director

John L. Marshall
Program Implementor

Joann Davis
Office Manager

Alicia Monroe
Script Writer

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Mr. George Davidson, State Sales Representative (Michigan), Minnesota Mining and Manufacturing (3M), Lansing, Michigan.

A great deal of the information provided within this manual was designed and developed by numerous agencies and people throughout the country. A few of the sources were:

San Diego County Department of Education, San Diego, California.

Des Moines Area Community College, Ankeny, Iowa.

Appalachian Educational Laboratory, Charleston, West Virginia.

U. S. Office of Education, Washington, D.C.

PREFACE

In order to insure an effective delivery of the VIEW (Vital Information for Education and Work) program in the local educational agency, it is imperative that a complete understanding of the development, operation and implementation of the program is presented to participating personnel. The following information is addressed to this task. All materials presented here are the culmination of three years of collecting, analyzing and evaluating various resources and developing appropriate narrative to explain the application of the VIEW system in the local school context and as it relates to the state model of K-12 Career Education. This "guide" will not provide all the answers necessary for establishing an efficient career exploration and planning process, but only that the examples and suggestions given in this handbook can be used as a model that may be applied to each individual school setting. Examine the contents, experiment with the procedures and where necessary, offer criticism and ideas drawn from your own experiences, as it will inevitably become necessary to redesign and refine the present format.

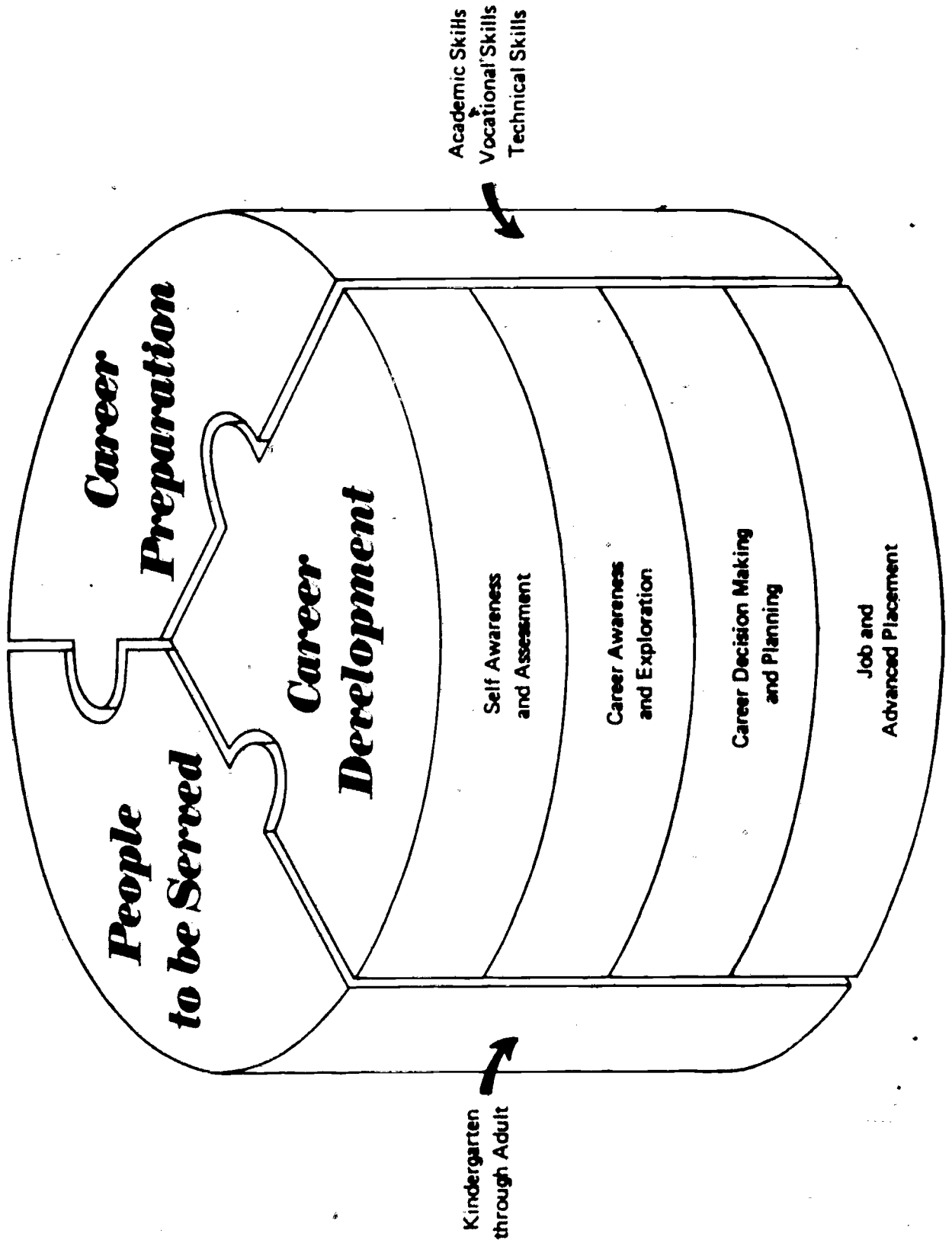
WHAT IS CAREER EDUCATION?

The central purpose of the Career Education concept is to maximize future career options of youth and adults and assist them in finding the personal values which will enhance their potential in our society. Career Education is an evolving concept which will react dynamically to the changing needs of society and is composed of two primary components-career development and career preparation.

Career Development provides purposefully planned and meaningful taught experiences for all persons, thus contributing to self development as it relates to various career patterns. Career Development takes place at the pre-school, elementary, middle school, senior high, post-secondary and adult levels of education. Emphasis is placed on career awareness, orientation and exploration of the occupational world, decision-making relative to self-assessment and alternative career paths and understanding the inter-relationships between a career and the individual.

Career Preparation is composed of skill (academic and occupational) building programs. The academic skills are utilized in occupational preparation programs or may be the foundation for further career preparation. The occupational skills contained in vocational and technical education programs will result in placement either on the job or in an educational agency which emphasizes further career specialization.

COMPONENTS OF CAREER EDUCATION



DEFINITION OF VIEW SERVICE

There is widespread agreement among educators, psychologists, and sociologists that career education is essential to youth who are attempting to decide and plan for their future.

Clearly, there is a need for some kind of current regionalized occupational information. The Michigan VIEW Laboratory is addressing itself to this need.

VIEW (Vital Information for Education and Work) is essentially an information gathering, storing and dissemination system which uses a microfiche application for information retrieval.

It provides a means for giving high-school youth current occupational information at a local level.

EACH LOCAL EDUCATIONAL AGENCY CAN NOW:

- *Disseminate occupational information on a large scale which requires minimal student, teacher, and counselor training.
- *Be responsive to local and regional occupational information needs.

STUDENTS IN THE VIEW PROGRAM WILL BE ABLE TO:

- *Have access to information which is current.
- *Have access to information which is objective and valid.

COUNSELORS AND TEACHERS USING THE VIEW PROGRAM WILL:

- *Have a tool to aid them in the counseling process.
- *Have continuous localized updated occupational information.

VIEW SERVICES FOR 1973-74

The State Board of Education and the Career Education Unit of the Vocational Education Division of the Michigan Department of Education have voted to make the Vital Information for Education and Work (VIEW) project available to every junior and senior high school (by building) in the State during the 1973-74 school year.

VIEW is essentially a career information and dissemination system providing Michigan based career information to student users on microfilm. All VIEW documents are filmed on a 24 x 1 reduction ratio.

The obligation of schools wishing to utilize the VIEW system during the 1973-74 year will be to provide their own microfilm readers and/or reader/printers, as well as designate and provide a building VIEW implementor for a full day in-service training by members of the VIEW staff.

Preliminary figures show microfilm readers range from \$100.00-250.00 and reader/printers from \$460.00-3,000.00 depending on such variables as size and capability of equipment. Printouts range from 3.5 to 10.5 cents per page depending upon equipment manufacturer.

BASIC VIEW SERVICES

Two VIEW decks will be provided each participating building, one for student usage and one for professional personnel usage.

One full day in-service session for all local VIEW implementors.

One VIEW Implementor Handbook per participating building.

One filmstrip and corresponding tape designed for student orientation to the system.

Three newsletters during the school year to be sent to local implementors.

TENTATIVE TIME TABLE FOR IMPLEMENTATION

September-October

Soliciting of schools wishing to participate

October-November

Local schools securing necessary hardware

November-January

In-service training of local school personnel and distribution of VIEW decks, handbooks, filmstrips and cassettes.

It is hoped that the VIEW Lab will be able to provide additional materials over and above the basic described strictly on an at-cost basis by request to local schools throughout the latter portion of the year.

Please direct any additional inquires or concerns to:

Michigan VIEW Laboratory
611 Hagadorn Road
Mason, Michigan 48854

(517) 676-1051 Ext.323

SUGGESTIONS FOR THE UTILIZATION OF VIEW

To be used by implementor of VIEW in local school

Make sure that you have all VIEW materials, alphabetical listings, etc., in sufficient quantity for your needs. One alphabetical listing for each teacher, counselor, and administrator should be the minimum number required. One or two class sets of alphabetical listings in a brochure should be available for use with groups of students in classes.

Staff Orientation

Present the VIEW concept to the staff in a faculty meeting, guidance open house, during preparation periods, etc. Demonstrate how VIEW works. Hand out alphabetical and other listings and materials. Discuss how VIEW can be used as an aid to classroom instruction and as an aid to motivate students. Have a portable demonstration bulletin board made up to illustrate how each classroom can have a "Career Information Corner." Include information regarding careers, scholarships and post-high school educational opportunities. (A filmstrip and tape describing the VIEW production system is available on a loan basis.)

Publicity

Have the student newspaper representative take pictures of students and a counselor or teacher using the VIEW materials. Point out that this is but one part of your total career guidance program. Write a news release for school, P.T.A., and local newspapers. Demonstrate VIEW along with other vocational materials at P.T.A. meetings, open house, etc. Community presentation at Rotary, Kiwanis, Lions, etc. is very effective and shows that schools are "on the ball." Buying an additional reader for the school is a suitable project for guidance committees of service clubs, P.T.A.'s, or as a gift from graduating senior classes. Additional VIEW microfilm materials are free for each reader.

Establishing a VIEW Committee

Using the director of guidance, head counselor, or counselor as a chairman of a guidance committee is a way to stimulate interest. Involve grade level counselors or advisors, career counselors, teachers, work experience coordinators, and student representatives by grade or from the A.S.B. Use the guidance committee to "brain storm" the best way to use VIEW as one part of your school guidance program. As previously suggested, many schools are already budgeting for two or three readers. With this additional equipment available, sets of VIEW materials may be circulated in the classroom while one set remains in the counseling office.

Class Presentations

The selected staff member:

Prepares portable bulletin display about VIEW.

Collects class sets of occupation and college listings.

Explains the use of various VIEW indexes as well as uses of other vocational materials.

Prepares talk geared to needs of that particular class, e.g., college-bound, electronics, etc.

Demonstrates reader or reader-printer and explains how to use VIEW most effectively, and have students demonstrate VIEW and how easy it is to operate.

Encourage students to verify their educational and vocational plans with parents, teachers, and counselors.

Library Display

Set up a library display about careers by assisting librarians to select pertinent books, pamphlets, etc., about colleges, scholarships, occupations, etc., as part of a total display. The use of National Vocational Guidance Association standards for the selection of vocational materials will insure the availability of information of high quality. Place VIEW plus other materials in the display for as long as needed. Announce in the school paper that a counselor will be at that location at certain times. Special career speakers would be used in conjunction with these special display.

General Suggestions

Clerical personnel will need special instructions regarding the use of VIEW materials and equipment. VIEW materials are easy to use and should be on display and not locked in a drawer or in a room. An effective procedure on how to use the VIEW cards. Another effective technique is to establish a procedure for a student to enter his name, grade, and occupational interest in a log book and leave a column for the date the counselor holds a follow-up interview. Once the student has his information, he is then ready for counseling.

Relating VIEW and Other Sources of Career Information

Have other materials available in the event VIEW does not cover a student's career choice. These materials should include governmental and commercial publications, college catalogs, and books listing sources of financial aid.

Use of VIEW may be tied in with the results of the Educational and Vocational Planning Questionnaire from the Michigan VIEW Laboratory or from the Kuder or OVIS Inventories.

Summary

The above suggestions are given to help you get started or supplement your present guidance system. VIEW has been a real help to schools as a vital part of their guidance programs. Teachers have expressed real interest in providing VIEW information to students. This then opens the door for the use of other vocational guidance materials and activities by the classroom teacher. The more information the student has as he enters the counseling office, the more time the counselor has to counsel instead of just giving information.

MICHIGAN VIEW LABORATORY

MEDICAL RECORD TECHNICIAN

2

D.O.T. Code 100.388-018

O.E. Code None

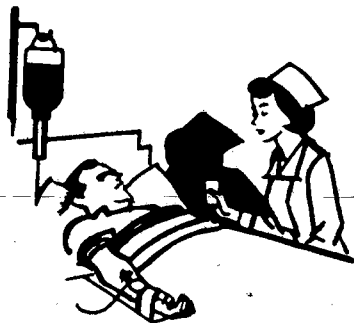
Date 5/73



JOB DUTIES

MEDICAL RECORD TECHNICIANS serve as specially trained assistants to the Registered Medical Record Administrator carrying out the many technical activities within a medical record department: Duties include--

- Typing medical records.
- Preparing statistical reports on patients treated.
- Supervising clerical personnel.
- Reviewing medical records for completeness.
- Working with doctors, nurses and other health professionals on medical records and research.



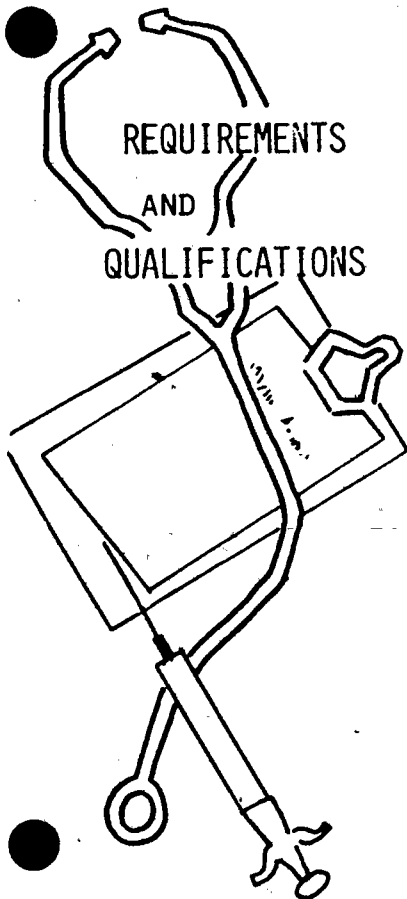
INTERESTS, APTITUDES, AND PERSONAL REQUIREMENTS

- Able to get along well with people.
- Very Accurate.
- Able to supervise others.
- Ability to organize.
- Able to keep information confidential.
- Good typing skills.
- Enjoy working with details.
- Pleasant personality.
- Neat appearance.

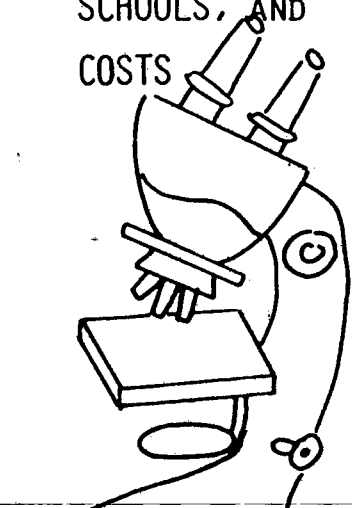
PHYSICAL REQUIREMENTS

Good general health, vision, and hearing.

REQUIREMENTS AND QUALIFICATIONS



EDUCATIONAL
PREPARATION,
TRAINING,
SCHOOLS, AND
COSTS



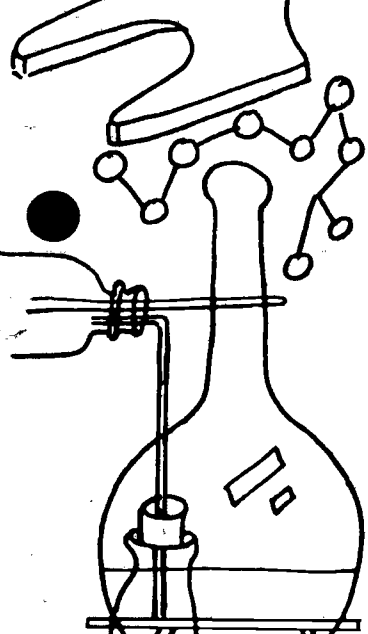
H.S. Graduation is required, plus a 2-yr. associates degree

HELPFUL HIGH SCHOOL COURSES:

- Biology
- Chemistry
- Latin
- Business courses: Typing, shorthand, bookkeeping.

To become an Accredited Medical Record Technician (ART) you must:

1. Graduate from an approved program for Medical Record Technicians or complete AMRA's correspondence course.
2. Pass an examination for accreditation. Given once a year (usually September). Contact AMRA well in advance for an application (Address appears under Contacts to Make on page 5 of this script.)

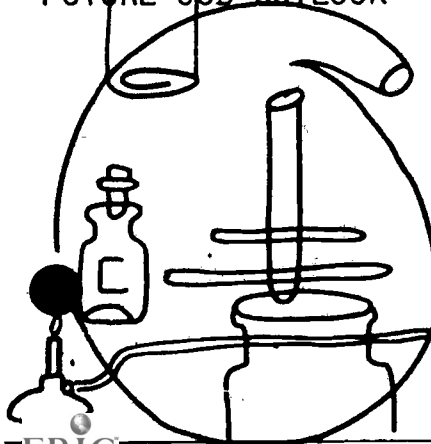


For a list of the approved schools offering programs write to the AMRA office (Address on page 5, "Contacts to Make")

The only school in Michigan at this time is:

Schoolcraft College
Director: Mrs. Patricia McLane
18600 Haggerty Rd
Lavonia, Mi 48151

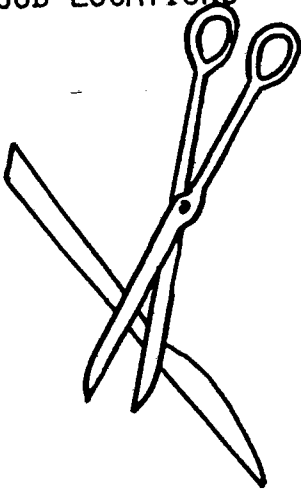
FUTURE JOB OUTLOOK



Excellent.

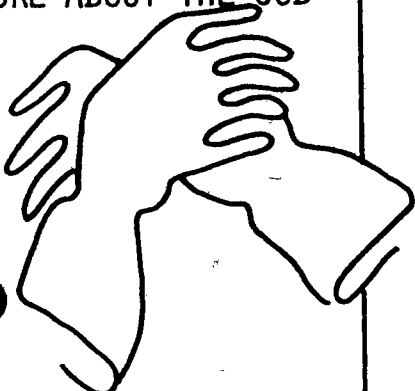
There are more openings than qualified people to fill them.

JOB LOCATIONS



Hospitals
Clinics
Nursing homes
Community Health Centers
Public Health Departments

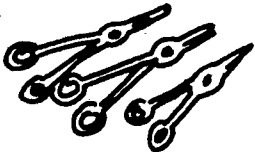
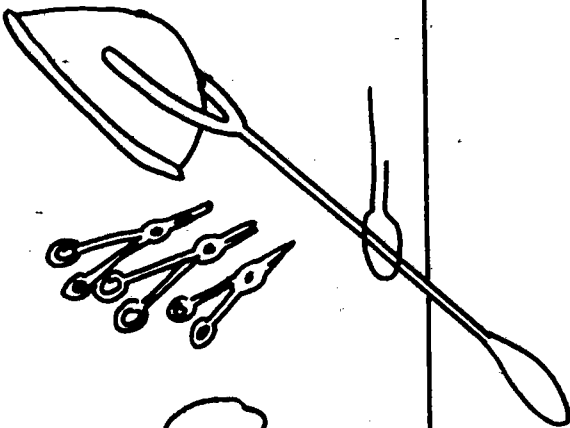
MORE ABOUT THE JOB



You might be employed as a director of a medical record department in a small hospital or nursing home.

You might be a consultant for several small health facilities.

More women enter this field than men.



WAGES AND HOURS

Wages vary greatly from one place to another, tending to be higher in the cities and larger hospitals.

Salaries of Accredited Record Technicians (ART) range from \$6,500 to \$15,00 a year.

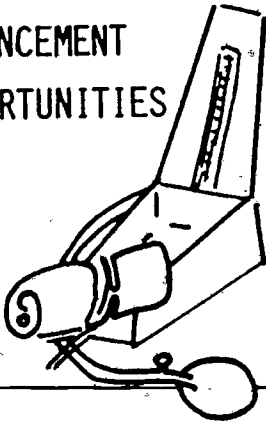
Usual work week is 40-hours.

FRINGE BENEFITS

Fringe benefits could include:

- Paid holidays
- Paid vacations
- Sick leave
- Health insurance
- Retirement plan

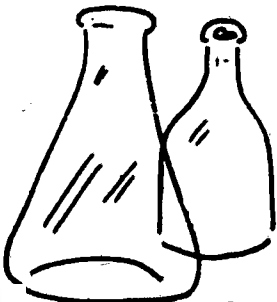
ADVANCEMENT OPPORTUNITIES



Supervisor

You may become a consultant for several small facilities

DISADVANTAGES

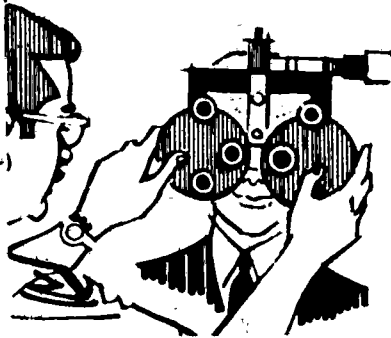


You will have to do a great deal of paper work.

Work may become repetitious.

RELATED

● OCCUPATIONS



Medical Record Clerk*
Medical Record Administrator*
Medical Secretary*

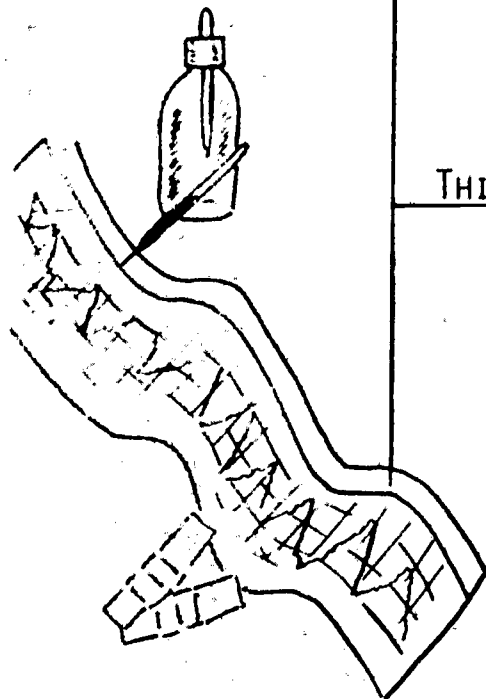
Viewscript available*

FOR MORE
INFORMATION

CONTACTS TO MAKE

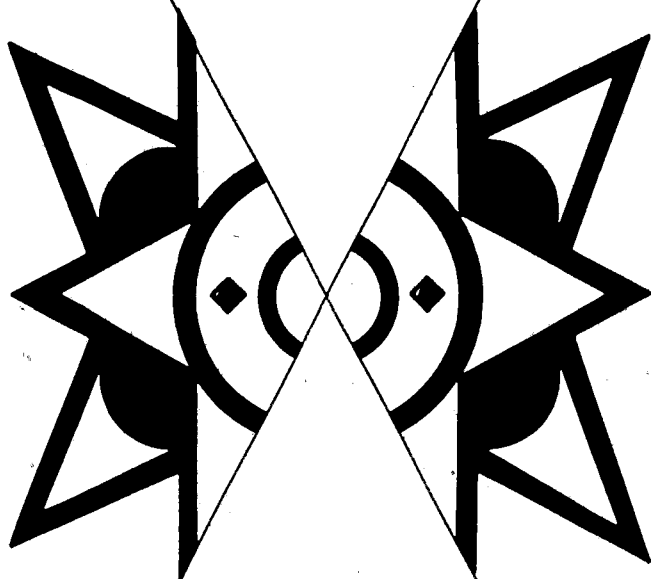
The Medical Record Department in any hospital near your home.

American Medical Record Association (AMRA)
875 N. Michigan Ave
Suite 1850
Chicago, Illinois 60611

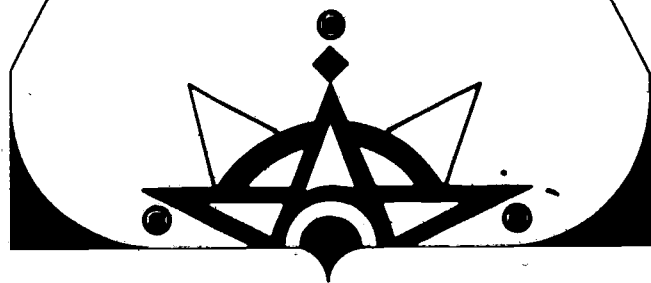


THINGS TO READ

● MICHIGAN



DECISION
BY CHOICE
NOT CHANCE



INDEX

VIEW ALPHABETICAL INDEX

Occupations listed in this portion of the V.I.E.W. Index are listed alphabetically and coded to the V.I.E.W. Card Number.

	CARD NO.		CARD NO.
Accountant	1, 26	Auto Final Inspection	26
Accountant, Jr.	1, 26	Auto New Car Get Ready Man	27
Advertising Person	4	Automatic Transmission Specialist	13, 26
Agricultural Agent (County)	4, 13	Baker	37
Aluminum Siding Installer	37	Bank Teller	4, 13
Ambulance Attendant	35	Barber	13
Ambulance Driver	37	Barmaid	35, 36
Animal Caretaker	37	Bartender	35, 36
Announcer, Radio	4	Batch Plant Operator	37
Announcer, TV	4	Bindery Worker	37
Antenna Installer	37	Boiler Maker	13
Architect, Landscape	13, 26	Boiler Operator	37
Architect, Residential	13, 26	Bookkeeper	1
Artificial Inseminator	26	Bottle Machine Operator	38
Artist, Commercial	13, 26	Bricklayer	14, 27
Asphalt Paving Machine Operator	37	Building Inspector	4, 14
Asphalt Plant Operator	37	Bus Boy	35, 36
Assembly Line Worker	37	Bus Driver	4
Atomic Energy Technician	13, 26	Buyer	4, 14
Atomic Power Reactor Operator	26	Cabinet Maker	27
Auctioneer	4, 13	Cable Splicer	14, 27
Auto Body Designer	13	Carpenter	27
		Car Rental Agent	4
		Cashier	4, 14

	CARD NO.		CARD NO.
Caterer	4, 14	Core Maker	14, 27
Cement Mason	38	Cosmetologist/Beautician	15
Cemetery Worker	38	Counselor (Camp)	5, 15
Chemical Operator	38	Counter Girl (Dry Cleaners)	5
Chemist, Analytical	14, 27	Court Reporter	2
Child Care Worker	35, 36	Crane Operator	38
Chiropractor	5, 14	Credit Collector	2
Claims Adjuster	5, 14	Credit Reporter	5, 15
Clerk, Admitting	1	Custodian/Janitor	38
Clerk, Billing	1	Darkroom Technician	15, 27
Clerk, Catalog	27	Dental Assistant	15
Clerk, File	1	Dental Hygienist	5, 15
Clerk, General Office	1	Dental Laboratory Technician	15, 28
Clerk, Mail	5, 14	Dentist	6, 15
Clerk, Payroll	1	Detective	6
Clerk-Typist	2	Dietitian	6, 15
Computer Operator	2, 27	Dispatcher	6, 15
Computer Programmer	5	Display Designer	15
Concrete Mixer Operator	38	Dog Warden	35, 36
Conservation Officer	5, 14	Draftsman	6
Construction Worker	38	Drill Press Operator	38
Controller, Air Traffic	5, 14	Dry Wall Finisher	38
Cook/Chef	5	Dry Wall Hanger	38
Cook/Pizza	5	Ecologist	15, 28

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	CARD NO.		CARD NO.
Editor	6	Foundry Worker	39
EKG Technician	6	Fuel Oil Distributor	39
Electrician, Construction	16, 28	Funeral Director	6, 16
Electrician, Residential	16, 28	Furnace Installer	16, 29
Electronic Assembler	38	Furniture Mover	39
Electroplater	28	Gas Utility Man	17, 29
Engineer, Agricultural	16, 28	Glass Installer	39
Engineer, Civil	16, 28	Groundsman, (Light & Power)	39
Exterminator	39	Guard/Watchman	36
Farmer, Dairy	28	Health Officer, County	6, 17
Farmer, General	28	Heat Treater	39
FBI Agent	6, 16	Histologic Technician	17
Fence Erector	39	Inhalation Therapist	7, 17
Fiberglass Worker	39	Interior Decorator	7, 17
Fingerprint Classifier	2	Internal Revenue Agent	7, 17
Fireman	39	Iron Worker, Ornamental	17, 29
Flagman, County	36	Jeweler	17, 29
Flight Instructor	6, 16	Juvenile Officer	7, 17
Floor Covering Installer	39	Key Punch Operator	29
Floral Designer	16, 28	Kiln Operator	40
Foreman (Any Industry)	6	Laboratory Assistant	17, 29
Forester	16, 28	Labor Relation Representative	7
Forklift Truck Operator	39	Lathe Operator	40

	CARD NO.		CARD NO.
Laundry Operator	7, 40	Manager, Restaurant	8, 18
Lawyer	7, 17	Manager, Theater	8, 18
Lens Grinder	17	Meat Cutter	40
Librarian	7, 18	Mechanic, Air Conditioning	18, 29
Library Assistant Clerk	7, 18	Mechanic, Automobile	19, 30
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Linotype Operator	29	Mechanic, Diesel	19, 30
Locksmith	18, 29	Mechanic, Farm Equipment	30
Lumber Yardman	7	Mechanic, Front End	19, 30
Machinist	29	Mechanic, Industrial Truck	19, 30
Maid	40	Mechanic, Motorboat	19, 30
Mail Carrier	2	Mechanic, Motorcycle	19, 30
Maintenance Man, Highway	40	Medical Record Administrator	2
Manager, Apartment	7, 18	Medical Record Clerk	2
Manager, Chamber of Commerce	8	Medical Record Technician	2
Manager, Credit	8, 18	Meter Maid	3
Manager, Data Processing	8, 18	Meter Reader (Public Utilities)	3
Manager, Financial Institution	8	Millwright	19, 30
Manager, Hotel-Motel	8	Model	36
Manager, Industrial Cafeteria	8	Molder	20, 31
Manager, Loan	2	Numerical Control Programmer	40
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		Nurse, Licensed Practical	20
		Nurse, Registered	20

	CARD NO.
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Office Machine Serviceman	20, 31
Offset Press Operator	40
Operating Room Technician	20
Optometrist	8, 20
Orderly	35
Ornamental Horticulturist	20, 31
Painter, Automobile	40
Painter, construction	40
Painter, Sign	31
Paperhanger	40
Paper Machine Operator	41
Parking Lot Attendant	35, 36
Parole Officer	8, 20
Patternmaker	31
PBX Operator	9
Pharmacist	31
Photoengraver	20, 31
Photographer	20
Piano Tuner	31
Pilot	31
Pipefitter	21, 31
Plasterer	31
Plumber	31

	CARD NO.
Podiatrist	9, 21
Policeman, Local	9
Policewoman	9
Polisher	41
Port Director	9, 21
Power Plant Operator	41
Presser (Dry Cleaners)	31
Printer	21, 32
Production Helper (Paper & Pulp)	41
Proofreader	3
Purchasing Agent	9, 21
Psychiatric Aide	35
Quarry Worker	41
Railroad Brakeman	41
Railroad Towerman	41
Ranger, Park	9, 21
Real Estate Appraiser	32
Receptionist	9, 21
Recreation Leader	9, 21
Refinery Worker	41
Refuse Collector	41
Repairman, Appliance	21, 32
Repairman, Auto Body	22, 32
Repairman, Camera	22, 32

CARD NO.

CARD NO.

Taxidermist	33	Watchmaker	34
Teacher Aide	11, 24	Weather Forecaster/ Meteorologist	3, 12
Technologist, X-Ray	11, 24	Weatherman, TV	12
Telephone Installer	24, 33	Weighmaster	34
Telephone Lineman	24, 34	Welder	42
Telephone Operator	11	Well Driller	42
Telephone Service Representative	11, 24	Woodworking Machine Operator	42
Teletype Operator	3		
Terrazo Worker	42		
Test Driver	34		
Therapist, Physical	25		
Ticket Agent (Airline)	11, 25		
Tile Setter	42		
Tool Crib Attendant	12		
Tool and Die Maker	34		
Tool Grinder Operator	34		
Tow Truck Operator	42		
Travel Consultant	12, 25		
Tree Trimmer	42		
Truck Driver, Local	42		
Truck Driver, Over the Road	42		
Underwriter, Insurance	12		
Upholsterer (Furniture)	34		
Veterinarian	12, 25		
Waiter/Waitress	35, 36		

VIEW CLUSTER INDEX

The occupations listed in this portion of the V.I.E.W. Index will show you exactly where the occupations are located on each V.I.E.W. Card, by number and by the Data, People, Things code.

DEFINITION OF CLUSTERING SYSTEM

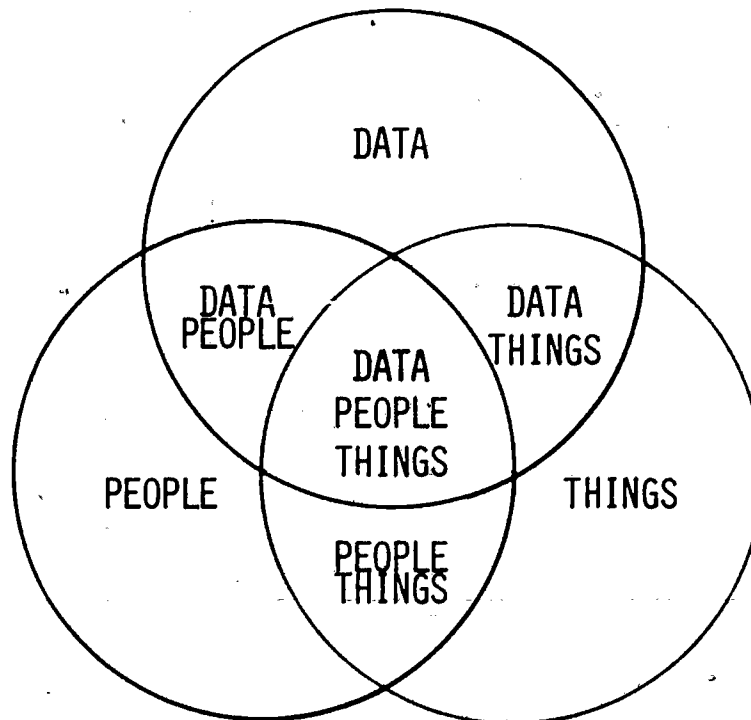
All of the VIEW Scripts are divided into seven clusters. Each of the clusters have a relationship to either Data, People or Things or combinations of Data, People or Things (See the diagram below).

The following three definitions describe the kinds of activities that are performed in occupations relating to Data, People and Things.

DATA: Activities involved with the creation, collection, analysis, development, and dissemination of various types of information. This information, written or verbal, is in the form of numbers, words, or symbols.

PEOPLE: Activities relating to human beings and/or animals. By instructing, supervising, exchanging ideas, dealing with an individual's problems, performance, direction, assistance or amusement.

THINGS: Activities relating to inanimate objects as opposed to human beings and/or animals; substances or materials, machines tools, equipment or products. A thing is tangible and has shape, form and other physical characteristics.



CLUSTER INDEX

DATA

CARD 1

A1 to A5	Accountant
A6 to A10	Accountant, Junior
A11 to B1	Bookkeeper
B2 to B6	Clerk, Admitting
B7 to B11	Clerk, Billing
B12 to C2	Clerk, File
C3 to C7	Clerk, General Office
C8 to C12	Clerk, Payroll

CARD 2

A1 to A5	Clerk-Typist
A6 to A10	Computer Operator
A11 to B1	Court Reporter
B2 to B6	Credit Collector
B7 to B11	Fingerprint Classifier
B12 to C2	Mail Carrier
C3 to C7	Manager, Loan
C8 to C12	Medical Record Administrator
C13 to D3	Medical Record Clerk
D4 to D8	Medical Record Technician

CARD 3

A1 to A5	Meter Maid
A6 to A10	Meter Reader (Public Utilities)
A11 to B1	Proofreader
B2 to B6	Stenographer
B7 to B11	Surveyor
B12 to C2	Teletype Operator
C3 to C7	Weather Forecaster/Meteorologist

CLUSTER INDEX

DATA, PEOPLE

CARD 4

A1 to A5	Advertising Person
A6 to A10	Agricultural Agent, County
A11 to B1	Announcer, Radio
B2 to B6	Announcer, TV
B7 to B11	Auctioneer
B12 to C2	Bank Teller
C3 to C7	Building Inspector
C8 to C12	Bus Driver
C13 to D3	Buyer
D4 to D8	Car Rental Agent
D9 to D13	Cashier
D14 to E4	Caterer

CARD 5

A1 to A5	Chiropractor
A6 to A10	Claims Adjuster
A11 to B1	Clerk, Mail
B2 to B6	Computer Programmer
B7 to B11	Conservation Officer
B12 to C2	Controller, Air Traffic
C3 to C7	Cook/Chef
C8 to C12	Cook/Pizza
C13 to D3	Counselor (Camp)
D4 to D8	Counter Girl (Dry Cleaners)
D9 to D13	Credit Reporter
D14 to E4	Dental Hygienist

CLUSTER INDEX

DATA, PEOPLE

CARD 6

A1 to A5	Dentist
A6 to A10	Detective
A11 to B1	Dietitian
B2 to B6	Dispatcher
B7 to B11	Draftsman
B12 to C2	Editor
C3 to C7	EKG Technician
C8 to C12	FBI Agent
C13 to D3	Flight Instructor
D4 to D8	Foreman
D9 to D13	Funeral Director
D14 to E4	Health Officer, County

CARD 7

A1 to A5	Inhalation Therapist
A6 to A10	Interior Decorator
A11 to B1	Internal Revenue Agent
B2 to B6	Juvenile Officer
B7 to B11	Labor Relations Representative
B12 to C2	Laundry Operator
C3 to C7	Lawyer
C8 to C12	Librarian
C13 to D3	Library Assistant Clerk
D4 to D8	Lumber Yardman
D9 to D13	Manager, Apartment

CLUSTER INDEX

DATA, PEOPLE

CARD 8

A1 to A5	Manager, Chamber of Commerce
A6 to A10	Manager, Credit
A11 to B1	Manager, Data Processing
B2 to B6	Manager, Financial Institution
B7 to B11	Manager, Hotel-Motel
B12 to C2	Manager, Industrial Cafeteria
C3 to C7	Manager, Personnel
C8 to C12	Manager, Restaurant
C13 to D3	Manager, Theater
D4 to D8	Optometrist
D9 to D13	Parole Officer

CARD 9

A1 to A5	PBX Operator
A6 to A10	Podiatrist
A11 to B1	Policeman, Local
B2 to B6	Policewoman
B7 to B11	Port Director
B12 to C2	Purchasing Agent
C3 to C7	Ranger, Park
C8 to C12	Receptionist
C13 to D3	Recreation Leader
D4 to D8	Reporter
D9 to D13	Salesperson, Automobile

CLUSTER INDEX
DATA, PEOPLE

CARD 10

A1 to A5	Salesperson, Auto Parts
A6 to A7	Salesperson, Cosmetics
A8 to A9	Salesperson, Furniture
A10 to A11	Salesperson, Hardware
A12 to B2	Salesperson, Insurance
B3 to B4	Salesperson, Musical Instrument
B5 to B9	Salesperson, Real Estate
B10 to B14	Salesperson, Retail
C1 to C2	Salesperson, Sewing Machine
C3 to C4	Salesperson, Shoes
C5 to C6	Salesperson, TV and Appliance
C7 to C8	Salesperson, Women/Girls Apparel
C9 to C10	Salesperson, Yard Goods
C11 to D1	Sanitarian

CARD 11

A1 to A5	Secretary, General
A6 to A10	Secretary, Legal
A11 to B1	Secretary, Medical
B2 to B6	Social Worker
B7 to B11	State Trooper
B12 to C2	Taxi Driver
C3 to C7	Teacher Aide
C8 to C12	Technologist, X-Ray
C13 to D3	Telephone Operator
D4 to D8	Telephone Service Representative
D9 to D13	Ticket Agent (Airline)

CLUSTER INDEX

DATA, PEOPLE

CARD 12

A1 to A5	Tool Crib Attendant
A6 to A10	Travel Consultant
A11 to B1	Underwriter, Insurance
B2 to B6	Veterinarian
B7 to B11	Weather Forecaster/Meteorologist
B12 to C2	Weatherman, TV

CLUSTER INDEX
DATA, PEOPLE, THINGS

CARD 13

A1 to A5	Agricultural Agent, County
A6 to A10	Architect, Landscape
A11 to B1	Architect, Residential
B2 to B6	Artist, Commercial
B7 to B11	Atomic Energy Technician
B12 to C2	Auctioneer
C3 to C7	Auto Body Designer
C8 to C12	Automatic Transmission Specialist
C13 to D3	Bank Teller
D4 to D8	Barber
D9 to D13	Boiler Maker

CARD 14

A1 to A5	Bricklayer
A6 to A10	Building Inspector
A11 to B1	Buyer
B2 to B6	Cable Splicer
B7 to B11	Cashier
B12 to C2	Caterer
C3 to C7	Chemist Analytical
C8 to C12	Chiropractor
C13 to D3	Claims Adjuster
D4 to D8	Clerk, Mail
D9 to D13	Conservation Officer
D14 to E4	Controller, Air Traffic
E5 to E9	Core Maker

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 15

A1 to A5	Cosmetologist/Beautician
A6 to A10	Counselor (Camp)
A11 to B1	Credit Reporter
B2 to B6	Darkroom Technician
B7 to B11	Dental Assistant
B12 to C2	Dental Hygienist
C3 to C7	Dental Laboratory Technician
C8 to C12	Dentist
C13 to D3	Dietitian
D4 to D8	Dispatcher
D9 to D13	Display Designer
D14 to E4	Ecologist

CARD 16

A1 to A5	Electrician, Construction
A6 to A10	Electrician, Residential
A11 to B1	Engineer, Agricultural
B2 to B6	Engineer, Civil
B7 to B11	FBI Agent
B12 to C2	Flight Instructor
C3 to C7	Floral Designer
C8 to C12	Forester
C13 to D3	Funeral Director
D4 to D8	Furnace Installer

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 17

A1 to A5	Gas Utility Man
A6 to A10	Health Officer, County
A11 to B1	Histologic Technician
B2 to B6	Inhalation Therapist
B7 to B11	Interior Decorator
B12 to C2	Internal Revenue Agent
C3 to C7	Iron Worker, Ornamental
C8 to C12	Jeweler
C13 to D3	Juvenile Officer
D4 to D8	Laboratory Assistant
D9 to D13	Lawyer
D14 to E4	Lens Grinder

CARD 18

A1 to A5	Librarian
A6 to A10	Library Assistant Clerk
A11 to B1	Lineman (Light & Power)
B2 to B6	Locksmith
B7 to B11	Manager, Apartment
B12 to C2	Manager, Credit
C3 to C7	Manager, Data Processing
C8 to C12	Manager, Restaurant
C13 to D3	Manager, Theater
D4 to D8	Mechanic, Air Conditioning

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 19

A1 to A5	Mechanic, Automobile
A6 to A10	Mechanic, Bowling Alley
A11 to B1	Mechanic, Diesel
B2 to B6	Mechanic, Front End
B7 to B11	Mechanic, Industrial Truck
B12 to C2	Mechanič, Motorboat
C3 to C7	Mechanic, Motorcycle
C8 to C12	Millwright

CARD 20

A1 to A5	Molder
A6 to A10	Nurse, Licensed Practical
A11 to B1	Nurse, Registered
B2 to B6	Office Machine Serviceman
B7 to B11	Operating Room Technician
B12 to C2	Optometrist
C3 to C7	Ornamental Horticulturist
C8 to C12	Parole Officer
C13 to D3	Photoengraver
D4 to D8	Photographer

CARD 21

A1 to A5	Pipefitter
A6 to A10	Plumber
A11 to B1	Podiatrist
B2 to B6	Port Director
B7 to B11	Printer
B12 to C2	Purchasing Agent
C3 to C7	Ranger, Park
C8 to C12	Receptionist
C13 to D3	Recreation Leader
D4 to D8	Repairman, Appliance

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 22

A1 to A5	Repairman, Auto Body
A6 to A10	Repairman, Camera
A11 to B1	Repairman, Electrical
B2 to B6	Repairman, Instrument
B7 to B11	Repairman, Meter
B12 to C2	Repairman, Radiator (Auto)
C3 to C7	Repairman, Radio and TV
C8 to C12	Repairman, Sho.
C13 to D3	Repairman, Small Appliance
D4 to D8	Repairman, Telephone
D9 to D13	Repairman, Vending Machine

CARD 23

A1 to A5	Salesperson, Automobile
A6 to A10	Salesperson, Auto Parts
A11 to A12	Salesperson, Cosmetics
A13 to A14	Salesperson, Furniture
B1 to B2	Salesperson, Hardware
B3 to B7	Salesperson, Insurance
B8 to B9	Salesperson, Musical Instrument
B10 to B14	Salesperson, Real Estate
C1 to C5	Salesperson, Retail
C6 to C7	Salesperson, Sewing Machine
C8 to C9	Salesperson, Shoes
C10 to C11	Salesperson, TV and Appliance
C12 to C13	Salesperson, Women/Girls Apparel
C14 to D1	Salesperson, Yard Goods
D2 to D6	Secretary, General
D7 to D11	Secretary, Legal
D12 to E2	Secretary, Medical

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 24

A1 to A5	Sheet Metal Worker
A6 to A10	Shopper, Comparison
A11 to B1	Sign Erector
B2 to B6	Social Worker
B7 to B11	Soil Fertility Expert
B12 to C2	Tailor
C3 to C7	Teacher Aide
C8 to C12	Technologist, X-Ray
C13 to D3	Telephone Installer
D4 to D8	Telephone Lineman
D9 to D13	Telephone Service Representative

CARD 25

A1 to A5	Therapist, Physical
A6 to A10	Ticket Agent (Airline)
A11 to B1	Travel Consultant
B2 to B6	Veterinarian

CLUSTER INDEX

DATA, THINGS

CARD 26

A1 to A5	Accountant
A6 to A10	Accountant, Junior
A11 to B1	Architect, Landscape
B2 to B6	Architect, Residential
B7 to B11	Artificial Inseminator
B12 to C2	Artist, Commercial
C3 to C7	Atomic Energy Technician
C8 to C12	Atomic Power Reactor Operator
C13 to D3	Auto Final Inspection
D4 to D8	Automatic Transmission Specialist

CARD 27

A1 to A5	Auto New Car Get Ready Man
A6 to A10	Boiler Maker
A11 to B1	Bricklayer
B2 to B6	Cabinet Maker
B7 to B11	Cable Splicer
B12 to C2	Carpenter
C3 to C7	Chemist, Analytical
C8 to C12	Clerk, Catalog
C13 to D3	Computer Operator
D4 to D8	Core Maker
D9 to D13	Darkroom Technician

CLUSTER INDEX

DATA, THINGS

CARD 28

A1 to A5	Dental Laboratory Technician
A6 to A10	Ecologist
A11 to B1	Electrician, Construction
B2 to B6	Electrician, Residential
B7 to B11	Electroplater
B12 to C2	Engineer, Agricultural
C3 to C7	Engineer, Civil
C8 to C12	Farmer, Dairy
C13 to D3	Farmer, General
D4 to D8	Floral Designer
D9 to D13	Forester

CARD 29

A1 to A5	Furnace Installer
A6 to A10	Gas Utility Man
A11 to B1	Iron Worker, Ornamental
B2 to B6	Jeweler
B7 to B11	Key Punch Operator
B12 to C2	Laboratory Assistant
C3 to C7	Lineman (Light & Power)
C8 to C12	Linotype Operator
C13 to D3	Locksmith
D4 to D8	Machinist
D9 to D13	Mechanic, Air Conditioning

CLUSTER INDEX

DATA, THINGS

CARD 30

A1 to A5	Mechanic, Automobile
A6 to A10	Mechanic, Bowling Alley
A11 to B1	Mechanic, Diesel
B2 to B6	Mechanic, Farm Equipment
B7 to B11	Mechanic, Front End
B12 to C2	Mechanic, Industrial Truck
C3 to C7	Mechanic, Motorboat
C8 to C12	Mechanic, Motorcycle
C13 to D3	Millwright

CARD 31

A1 to A5	Molder
A6 to A10	Office Machine Serviceman
A11 to B1	Ornamental Horticulturist
B2 to B6	Painter, Sign
B7 to B11	Patternmaker
B12 to C2	Pharmacist
C3 to C7	Photoengraver
C8 to C12	Piano Tuner
C13 to D3	Pilot
D4 to D8	Pipefitter
D9 to D13	Plumber
D14 to E4	Presser (Dry Cleaners)

CLUSTER INDEX

DATA, THINGS

CARD 32

A1 to A5	Printer
A6 to A10	Real Estate Appraiser
A11 to B1	Repairman, Appliance
B2 to B6	Repairman, Auto Body
B7 to B11	Repairman, Camera
B12 to C2	Repairman, Electrical
C3 to C7	Repairman, Instrument
C8 to C12	Repairman, Meter
C13 to D3	Repairman, Radiator (Auto)
D4 to D8	Repairman, Radio and TV
D9 to D13	Repairman, Sewing Machine
D14 to E4	Repairman, Shoe
E5 to E9	Repairman, Small Appliance

CARD 33

A1 to A5	Repairman, Telephone
A6 to A10	Repairman, Vending Machine
A11 to B1	Rigger
B2 to B6	Rod Chainman
B7 to B11	Roofer
B12 to C2	Sheet Metal Worker
C3 to C7	Sign Erector
C8 to C12	Soil Fertility Expert
C13 to D3	Surveyor
D4 to D8	Taxidermist
D9 to D13	Telephone Installer

CLUSTER INDEX

DATA, THINGS

CARD 34

A1 to A5	Telephone Lineman
A6 to A10	Test Driver
A11 to B1	Tool and Die Maker
B2 to B6	Tool Grinder Operator
B7 to B11	Upholsterer (Furniture)
B12 to C2	Watchmaker
C3 to C7	Weighmaster

CLUSTER INDEX

PEOPLE, THINGS

CARD 35

A1 to A5	Ambulance Attendant
A6 to A10	Barmaid
A11 to B1	Bartender
B2 to B6	Bus Boy
B7 to B11	Child Care Worker
B12 to C2	Dog Warden
C3 to C7	Nurse Aide
C8 to C12	Orderly
C13 to D3	Parking Lot Attendant
D4 to D8	Psychiatric Aide
D9 to D13	Stewardess (Airline)
D14 to E4	Waiter/Waitress

PEOPLE

CARD 36

A1 to A5	Barmaid
A6 to A10	Bartender
A11 to B1	Bus Boy
B2 to B6	Child Care Worker
B7 to C11	Dog Warden
B12 to C2	Flagman, County
c3 to C7	Guard/Watchman
C8 to C12	Model
C13 to D3	Nurse Aide
D4 to D8	Parking Lot Attendant
D9 to D13	Service Station Attendant
D14 to E4	Sheriff's Deputy
E5 to E9	Stewardess (Airline)
E10 to E14	Waiter/Waitress

CLUSTER INDEX

THINGS

CARD 37

A1 to A5	Aluminum Siding Installer
A6 to A10	Ambulance Driver
A11 to B1	Animal Caretaker
B2 to B6	Antenna Installer
B7 to B11	Asphalt Plant Operator
B12 to C2	Asphalt Paving Machine Operator
C3 to C7	Assembly Line Worker
C8 to C12	Baker
C13 to D3	Batch Plant Operator
D4 to D8	Bindery Worker
D9 to D13	Boiler Operator

CARD 38

A1 to A5	Bottle Machine Operator
A6 to A10	Cement Mason
A11 to B1	Cemetery Worker
B2 to B6	Chemical Operator
B7 to B11	Concrete Mixer Operator
B12 to C2	Construction Worker
C3 to C7	Crane Operator
C8 to C12	Custodian/Janitor
C13 to D3	Drill Press Operator
D4 to D8	Dry Wall Finisher
D9 to D13	Dry Wall Hanger
D14 to E4	Electronic Assembler

CLUSTER INDEX

THINGS

CARD 39

A1 to A5	Exterminator
A6 to A10	Fence Erector
A11 to B1	Fiberglass Worker
B2 to B6	Fireman
B7 to B11	Floor Covering Installer
B12 to C2	Forklift Truck Operator
C3 to C7	Foundry Worker
C8 to C12	Fuel Oil Distributor
C13 to D3	Furniture Mover
D4 to D8	Glass Installer
D9 to D13	Groundsman, (Light & Power)
D14 to E4	Heat Treater

CARD 40

A1 to A5	Kiln Operator
A6 to A10	Lathe Operator
A11 to B1	Laundry Operator
B2 to B6	Maid
B7 to B11	Maintenance Man, Highway
B12 to C2	Meat Cutter
C3 to C7	Numerical Control Programmer
C8 to C12	Nursery Worker
C13 to D3	Offset Press Operator
D4 to D8	Painter, Automobile
D9 to D13	Painter, Construction
D14 to E4	Paperhanger

CLUSTER INDEX

THINGS

CARD 41

A1 to A5	Paper Machine Operator
A6 to A10	Plasterer
A11 to B1	Polisher
B2 to B6	Power Plant Operator
B7 to B11	Production Helper (Paper & Pulp)
B12 to C2	Quarry Worker
C3 to C7	Railroad Brakeman
C8 to C12	Railroad Towerman
C13 to D3	Refinery Worker
D4 to D8	Refuse Collector
D9 to D13	Sandblaster
D14 to E4	Sewage Plant Operator

CARD 42

A1 to A5	Sewing Machine Operator
A6 to A10	Surveyor
A11 to B1	Terrazo Worker
B2 to B6	Tile Setter
B7 to B11	Tow Truck Operator
B12 to C2	Tree Trimmer
C3 to C7	Truck Driver, Local
C8 to C12	Truck Driver, Over the Road
C13 to D3	Welder
D4 to D8	Well Driller
D9 to D13	Woodworking Machine Operator

OVIS INDEX

(Ohio Vocational Interest Survey)

The OVIS consists of twenty-four scales that are designed to assist students and counselors in establishing a base for career exploration and planning. There are so many different kinds of occupations that it is essential that some type of classification of jobs used and job interests be established. OVIS is a means of categorizing a student's individual job interests. The twenty-four scales; Manual Work (Scale 1), Machine Work (Scale 2), Personal Services (Scale 3), Caring for People or Animals (Scale 4), Clerical Work (Scale 5), Inspecting and Testing (Scale 6), Crafts and Precise Occupations (Scale 7), Customer Services (Scale 8), Nursing and Related Technical Services (Scale 9), Skilled Personal Services (Scale 10), Training (Scale 11), Literary (Scale 12), Numerical (Scale 13), Appraisal (Scale 14), Agriculture (Scale 15), Applied Technology (Scale 16), Promotion and Communication (Scale 17), Management and Supervision (Scale 18), Artistic (Scale 19), Sales Representative (Scale 20), Music (Scale 21), Entertainment and Performing Arts (Scale 22), Teaching, Counseling and Social Work (Scale 23), and Medical (Scale 24) can be accessed to various resource materials, most prominently, The Dictionary of Occupational Titles (D.O.T.), the U. S. Department of Labor's Worker-Trait-Group classifications, the Data-People-Things concept and V.I.E.W. V.I.E.W. also uses the Data-People-Things system as a means of classifying occupations, and therefore, the utilization of OVIS scores can lead to a more efficient and accurate use of the V.I.E.W. exploration material.

OVIS SCALE 1

CARD NO.

Aluminum Siding Installer	37
Animal Caretaker	37
Antenna Installer	37
Batch Plant Operator	37
Bindery Worker	37
Boiler Operator	37
Cement Mason	38
Cemetery Worker	38
Concrete Mixer Operator	38
Construction Worker	38
Custodian/Janitor	38
Dry Wall Finisher	38
Dry Wall Hanger	38
Exterminator	39
Fence Erector	39
Fiberglass Worker	39
Fireman	39
Foundry Worker	39
Furniture Mover	39
Groundsman (Light & Power)	39
Kiln Operator	40
Laundry Operator	7, 40
Maid	40
Maintenance Man, Highway	40
Meat Cutter	40
Nursery Worker	40
Polisher	41
Production Helper (Paper & Pulp)	41
Quarry Worker	41
Railroad Brakeman	41
Refinery Worker	41
Sandblaster	41
Sewage Plant Operator	41
Tree Trimmer	42
Welder	42

OVIS SCALE 2

CARD NO.

Ambulance Driver	37
Asphalt Paving Machine Operator	37
Asphalt Plant Operator	37
Baker	37
Bottle Machine Operator	38
Chemical Operator	38
Crane Operator	38
Drill Press Operator	38
Electronic Assembler	38
Floor Covering Installer	39
Forklift Truck Operator	39
Fuel Oil Distributor	39
Glass Installer	39
Heat Treater	39
Lathe Operator	40
Numerical Control Programmer	40
Offset Press Operator	40
Paperhanger	40
Paper Machine Operator	41
Plasterer	41
Power Plant Operator	41
Refuse Collector	41
Sewing Machine Operator	42
Surveyor	3, 33, 42
Terrazo Worker	42
Tow Truck Operator	42
Truck Driver, Local	42
Truck Driver, Over the Road	42
Well Driller	42
Woodworking Machine Operator	42

OVIS SCALE 3

CARD NO.

Barmaid	35, 36
Bartender	35, 36
Bus Boy	35, 36
Child Care Worker	35, 36
Dog Warden	35, 36
Flagman, County	36
Guard/Watchman	36
Model	36
Nurse Aide	35, 36
Parking Lot Attendant	35, 36
Service Station Attendant	36
Sheriff's Deputy	36
Stewardess (Airline)	35, 36
Waiter/Waitress	35, 36

OVIS SCALE 4

CARD NO.

Ambulance Attendant	35
Barmaid	35, 36
Bartender	35, 36
Bus Boy	35, 36
Child Care Worker	35, 36
Dog Warden	35, 36
Nurse Aide	35, 36
Orderly	35
Parking Lot Attendant	35, 36
Psychiatric Aide	35
Stewardess (Airline)	35, 36
Waiter/Waitress	35, 36

OVIS SCALE 5

	CARD NO
Bookkeeper	1
Clerk, Admitting	1
Clerk, Billing	1
Clerk, File	1
Clerk, General Office	1
Clerk-Typist	2
Computer Operator	2, 27
Court Reporter	2
Credit Collector	5, 15
Fingerprint Classifier	2
Mail Carrier	2
Manager, Loan	2
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Meter Reader	3
Proofreader	3
Stenographer	3
Teletype Operator	3

OVIS SCALE 6

CARD NO.

Artificial Inseminator
Auto Final Inspection
Clerk, Catalog
Computer Operator
Rod Chainman
Weighmaster

26
26
27
2, 27
33
34

OVIS SCALE 7

	CARD NO.		CARD NO.
Atomic Energy Technician	13, 26	Office Machine Serviceman	20, 31
Atomic Power Reactor Operator	26	Painter, Sign	31
Automatic Transmission Specialist	13, 26	Patternmaker	31
Auto New Car Get Ready Man	27	Photoengraver	20, 31
Boiler Maker	13	Piano Tuner	31
Bricklayer	14, 27	Pilot	31
Cabinet Maker	27	Pipefitter	21, 31
Cable Splicer	14, 27	Plumber	21, 31
Carpenter	27	Presser (Dry Cleaners)	31
Computer Operator	2, 27	Repairman, Appliance	21, 32
Core Maker	14, 27	Repairman, Auto Body	22, 32
Darkroom Technician	15, 27	Repairman, Camera	22, 32
Dental Laboratory Technician	15, 28	Repairman, Electrical	33, 32
Electrician, Construction	16, 28	Repairman, Instrument	33, 32
Electrician, Residential	16, 28	Repairman, Meter	22, 32
Electroplater	28	Repairman, Radiator (Auto)	22, 32
Furnace Installer	16, 29	Repairman, Radio and TV	22, 32
Gas Utility Man	17, 29	Repairman, Sewing Machine	32
Iron Worker, Ornamental	17, 29	Repairman, Shoe	22, 32
Jeweler	17, 29	Repairman, Small Appliance	22, 32
Key Punch Operator	29	Repairman, Telephone	22, 32
Laboratory Assistant	17, 29	Repairman, Vending Machine	22, 33
Lineman (Light & Power)	18, 29	Rigger	33
Linotype Operator	29	Roofer	33
Locksmith	18, 29	Sheet Metal Worker	24, 33
Machinist	29	Sign Erector	24, 33
Mechanic, Air Conditioning	18, 29	Taxidermist	33
Mechanic, Automobile	19, 30	Test Driver	34
Mechanic, Diesel	19, 30	Telephone Installer	24, 33
Mechanic, Farm Equipment	30	Telephone Lineman	24, 34
Mechanic, Front End	19, 30	Tool and Die Maker	34
Mechanic, Industrial Truck	19, 30	Tool Grinder Operator	34
Mechanic, Motorboat	19, 30	Upholsterer (Furniture)	34
Mechanic, Motorcycle	19, 30	Watchmaker	34

OVIS SCALE 8

	CARD NO.
Auctioneer	4, 13
Bus Driver	4
Car Rental Agent	4
Cashier	4, 14
Clerk, Mail	5, 14
Counter Girl (Dry Cleaners)	5
Credit Reporter	5, 15
Dental Hygienist	5, 15
EKG Technician	6
Library Assistant Clerk	7, 18
PBX Operator	9
Receptionist	9, 21
Salesperson, Automobile	9, 23
Salesperson, Auto Parts	10, 23
Salesperson, Cosmetics	10, 23
Salesperson, Furniture	10, 23
Salesperson, Hardware	10, 23
Salesperson, Insurance	10, 23
Salesperson, Musical Instrument	10, 23
Salesperson, Real Estate	10, 23
Salesperson, Retail	10, 23
Salesperson, Sewing Machine	10, 23
Salesperson, Shoes	10, 23
Salesperson, TV and Appliance	10, 23
Salesperson, Women/Girls Apparel	10, 23
Salesperson, Yard Goods	10, 23
Taxi Driver	11
Technologist, X-Ray	11, 24
Telephone Operator	11
Telephone Service Representative	11, 24
Ticket Agent (Airline)	11, 25
Tool Crib Attendant	12
Underwriter, Insurance	12

OVIS SCALE 9

CARD NO.

Clerk, Mail	5, 14
Credit Reporter	5, 15
Dental Assistant	15
Dental Hygienist	5, 15
Inhalation Therapist	7, 17
Library Assistant Clerk	7, 18
Nurse, Licensed Practical	20
Nurse, Registered	20
Operating Room Technician	20
Receptionist	9, 21
Secretary, General	11, 23
Secretary, Legal	11, 23
Secretary, Medical	11, 23
Technologist, X-Ray	11, 24
Telephone Service Representative	11, 24
Therapist, Physical	25
Ticket Agent (Airline)	11, 25

OVIS SCALE 10

	CARD NO.
Atomic Energy Technician	13, 26
Auto Body Designer	13
Automatic Transmission Specialist	13, 26
Barber	13
Boiler Maker	13
Bricklayer	14, 27
Cable Splicer	14, 27
Core Maker	14, 27
Cosmetologist/Beautician	15
Darkroom Technician	15, 27
Dental Laboratory Assistant	15, 28
Electrician, Construction	16, 28
Electrician, Residential	16, 28
Furnace Installer	16, 29
Histologic Technician	17
Iron Worker, Ornamental	17, 29
Lens Grinder	17
Molder	20, 31
Photographer	20
Sign Erector	24, 33
Tailor	24

OVIS SCALE 11

CARD NO.

Agricultural Agent, County	4, 13
Bank Teller	4, 13
Building Inspector	4, 14
Caterer	4, 14
Claims Adjuster	5, 14
Computer Programmer	5
Controller, Air Traffic	5, 14
Dietitian	6, 15
Dispatcher	6, 15
Draftsman	6
FBI Agent	6, 16
Flight Instructor	6, 16
Funeral Director	6, 16
Inhalation Therapist	7, 17
Interior Decorator	7, 17
Internal Revenue Agent	7, 17
Laundry Operator	7, 40
Manager, Apartment	7, 18
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Port Director	9, 21
Purchasing Agent	9, 21
Ranger, Park	9, 21
Recreation Leader	9, 21
Travel Consultant	12, 25

OVIS SCALE 12

CARD NO.

Accountant	1, 26
Accountant, Junior	1, 26
Bookkeeper	1
Clerk, Admitting	1
Clerk, Billing.	1
Clerk, File	1
Clerk, General Office	1
Clerk, Payroll	1
Clerk-Typist	2
Court Reporter	2
Credit Collector	2
Fingerprint Classifier	2
Mail Carrier	2
Manager, Loan	2
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Meter Maid	3
Stenographer	3
Surveyor	3, 33, 42
Weather Forecaster/Meteorologist	3, 12

OVIS SCALE 13

CARD NO.

Accountant	1, 26
Accountant, Junior	1, 26
Surveyor	3, 33, 42
Weather Forecaster/Meteorologist	3, 12

OVIS SCALE 14

	CARD NO.		CARD NO.
Accountant	1, 26	Office Machine Serviceman	20, 3
Accountant, Junior	1, 26	Painter, Sign	31
Atomic Energy Technician	13, 26	Patternmaker	31
Automatic Transmission Specialist	13, 26	Photoengraver	20, 3
Auto New Car Get Ready Man	27	Piano Tuner	31
Bricklayer	14, 27	Pipefitter	21, 3
Boiler Maker	13	Plumber	21, 3
Cable Splicer	14, 27	Presser (Dry Cleaners)	31
Carpenter	27	Real Estate Appraiser	32
Core Maker	14, 27	Repairman Appliance	21, 3
Darkroom Technician	15, 27	Repairman, Auto Body	22, 3
Dental Laboratory Technician	15, 28	Repairman, Camera	22, 3
Farmer, Dairy	28	Repairman, Electrical	22, 3
Farmer, General	28	Repairman, Instrument	22, 3
Furnace Installer	16, 29	Repairman, Meter	22, 3
Gas Utility Man	17, 29	Repairman, Radiator (Auto)	22, 3
Iron Worker, Ornamental	17, 29	Repairman, Radio and TV	22, 3
Laboratory Assistant	17, 29	Repairman, Sewing Machine	32
Lineman (Light & Power)	18, 29	Repairman, Shoe	22, 3
Locksmith	18, 29	Repairman, Telephone	22, 3
Mechanic, Air Conditioning	18, 29	Repairman, Vending Machine	22, 3
Mechanic, Automobile	19, 30	Roofer	33
Mechanic, Diesel	19, 30	Sheet Metal Worker	24, 3
Mechanic, Farm Equipment	30	Sign Erector	24, 3
Mechanic, Front End	19, 30	Surveyor	3, 33, 4
Mechanic, Industrial	19, 30	Taxidermist	33
Mechanic, Motorboat	19, 30	Telephone Installer	24, 3
Mechanic, Motorcycle	19, 30	Telephone Lineman	24, 3
Millwright	19, 30	Upholsterer (Furniture)	34
Molder	20, 31	Watchmaker	34

OVIS SCALE 15

	CARD NO.
Architect, Landscape	13, 26
Architect, Residential	13, 26
Artist, Commercial	13, 26
Chemist, Analytical	14, 27
Ecologist	15, 28
Engineer, Agricultural	16, 28
Engineer, Civil	16, 28
Farmer, Dairy	28
Farmer, General	28
Floral Designer	16, 28
Forester	16, 28
Ornamental Horticulturist	20, 31
Pharmacist	31
Printer	21, 32
Soil Fertility Expert	24, 33

OVIS SCALE 16

	CARD NO.
Architect, Landscape	13, 26
Architect, Residential	13, 26
Artist, Commercial	13, 26
Atomic Energy Technician	13, 26
Automatic Transmission Specialist	13, 26
Boiler Maker	13
Chemist, Analytical	14, 27
Ecologist	15, 28
Engineer, Agricultural	15, 28
Engineer, Civil	16, 28
Farmer, Dairy	16, 28
Famer, General	28
Floral Designer	28
Forester	16, 28
Furnace Installer	16, 28
Gas Utility Man	16, 29
Jeweler	17, 29
Locksmith	17, 29
Mechanic, Air Conditioning	18, 29
Mechanic, Automobile	18, 29
Mechanic, Bowling Alley	19, 30
Mechanic, Diesel	19, 30
Mechanic, Farm Equipment	19, 30
Mechanic, Front End	30
Mechanic, Industrial Truck	19, 30
Mechanic, Motorboat	19, 30
Mechanic, Motorcycle	19, 30
Millwright	19, 30
Office Machine Serviceman	20, 31
Ornamental Horticulturist	20, 31
Pharmacist	31
Printer	21, 32
Sheet Metal Worker	24, 33
Soil Fertility Expert	24, 33

OVIS SCALE 17

CARD NO.			CARD NO.
Advertising Person	4	Manager, Apartment	7, 18
Announcer, Radio	4	Manager, Chamber of Commerce	8
Announcer, TV	4	Manager, Credit	8, 18
Bank Teller	4, 13	Manager, Data Processing	8, 18
Building Inspector	4, 14	Manager, Financial Institution	8
Buyer	4, 14	Manager, Hotel-Motel	8
Caterer	4, 14	Manager, Industrial Cafeteria	8
Chiropractor	5, 14	Manager, Personnel	8
Claims Adjuster	5, 14	Manager, Restaurant	8, 18
Clerk, Mail	5, 14	Manager, Theater	8, 18
Computer Programmer	5	Optometrist	8, 20
Controller, Air Traffic	5, 14	Parole Officer	8, 20
Counter Girl (Dry Cleaners)	5	PBX Operator	9
Credit Reporter	5, 15	Podiatrist	9, 21
Dental Hygienist	5, 15	Policeman, Local	9
Dentist	6, 15	Policewoman	9
Detective	6	Purchasing Agent	9, 21
Dietitian	6, 15	Ranger, Park	9, 21
Dispatcher	6, 15	Receptionist	9, 21
Draftsman	6	Reporter	9
Editor	6	Sanitarian	10
EKG Technician	6	Secretary, General	11, 2
FBI Agent	6, 16	Secretary, Legal	11, 2
Funeral Director	6, 16	Secretary, Medical	11, 2
Health Officer, County	6, 17	Social Worker	11, 2
Inhalation Therapist	7, 17	State Trooper	11
Internal Revenue Agent	7, 17	Technologist, X-Ray	11, 2
Labor Relations Representative	7	Telephone Operator	11
Laundry Operator	7, 40	Telephone Service Representative	11, 2
Lawyer	7, 17	Ticket Agent (Airline)	11, 2
Librarian	7, 18	Travel Consultant	12, 2
Library Assistant Clerk	7, 18	Underwriter, Insurance	12
		Veterinarian	12, 2
		Weather Forecaster/Meteorologist	3, 12
		Weatherman, TV	12

OVIS SCALE 18

CARD NO.

Building Inspector	4, 14
Caterer	4, 14
Claims Adjuster	5, 14
Computer Programmer	5
Controller, Air Traffic	5, 14
Cook/Chef	5
Cook/Pizza	5
Detective	6
Dietitian	6, 15
Dispatcher	6, 15
Draftsman	6
FBI Agent	6, 16
Flight Instructor	6, 16
Foreman (Any Industry)	6
Funeral Director	6, 16
Inhalation Therapist	7, 17
Interior Decorator	7, 17
Internal Revenue Agent	7, 17
Laundry Operator	7, 40
Librarian	7, 18
Lumber Yardman	7
Manager, Apartment	7, 18
Manager, Chamber of Commerce	8
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Financial Institution	8
Manager, Hotel-Motel	8
Manager, Industrial Cafeteria	8
Manager, Personnel	8
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Policeman, Local	9
Policewoman	9
Port Director	9, 21
Purchasing Agent	9, 21
Ranger, Park	9, 21
Reporter	9
State Trooper	11
Teacher Aide	11, 24
Travel Consultant	12, 25

OVIS SCALE 19

	CARD NO.		CARD NO.
Architect, Landscape	13, 26	Mechanic, Diesel	19, 30
Architect, Residential	13, 26	Mechanic, Front End	19, 30
Artist, Commercial	13, 26	Mechanic, Industrial Truck	19, 30
Atomic Energy Technician	13, 26	Mechanic, Motorboat	19, 30
Auto Body Designer	13	Mechanic, Motorcycle	19, 30
Automatic Transmission Specialist	13, 26	Millwright	19, 30
Boiler Maker	13	Molder	20, 31
Bricklayer	14, 27	Office Machine Serviceman	20, 31
Cable Splicer	14, 27	Ornamental Horticulturist	20, 31
Chemist, Analytical	14, 27	Photoengraver	20, 31
Conservation Officer	5, 14	Pipefitter	21, 31
Core Maker	14, 27	Plumber	21, 31
Dental Laboratory Technician	15, 28	Printer	21, 32
Display Designer	15	Repairman, Appliance	21, 32
Ecologist	15, 28	Repairman, Auto Body	22, 32
Electrician, Construction	16, 28	Repairman, Camera	22, 32
Electrician, Residential	16, 28	Repairman, Electrical	22, 32
Engineer, Agricultural	16, 28	Repairman, Instrument	22, 32
Engineer, Civil	16, 28	Repairman, Meter	22, 32
Floral Designer	16, 28	Repairman, Radiator (Auto)	22, 32
Forester	16, 28	Repairman, Radio and T	22, 32
Furnace Installer	16, 29	Repairman, Shoe	22, 32
Gas Utility Man	17, 29	Repairman, Small Appliance	22, 32
Histologic Technician	17	Repairman, Telephone	22, 33
Iron Worker, Ornamental	17, 29	Repairman, Vending Machine	22, 33
Laboratory Assistant	17, 29	Sheet Metal Worker	24, 33
Lens Grinder	17	Sign Erector	24, 33
Lineman (Light & Power)	18, 29	Soil Fertility Expert	24, 33
Locksmith	18, 29	Tailor	24
Mechanic, Air Conditioning	18, 29	Telephone Installer	24, 33
Mechanic, Automobile	19, 30	Telephone Lineman	24, 34
Mechanic, Bowling Alley	19, 30		

OVIS SCALE 20

CARD NO.

Auctioneer	4, 13
Bank Teller	4, 13
Building Inspector	4, 14
Buyer	4, 14
Caterer	4, 14
Claims Adjuster	5, 14
Controller, Air Traffic	5, 14
Dietitian	6, 15
Dispatcher	6, 15
FBI Agent	6, 16
Funeral Director	6, 16
Internal Revenue Agent	7, 17
Librarian	7, 18
Manager, Apartment	7, 18
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Port Director	9, 21
Purchasing Agent	9, 21
Ranger, Park	9, 21
Salesperson, Automobile	9, 23
Salesperson, Auto Parts	10, 23
Salesperson, Cosmetics	10, 23
Salesperson, Furniture	10, 23
Salesperson, Hardware	10, 23
Salesperson, Insurance	10, 23
Salesperson, Musical Instrument	10, 23
Salesperson, Real Estate	10, 23
Salesperson, Retail	10, 23
Salesperson, Sewing Machine	10, 23
Salesperson, Shoes	10, 23
Salesperson, TV and Appliance	10, 23
Salesperson, Women/Girls Apparel	10, 23
Salesperson, Yard Goods	10, 23
Shopper, Comparison	24
Travel Consultant	12, 25

OVIS SCALE 21

CARD NO.

Weather Forecaster/Meteorologist

3, 12

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OVIS SCALE 22

	CARD NO.
Cashier	4, 14
Clerk, Mail	5, 14
Counter Gril (Dry Cleaners)	5
Credit Reporter	5, 15
Dental Hygienist	5, 15
Detective	6
EKG Technician	6
Library Assistant Clerk	7, 18
Policeman, Local	9
Policewoman	9
Port Director	9, 21
Ranger, Park	9, 21
Receptionist	9, 21
Reporter	9
Secretary, General	11, 23
Secretary, Legal	11, 23
Secretary, Medical	11, 23
State Trooper	11
Technologist, X-Ray	11, 24
Telephone Service Representative	11, 24
Ticket Agent (Airline)	11, 25
Underwriter, Insurance	12

OVIS SCALE 23

	CARD NO.
Agricultural Agent, County	4, 13
Chiropractor	5, 15
Counselor (Camp)	5, 15
Dentist	6, 15
Health Officer, County	6, 17
Interior Decorator	7, 17
Juvenile Officer	7, 17
Lawyer	7, 17
Optometrist	8, 20
Parole Officer	8, 20
Podiatrist	9, 21
Recreation Leader	9, 21
Social Worker	11, 24
Veternarian	12, 25

OVIS SCALE 24

	CARD NO.
Agricultural Agent, County	4, 13
Chiropractor	5, 14
Counselor (Camp)	5, 15
Dentist	6, 15
Flight Instructor	6, 16
Health Officer, County	6, 17
Interior Decorator	7, 17
Juvenile Officer	7, 17
Lawyer	7, 17
Optometrist	8, 20
Parole Officer	8, 20
Podiatrist	9, 21
Recreation Leader	9, 21
Social Worker	11, 24
Teacher Aide	11, 24
Veterinarian	12, 25

KUDER DD INDEX
(Occupational Interest Survey)

Like the OVIS, the Kuder DD is a means of classifying an individual student's occupational interests. The "underlying rationale" behind the development of the Kuder DD is that people in a given occupation usually have characteristic preferences that distinguish them from people in other occupations. When the student responds to a list of individual activities, they are revealing to the counselor and/or teacher what "preferences" in terms of occupational activities they have. These preferences place them into one or more of the ten Kuder DD scales; Outdoor, Mechanical, Computational, Scientific, Persuasive, Artistic, Literary, Musical, Social Service and Clerical. From their scores on the measure, it is possible for the student to access other resource materials that are related to these scales.

OUTDOOR

	CARD NO.		CARD NO.
Agricultural Agent, County	4, 13	Flight Instructor	6, 16
Aluminum Siding Installer	37	Forester	16, 28
Ambulance Attendant	35	Fuel Oil Distributor	39
Ambulance Driver	37	Furnace Installer	16, 29
Animal Caretaker	37	Furniture Mover	39
Antenna Installer	37	Gas Utility Man	17, 29
Architect, Landscape	13, 26	Glass Installer	39
Architect, Residential	13, 26	Groundsman (Light & Power)	39
Artificial Inseminator	26	Guard/Watchman	36
Asphalt Paving Machine Operator	37	Ironworker, Ornamental	17, 29
Asphalt Plant Operator	37	Lineman (Light & Power)	18, 29
Auctioneer	4, 13	Lumber Yardman	7
Bricklayer	14, 27	Mail Carrier	2
Building Inspector	4, 14	Maintenance Man, Highway	40
Bus Driver	4	Meter Maid	3
Cable Splicer	14, 27	Meter Reader (Public Utilities)	3
Carpenter	27	Nursery Worker	40
Caterer	4, 14	Ornamental Horticulturist	20, 31
Cement Mason	38	Painter, Construction	40
Cemetery Worker	38	Painter, Sign	31
Child Care Worker	35, 36	Parking Lot Attendant	35, 36
Concrete Mixer Operator	38	Ranger, Park	9, 21
Construction Worker	38	Real Estate Appraiser	32
Counselor (Camp)	5, 15	Recreation Leader	9, 21
Crane Operator	38	Reporter	9
Dog Warden	35, 36	Sandblaster	41
Dry Wall Finisher	38	Sanitarian	10
Dry Wall Hanger	38	Service Station Attendant	36
Ecologist	15, 28	Sheet Metal Worker	24, 33
Electrician, Construction	16, 28	Sign Erector	24, 33
Electrician, Residential	16, 28	Soil Fertility Expert	24, 33
Engineer, Agricultural	16, 28	Surveyor	3, 33, 4
Engineer, Civil	16, 28	Taxi Driver	11
Exterminator	39	Telephone Lineman	24, 34
Farmer, Dairy	28	Test Driver	34
Farmer, General	28	Tow Truck Operator	42
Fence Erector	39	Tree Trimmer	42
Fireman	39	Truck Driver, Local	42
Flagman, County	36	Truck Driver, Over the Road	42

MECHANICAL

	CARD NO.		CARD NO.
Aluminum Siding Installer	37	Drill Press Operator	38
Ambulance Driver	37	Dry Wall Finisher	38
Antenna Installer	37	Dry Wall Hanger	38
Architect, Landscape	13, 36	EKG Technician	6
Architect, Residential	13, 36	Electrician, Construction	16, 28
Asphalt Paving Machine Operator	37	Electrician, Residential	16, 28
Asphalt Plant Operator	37	Electronic Assembler	38
Assembly Line Worker	37	Electroplater	28
Auto Body Desinger	13	Engineer, Agricultural	16, 28
Atomic Power Reactor Operator	26	Engineer, Civil	16, 28
Auto Final Inspection	26	Farmer, Dairy	28
Auto New Car Get Ready Man	27	Farmer, General	28
Automatic Transmission Specialist	13, 26	Fence Erector	39
Baker	37	Fiberglass Worker	39
Barber	13	Fingerprint Classifier	2
Barmaid	35, 36	Flagman, County	36
Bartender	35, 36	Floor Covering Installer	39
Batch Plant Operator	37	Foreman (Any Industry)	6
Bindery Worker	37	Forklift Truck Operator	39
Boiler Maker	13	Foundry Worker	39
Boiler Operator	37	Fuel Oil Distributor	39
Bottle Machine Operator	38	Furnace Installer	16, 39
Bricklayer	14, 27	Furniture Mover	39
Building Inspector	4, 14	Glass Installer	39
Bus Boy	35, 36	Groundsman (Light & Power)	39
Bus Driver	4	Heat Treater	39
Cabinet Maker	27	Histologic Technician	17
Cable Splicer	14, 27	Iron Worker, Ornamental	17, 29
Carpenter	27	Key Punch Operator	29
Caterer	4, 14	Kiln Operator	40
Cement Mason	38	Lathe Operator	40
Cemetery Worker	38	Laundry Operator	7, 40
Computer Operator	2, 27	Lens Grinder	17
Concrete Mixer Operator	38	Lineman (Light & Power)	18, 29
Construction Worker	38	Linotype Operator	29
Cook/Chef	5	Locksmith	18, 29
Cook/Pizza	5	Lumber Yardman	7
Core Maker	14, 27	Machinist	29
Cosmetologist/Beautician	15	Maintenance Man, Highway	40
Court Reporter	2	Meat Cutter	40
Crane Operator	38	Mechanic, Air Conditioning	18, 29
Custodian/Janitor	38	Mechanic, Automobile	19, 30
Darkroom Technician	15, 27	Mechanic, Bowling Alley	19, 30
Dental Assistant	15	Mechanic, Diesel	19, 30
Dental Hygienist	5, 15	Mechanic, Farm Equipment	30
Dental Laboratory Technician	15, 28	Mechanic, Front End	19, 30
Dentist	6, 15	Mechanic, Industrial Truck	19, 30
Dispatcher	6, 15	Mechanic, Motorboat	19
Display Designer	15		
Draftsman	6		

MECHANICAL (CONT.)

CARD NO

	CARD NO.		CARD NO.
Mechanic, Motorcycle	19, 30	Repairman, Shoe	22
Medical Record Technician	2	Repairman, Small Appliance	22
Meter Maid	3	Repairman, Telephone	22
Meter Reader (Public Utilities)	3	Repairman, Vending Machine	22
Millwright	19, 30	Rigger	33
Molder	36	Rod Chainman	33
Numerical Control Programmer	40	Roofer	33
Nursery Worker	40	Salesperson, Automobile	9,
Office Machine Serviceman	20, 31	Salesperson, Auto Parts	10
Offset Press Operator	40	Salesperson, Furniture	10
Ornamental Horticulturist	20, 31	Salesperson, Hardware	10
Painter, Automobile	40	Salesperson, Sewing Machine	10
Painter, Construction	40	Salesperson, TV and Appliance	10
Painter, Sign	31	Sandblaster	41
Paperhanger	40	Sanitarian	10
Paper Machine Operator	41	Service Station Attendant	36
Patternmaker	31	Sewage Plant Operator	41
PBX Operator	9	Sewing Machine Operator	42
Photoengraver	20, 31	Sheet Metal Worker	24
Photographer	20	Sign Erector	24
Piano Tuner	31	Soil Fertility Expert	24
Pilot	31	Stewardess (Airline)	35
Pipefitter	21, 31	Surveyor	3,
Plasterer	41	Taxi Driver	11
Plumber	21, 31	Technologist, X-Ray	11
Polisher	41	Telephone Installer	24
Port Director	9, 21	Telephone Lineman	24
Power Plant Operator	41	Telephone Operator	11
Presser (Dry Cleaners)	31	Telephone Service Representative	11
Printer	21, 32	Teletype Operator	3
Production Helper (Paper & Pulp)	41	Terrazo Worker	42
Quarry Worker	41	Test Driver	34
Railroad Brakeman	41	Tile Setter	42
Railroad Towerman	41	Tool Crib Attendant	12
Recreation Leader	9, 21	Tool and Die Maker	34
Refinery Worker	41	Tool Grinder Operator	34
Refuse Collector	41	Tow Truck Operator	42
Repairman, Appliance	21, 32	Tree Trimmer	42
Repairman, Auto Body	22, 32	Truck Driver, Local	42
Repairman, Camera	22, 32	Truck Driver, Over the Road	42
Repairman, Electrical	22, 32	Upholsterer (Furniture)	34
Repairman, Instrument	22, 32	Waiter/Waitress	35
Repairman, Meter	22, 32	Watchmaker	34
Repairman, Radiator (Auto)	22, 32	Weighmaster	34
Repairman, Radio and TV	22, 32	Welder	42
Repairman, Sewing Machine	32	Welldriller	42
		Woodworking Machine Operator	42

COMPUTATIONAL

	CARD NO.		CARD NO.
Accountant		Manager, Data Processing	8, 18
Accountant, Junior	1, 26	Manager, Financial Institution	8
Atomic Energy Technician	1, 26	Manager, Hotel-Motel	8
Atomic Power Reactor Operator	13, 26	Manager, Industrial Cafeteria	8
Bank Teller	26	Manager, Loan	2
Bookkeeper	4, 13	Manager, Personnel	8
Buyer	1	Manager, Restaurant	8, 18
Car Rental Agent	4, 14	Manager, Theater	8, 18
Cashier	4	Medical Record Administrator	2
Chemical Operator	4, 14	Medical Record Clerk	2
Chemist, Analytical	38	Medical Record Technician	2
Claims Adjuster	14, 27	Numerical Control Programmer	40
Computer Operator	5, 14	Pilot	31
Computer Programmer	2, 27	Pipefitter	21, 31
Controller, Air Traffic	5	Plumber	21, 31
Credit Collector	5, 14	Purchasing Agent	9, 21
Draftsman	2	Salesperson, Insurance	10, 23
EKG Technician	6	Salesperson, Real Estate	10, 23
Flight Instructor	6	Secretary, Legal	11, 23
Health Officer, County	6, 16	Shopper, Comparison	24
Histologic Technician	6, 17	Tailor	24
Inhalation Therapist	17	Technologist, X-Ray	11, 24
Internal Revenue Agent	7, 17	Tool and Die Maker	34
Jeweler	7, 17	Tool Grinder Operator	34
Key Punch Operator	17, 29	Travel Consultant	12, 25
Librarian	29	Underwriter, Insurance	12
Library Assistant Clerk	7, 18	Watchmaker	34
Linotype Operator	7, 18	Welldriller	42
Manager, Credit	29		
	8, 18		

SCIENTIFIC

	CARD NO.		CARD NO.
Agriculture Agent, County	4, 13	Mechanic, Air Conditioning	18, 29
Ambulance Attendant	35	Medical Record Administrator	2
Animal Caretaker	37	Medical Record Clerk	2
Architect, Landscape	13, 26	Medical Record Technician	2
Architect, Residential	13, 26	Numerical Control Programmer	40
Artificial Inseminator	26	Nurse Aide	35, 36
Atomic Energy Technician	13, 26	Nurse, License Practical	20
Atomic Power Reactor Operator	26	Nurse, Registered	20
Auto Body Designer	13	Nursery Worker	40
Boiler Maker	13	Optometrist	8, 20
Chemical Operator	38	Orderly	35
Chemist, Analytical	14, 27	Ornamental Horticulturist	20, 31
Chiropractor	5, 14	Pharmacist	31
Computer Programmer	5	Pilot	31
Controller, Air Traffic	5, 14	Podiatrist	9, 21
Darkroom Technician	15, 27	Policeman, Local	9
Dental Assistant	15	Policewoman	9, 21
Dental Hygienist	5, 15	Port Director	41
Dental Laboratory Technician	15, 28	Power Plant Operator	35
Dentist	6, 15	Psychiatric Aide	9, 21
Detective	6	Ranger, Park	11, 2
Dietitian	6, 15	Secretary, Medical	36
Ecologist	15, 28	Sheriff's Deputy	24, 3
EKG Technician	6	Soil Fertility Expert	11
Engineer, Agricultural	16, 28	State Trooper	3, 33,
Engineer, Civil	16, 28	Surveyor	33
Exterminator	39	Taxidermist	17,
Farmer, Dairy	28	Technologist, X-Ray	25
Farmer, General	28	Therapist, Physical	42
FBI Agent	6, 16	Tree Trimmer	12,
Fingerprint Classifier	2	Veterinarian	3, 1
Forester	16, 28	Weather Forecaster/Meteorologist	34
Fuel Oil Distributor	39	Weighmaster	42
Funeral Director	6, 16	Welldriller	
Gas Utility Man	17, 29		
Health Officer, County	6, 17		
Histologic Technician	17		
Inhalation Therapist	7, 17		
Interior Decorator	7, 17		
Jeweler	17, 29		
Laboratory Assistant	17, 29		
Labor Relations Representative	7		
Lens Grinder	17		

PERSUASIVE

	CARD NO.		CARD NO.
Accountant	1, 26	Manager, Hotel-Motel	8
Accountant, Junior	1, 26	Manager, Industrial Cafeteria	8
Advertising Person	4	Manager, Loan	2
Announcer, Radio	4	Manager, Personnel	8
Announcer, TV	4	Manager, Restaurant	8, 18
Artist, Commercial	13, 26	Manager, Theater	8, 18
Auctioneer	4, 13	Meat Cutter	40
Bank Teller	4, 13	Medical Record Administrator	2
Barmaid	35, 36	Meter Maid	3
Bartender	35, 36	Meter Reader (Public Utilities)	3
Building Inspector	4, 14	Model	36
Bus Boy	35, 36	Nurse Aide	35, 36
Buyer	4, 14	Nurse, Licensed Practical	20
Car Rental Agent	4	Nurse, Registered	20
Chiropractor	5, 14	Optometrist	8, 20
Claims Adjuster	5, 14	Orderly	35
Controller, Air Traffic	5, 14	Parole Officer	8, 20
Cosmetologist/Beautician	15	PBX Operator	9
Counselor (Camp)	5, 15	Pharmacist	31
Credit Collector	2	Pharmacist	9
Dental Hygienist	5, 15	Policeman, Local	9
Dentist	6, 15	Policewoman	9
Detective	6	Port Director	9
Dog Warden	35, 36	Proofreader	3
Ecologist	15, 28	Purchasing Agent	9, 21
Editor	6	Psychiatric Aide	35
Engineer, Agricultural	16, 28	Railroad Towerman	41
Engineer, Civil	16, 28	Ranger, Park	9, 21
FBI Agent	6, 16	Real Estate Appraiser	32
Flight Instructor	6, 16	Reporter	9
Floral Designer	16, 28	Salesperson, Automobile	9, 23
Foreman (Any Industry)	6	Salesperson, Auto Parts	10, 23
Funeral Director	6, 16	Salesperson, Cosmetics	10, 23
Guard/Watchman	36	Salesperson, Furniture	10, 23
Internal Revenue Agent	7, 17	Salesperson, Hardware	10, 23
Jeweler	17, 29	Salesperson, Insurance	10, 23
Juvenile Officer	7, 17	Salesperson, Musical Instrument	10, 23
Labor Relations Representative	7	Salesperson, Real Estate	10, 23
Lawyer	7, 17	Salesperson, Retail	10, 23
Librarian	7, 18	Salesperson, Sewing Machine	10, 23
Library Assistant Clerk	7, 18	Salesperson, Shoe	10, 23
Manager, Apartment	7, 18	Salesperson, TV and Appliance	10, 23
Manager, Chamber of Commerce	7, 18	Salesperson, Women/Girls Apparel	10, 23
Manager, Credit	8	Salesperson, Yard Goods	10, 23
Manager, Data Processing	8, 18	Sheriff's Deputy	36
Manager, Financial Institution	8, 18	Social Worker	11, 24
	8	Soil Fertility Expert	24, 33

PERSUASIVE (CONT.)

	CARD NO.
State Trooper	11
Stewardess (Airline)	35, 36
Tailor	24
Teacher Aide	11, 24
Telephone Operator	11
Telephone Service Representative	11, 24
Therapist, Physical	25
Ticket Agent (Airline)	11, 25
Travel Consultant	12, 25
Underwriter, Insurance	12
Veterinarian	12, 25
Weather Forecaster/Meteorologist	3, 12
Weatherman, TV	12

ARTISTIC

	CARD NO.		CARD NO.
Advertising Person	4	Funeral Director	6, 16
Architect, Landscape	13, 26	Interior Decorator	7, 17
Architect, Residential	13, 26	Jeweler	17, 29
Artisit, Commercial	13, 26	Model	36
Auto Body Designer	13	Nursery Worker	40
Baker	37	Painter, Automobile	40
Barber	12	Painter, Construction	40
Bricklayer	27, 27	Painter, Sign	31
Cabinet Maker	27	Paperhanger	40
Carpenter	27	Photoengraver	20, 31
Cement Mason	38	Photographer	20
Cook/Chef	5	Plasterer	41
Cook/Pizza	5	Printer	21, 32
Cosmetologist/Beautician	15	Sign Erector	24, 33
Darkroom Technician	15, 27	Tailor	24
Dentist	6, 15	Taxidermist	33
Display Designer	15	Terrazo Worker	42
Draftsman	6	Tile Setter	42
Dry Wall Finisher	38	Upholsterer (Furniture)	34
Dry Wall Hanger	38	Welder	42
Floral Designer	16, 28	Woodworking Machine Operator	42

LITERARY

	CARD NO.		CARD NO.
Announcer, Radio	4	Librarian	7, 18
Announcer, TV	4	Library Assistant Clerk	7, 18
Artist, Commercial	13, 26	Proofreader	3
Court Reporter	2	Reporter	9
Editor	6	Weather Forecaster/Meteorologist	3, 12
Lawyer	7, 17	Weatherman, TV	12

MUSICAL

	CARD NO.
Announcer, Radio	4
Announcer, TV	4
Piano Tuner	31
Salesperson, Musical Instrument	10, 23

SOCIAL SERVICE

	CARD NO.		CARD NO.
Agricultural Agent, County	4, 13	Medical Record Administrator	2
Ambulance Attendant	35	Medical Record Clerk	2
Ambulance Driver	37	Medical Record Technician	2
Animal Caretaker	37	Meter Maid	3
Artificial Inseminator	26	Nurse Aide	35, 3
Building Inspector	4, 14	Nurse, Licensed Practical	20
Child Care Worker	35, 36	Nurse, Registered	20
Chiropractor	5, 14	Optometrist	8, 20
Counselor (Camp)	5, 15	Orderly	35
Court Reporter	2	Parole Officer	8, 20
Dental Assistant	15	Pharmacist	31
Dental Hygienist	5, 15	Podiatrist	9, 21
Dentist	6, 15	Policeman, Local	9
Detective	6	Policewoman	9
Dietitian	6, 15	Psychiatric Aide	35
Dog Warden	35, 36	Ranger, Park	9, 21
Ecologist	15, 28	Secretary, Legal	11, 2
EKG Technician	6	Secretary, Medical	11, 2
Exterminator	39	Sheriff's Deputy	36
FBI Agent	6, 16	Social Worker	11, 2
Fireman	39	State Trooper	11
Forester	16, 28	Teacher Aide	11, 2
Funeral Director	6, 16	Technologist, X-Ray	11, 2
Health Officer, County	6, 17	Therapist, Physical	25
Histologic Technician	17	Veterinarian	12, 2
Inhalation Therapist	7, 17		
Juvenile Officer	7, 17		
Maid	40		
Mail Carrier	2		

CLERICAL

	CARD NO.		CARD NO.
Accountant	1, 26	Numerical Control Programmer	40
Accountant, Junior	1, 26	Nurse Aide	35, 36
Advertising Person	4	Nurse, Licensed Practical	20.
Bank Teller	4, 13	Nurse, Registered	20
Bookkeeper	1	Parole Officer	9
Building Inspector	4, 14	PBX Operator	9
Buyer	4, 14	Policeman, Local	9
Car Rental Agent	4	Policewoman	9, 21
Cashier	4, 14	Purchasing Agent	35
Claims Adjuster	5, 14	Psychiatric Aide	9, 21
Clerk, Admitting	1	Ranger, Park	32
Clerk, Billing	1	Real Estate Appraiser	9, 21
Clerk, Catalog	27	Receptionist	9
Clerk, File	1	Reporter	9, 23
Clerk, General Office	1	Salesperson, Automobile	10, 23
Clerk, Mail	5, 14	Salesperson, Auto Parts	10, 23
Clerk, Payroll	1	Salesperson, Cosmetics	10, 23
Clerk-Typist	2	Salesperson, Furniture	10, 23
Computer Programmer	5	Salesperson, Hardware	10, 23
Counter Girl (Dry Cleaners)	5	Salesperson, Insurance	10, 23
Court Reporter	2	Salesperson, Musical Instrument	10, 23
Credit Collector	2	Salesperson, Real Estate	10, 23
Credit Reporter	5, 15	Salesperson, Retail	10, 23
Dental Assistant	15	Salesperson, Sewing Machine	10, 23
Dispatcher	6, 15	Salesperson, Shoe	10, 23
Draftsman	6	Salesperson, TV and Appliance	10, 23
Editor	6	Salesperson, Women/Girls Apparel	10, 23
Flight Instructor	6, 16	Salesperson, Yard Goods	11, 23
Interior Decorator	7, 17	Secretary, General	11, 23
Internal Revenue Agent	7, 17	Secretary, Legal	11, 23
Juvenile Officer	7, 17	Secretary, Medical	36
Key Punch Operator	29	Sheriff's Deputy	24
Laboratory Assistant	17, 29	Shopper, Comparison	11, 24
Librarian	7, 18	Social Worker	11
Library Assistant Clerk	7, 18	State Trooper	3
Manager, Apartment	7, 18	Stenographer	3, 33,
Manager, Credit	8, 18	Surveyor	11, 24
Manager, Data Processing	8, 18	Teacher Aide	11
Manager, Financial Institution	8	Telephone Operator	11, 25
Manager, Hotel-Motel	8	Ticket Agent (Airline)	12, 25
Manager, Industrial Cafeteria	8	Travel Consultant	42
Manager, Loan	2	Truck Driver, Local	42
Manager, Personnel	8	Truck Driver, Over the Road	12
Manager, Restaurant	8, 18	Underwriter, Insurance	34
Manager, Theater	8, 18	Weighmaster	
Medical Record Administrator	2		
Medical Record Clerk	2		
Medical Record Technician	2		

CAREER PLANNING

To be used in a group counseling situation or a classroom activity.

Description:

Following are several career planning activities that you may wish to reproduce and use with your students on an individual basis or to be used in an organized group counseling situation. These materials are provided as an example only. You may wish to change some of the activities to meet the specific program of your school. Any reactions you have to these activities will be appreciated by the Michigan V.I.E.W. Laboratory for inclusion in further revisions of these materials in coming years.

CAREER PLANNING ACTIVITIES

The selection of an occupation is a very difficult but important decision in anyone's life. As you know, it is sometimes difficult for your students to begin thinking of careers, and as a result many young people leave school and enter into occupations which they really have not thought much about. To avoid this situation, students should begin career planning as early in their schooling as possible.

Preparing students for the world of work involves a commitment by your school; (1) to allow students to understand themselves, (2) to become acquainted with the world of work. Matching the two concepts of self-exploration and career exploration, allows a clear avenue to a valid career decision.

- Section 4: (Self-Exploration) of this work sheet is designed to help the students get to know more about the self.
- Section 5: (Career Exploration) will help individuals learn more about the world of work.
- Section 6: (Decision Making) will help the individual to make some tentative decision about a career.
- Section 7: (Career Oriented Classroom Activities) contains helpful games and activities which can be utilized in group situations.

SELF EXPLORATION

Part 1

RATIONALE: Abilities are what you can do. They are part of your personality and will help you choose the direction you will follow in your career exploration.

GOAL: To discover what your abilities are in certain areas.

ACTIVITY #1:

List as many of your abilities as you can. Examples are given.

- EXAMPLE:** It is easy for me to meet new people
It is easy for me to get good grades in math
It is easy for me to lift 100 pounds
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____
It is easy for me _____

ACTIVITY #2:

It is just as important to know what you cannot do well. List those things you find hard to do.

- EXAMPLE: It is hard for me to swim
- It is hard for me to talk to large groups of people
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____
- It is hard for me to _____

SELF EXPLORATION

Part II

RATIONALE:

Interests are those things which you enjoy doing. It is important to know and understand the activities which you "like" or "do not like" to do.

GOAL:

To discover those areas of activities which you "like" or "dislike".

ACTIVITY #1:

When you visit your counselor regarding the results of these tests, ask for the results of all the standardized tests which you have taken in school. This information will help you in deciding what occupations you should explore.

ACTIVITY #2:

Read the following list of activities and put a "X" in column "L" if you think you would like doing that activity and a "X" in column "D" if you think that you would dislike doing that activity. If you are not sure put an "X" in the center column (?).

	L	?	D
Sketch or paint pictures	_____	_____	_____
Create artistic designs	_____	_____	_____
Arrange or decorate home interiors	_____	_____	_____
Carve objects from clay or stone	_____	_____	_____
Take photographs	_____	_____	_____
Design styles for clothing	_____	_____	_____
Sing as a paid entertainer	_____	_____	_____
Play a musical instrument	_____	_____	_____
Compose or arrange music	_____	_____	_____
Conduct an orchestra or band	_____	_____	_____
Write short stories or books	_____	_____	_____
Write articles	_____	_____	_____

	L	?	D
Report event or activities	_____	_____	_____
Edit or rewrite news items	_____	_____	_____
Write TV and radio scripts	_____	_____	_____
Act in a play	_____	_____	_____
Dance classical or interpretative dances	_____	_____	_____
Comment on news for radio and TV	_____	_____	_____
Announce radio and TV programs	_____	_____	_____
Plan professional baseball or other sports	_____	_____	_____
Instruct classes of students	_____	_____	_____
Show others how to play new sports or games	_____	_____	_____
Select and catalog books and periodicals	_____	_____	_____
Advise people about their personal problems	_____	_____	_____
Interview and counsel people about jobs or schooling	_____	_____	_____
Build and test electronic equipment	_____	_____	_____
Install and repair telephone switchboards	_____	_____	_____
Repair radio and TV sets	_____	_____	_____
Paint or do paperhanging in houses	_____	_____	_____
Fix drains and faucets	_____	_____	_____
Lay bricks to construct walls and chimneys	_____	_____	_____
Build frame houses and other wooden structures	_____	_____	_____
Assemble and repair watches or cameras	_____	_____	_____
Cut, sew, and fit cloth, leather, or fur	_____	_____	_____

	L	?	D
Make or repair furniture or cabinets	_____	_____	_____
Cut and shape glass or stone	_____	_____	_____
Make jewelry	_____	_____	_____
Letter or stencil posters and signs	_____	_____	_____
Set type by hand for printing	_____	_____	_____
Operate machines to set type	_____	_____	_____
Develop and print pictures	_____	_____	_____
Make bread, cakes and other bakery products	_____	_____	_____
Operate furnaces or ovens to heat or melt metals	_____	_____	_____
Guard property against fire, theft, or damage	_____	_____	_____
Inspect articles by use of simple measuring devices	_____	_____	_____
Sort articles by size and color	_____	_____	_____
Operate automatic metal working machines	_____	_____	_____
Operate machine to fill bottles, jars, or cans with liquids	_____	_____	_____
Use precision measuring instruments to inspect products for flaws	_____	_____	_____
Conduct public opinion surveys	_____	_____	_____
Conduct studies on economic problems	_____	_____	_____
Direct traffic	_____	_____	_____
Enforce State and National laws	_____	_____	_____
Direct fire fighting and prevention in factory	_____	_____	_____
Inspect machines and working conditions to prevent accidents	_____	_____	_____
Perform nursing duties in hospital or home	_____	_____	_____

	L	?	D
Make chemical or laboratory tests	_____	_____	_____
Treat animals for injury or disease	_____	_____	_____
Prepare medicines according to prescriptions	_____	_____	_____
Conduct experiments in properties of metals or other materials	_____	_____	_____
Do medical X-ray work	_____	_____	_____
Plan menus for hospitals, schools or hotels	_____	_____	_____
Prepare financial statements for a company	_____	_____	_____
Assist clients in obtaining legal rights	_____	_____	_____
Purchase supplies for a large firm	_____	_____	_____
Patrol forest lands	_____	_____	_____
Observe and report weather conditions	_____	_____	_____
Explore and chart earth's crust to locate gas and oil deposits	_____	_____	_____
Plan and design roads and bridges	_____	_____	_____
Design tools, machines, and electric equipment	_____	_____	_____
Pilot an airplane for a commercial line	_____	_____	_____
Work out high-speed computer problems using mathematics	_____	_____	_____
Lay out machinery and plan flow or work in a factory	_____	_____	_____
Observe and plot light flashes on radar scope to report air traffic	_____	_____	_____
Draft plans for tools or machines	_____	_____	_____
Make detailed drawings from specifications for buildings	_____	_____	_____
Survey land to determine its measurements and contour	_____	_____	_____

	L	?	D
Drive a trailer-truck or bus	_____	_____	_____
Operate cranes and power shovels to move materials	_____	_____	_____
Supervise clerical staff in an office	_____	_____	_____
Organize and direct operations of a factory	_____	_____	_____
Supervise a group of salesmen	_____	_____	_____
Operate office machines such as adding or calculating machines	_____	_____	_____
Check bills for errors	_____	_____	_____
Figure commissions and expenses	_____	_____	_____
Make change and cash checks	_____	_____	_____
Keep a set of books for a business concern	_____	_____	_____
Type letters and reports	_____	_____	_____
Take dictation in shorthand	_____	_____	_____
Keep inventory of materials and equipment	_____	_____	_____
Operate a mimeograph machine	_____	_____	_____
File reports alphabetically	_____	_____	_____
Sort and deliver letters	_____	_____	_____
Sell furniture in a store	_____	_____	_____
Sell insurance or real estate	_____	_____	_____
Sell building and construction equipment	_____	_____	_____
Demonstrate cosmetics for sale	_____	_____	_____
Canvass homes to demonstrate and sell products	_____	_____	_____
Contact buyer for supermarket to get order for merchandise	_____	_____	_____
Sell tickets and make change at theater	_____	_____	_____
Deliver products over an established route	_____	_____	_____

	L	?	D
Conduct tours and act as guide	_____	_____	_____
Sell gas and oil at a service station	_____	_____	_____
Interview persons to get census information	_____	_____	_____
Question motorists to get information for highway planning commission	_____	_____	_____
Operate a telephone switchboard	_____	_____	_____
Make appointments and answer telephone	_____	_____	_____
Make collections from customers	_____	_____	_____
Direct customers to proper departments in store	_____	_____	_____
Talk to customers about complaints	_____	_____	_____
Tend machines which mix or cook foods or drugs	_____	_____	_____
Operate equipment to refine petroleum products	_____	_____	_____
Operate a concrete mixer	_____	_____	_____
Weld metal parts together using automatic welding machine	_____	_____	_____
Drill with a jackhammer in ore or rock	_____	_____	_____
Straighten bent fenders and auto bodies	_____	_____	_____
Operate power sewing machine to make clothing	_____	_____	_____
Pack fruit or vegetables for market	_____	_____	_____
Assemble metal parts with handtools	_____	_____	_____
Wind electrical coils and armatures	_____	_____	_____
Feed metal stock into machine to cut or shape metal products	_____	_____	_____
Tend sawing or boring woodworking machines	_____	_____	_____
Polish marble or granite by machine	_____	_____	_____

	L	?	D
Use machines to press, stretch, or pleat fabrics	_____	_____	_____
Mix paints according to formulas	_____	_____	_____
Tend tanks to dye or bleach leather	_____	_____	_____
Operate equipment making or treating paper	_____	_____	_____
Distribute printed advertising to	_____	_____	_____
Stack bundles of wheat, oats, and barley	_____	_____	_____
Carry and set stakes in a surveying crew	_____	_____	_____
Model clothing for customers	_____	_____	_____
Cook in a restaurant	_____	_____	_____
Plan and prepare meals in a private home	_____	_____	_____
Bake cakes, cookies, and other pastries for customers	_____	_____	_____
Order food supplies for hotel	_____	_____	_____
Take charge of playroom for children	_____	_____	_____
Organize games and read to small children	_____	_____	_____
Take care of and feed infants in a nursery	_____	_____	_____
Give shampoos, manicures, and facials	_____	_____	_____
Direct patrons to tables in restaurant	_____	_____	_____
Give service to airline passengers during flight	_____	_____	_____
Plant, cultivate, and harvest crops	_____	_____	_____
Raise and care for cattle, hogs, horses, and chickens	_____	_____	_____
Plant and care for flowers, lawn and shrubbery	_____	_____	_____
Catch large quantities of fish and market them	_____	_____	_____

Work aboard tugboats, barges, and river boats

L ? D

Operate a fish hatchery

Saw, trim and chop trees in forest areas

Construct and repair metal machines, parts, and tools

Work with drills and lathes to cut and shape metals

Grind lenses for cameras and microscopes

Operate machines to saw and shape wood

Oil, adjust, and repair machinery

Repair and overhaul automobile engines

Repair typewriters, calculators, and adding machines

Operate textile looms or hosiery-knitting machines

Operate printing press

ACTIVITY #3

Of all these activities which five do you like the most!

1 _____

2 _____

3 _____

4 _____

5 _____

Which five do you like the least!

1 _____

2 _____

3 _____

4 _____

5 _____

ACTIVITY #5:

List other activities that you like which were not listed.

ACTIVITY #6:

List other activities which you do not like to do.

SELF EXPLORATION

Part III

RATIONALE:

Goals are part of your personality. They are things you desire to do in the future. Some careers will help you more than others in meeting your goals.

GOALS:

To be aware and identify your future goals.

ACTIVITY #1:

List as many of your goals as you can think of.

- EXAMPLE: I want to go to college
- I want to quit school
- I want to get married
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____
- I want to _____

ACTIVITY #2:

Interview your parents and other relatives in this section to determine how they got their jobs.

1. Family occupations: Can you list the jobs of each of these persons in your family? (List only those in your particular family).

Father: _____

Mother: _____

Brothers: _____

Sisters: _____

Grandfathers: _____

Grandmothers: _____

Great Grandfathers: _____

Great Grandmothers: _____

Is there a pattern of types of occupations within your family? _____

2. How did your parents choose their work careers? _____

3. What types of training were were involved in your parents careers?

	Father	Mother
School	_____	_____
On the job training	_____	_____
Apprentice	_____	_____
Other	_____	_____

4. Can you list five industries in your community, that hire 20 or more persons?

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

CAREER EXPLORATION

Part I

ACTIVITY #1:

Please answer all these questions truthfully.

1. Where can career information be located in your school?

1. _____
2. _____
3. _____

2. List three ways that you could gather information about an interesting career;

1. _____
2. _____
3. _____

3. Have you ever investigated an interesting job? Yes ___ No.
If yes, what method did you use to locate your information?

4. Have you ever used a library catalog to locate information about a career?

Yes ___ No ___

5. Have you ever talked with a person about their job?

Yes ___ No ___

YOU AS A PERSON

6. Have you ever thought of yourself as a person doing a job?

Yes ___ No ___

If so, what jobs? _____

Do you have the necessary qualifications to do this work?

Yes ___ No ___

7. All jobs relate to working with either data, people or

things. If you were to choose today, which of these three would be most important to you in selecting an occupation? _____

8. What are special interests that you have?

1. _____
2. _____
- _____
4. _____
5. _____

9. Hobbies?

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

10. Aptitudes?

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

11. Name the part-time jobs available to young people your age.

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

12. What do these words mean?

1. Occupation-
2. Career-
3. Aptitude-
4. Interests-
5. Apprentice-
6. Vocation-

13. If you were to choose a job now, would you prefer to:

stay in home community stay in Michigan
 stay in this area move to another part of
the country

14. Have you ever thought of your school record in terms of later careers?

Yes No

If so, how? _____

15. How can you review your past record for possible clues to future educational choices?

CAREER EXPLORATION

Part II

RATIONALE:

If you now feel you have some awareness of your interests, abilities, and goals, and some idea of occupations you would like to investigate, you are ready for VIEW. If at this time you are still uncertain go and see your counselor. VIEW will help you get a realistic idea of requirements, qualifications, preparation, training, prospects, opportunities, training programs, local labor prospects, contacts to make, salaries, and things to read for each occupation. Part II will help you organize the information you are finding about careers.

OBJECTIVE:

To locate the appropriate microfilm and to learn to operate the microfilm reader or reader-printer.

ACTIVITY #1:

1. Go to the VIEW machine, you will find a deck of microfiche cards. These cards are in alphabetical order and color coded by job fields.
2. Refer to the Index to get the appropriate occupation you desire to investigate.
3. Remove the microfiche card from the deck and place in the microfilm reader or reader-printer.
4. After you place the microfiche into the VIEW machine, set the coordinates to H-14. This page tells you how to find the individual VIEW scripts.

Example: If you are looking for the occupation of an Ambulance Driver, you will notice that it is located in the Things Cluster Occupation Card Number 37. Once you have found Card 37, locate the coordinate G-14 on the reader. Scanning the card you find that Ambulance Driver will be located at A6. Move the pointer to A6. The first page of the VIEW Script Ambulance Driver will appear on the screen.

CAREER EXPLORATION

Part III

Individual Career Exploration

QUESTIONS:

The questions listed below are intended to help you in your search for the kinds of facts you will want to get before you decide whether or not to choose a particular occupation as a career. If any question does not apply to the occupation you are studying, ignore it. If any question would require excessive work in order to get information that you are sure would have no effect upon your occupational choice, ignore it. Use this outline, not as a blueprint or rigid specifications, but as a checklist, to be sure you do not overlook any item of importance to you. Use it also as a guide in taking and in arranging your notes for any reports you may prepare.

INTRODUCTION:

Name of job studying: _____

Interesting facts about the service which workers in this occupation render to other people, about the origin and history of the work, etc.

1. _____
2. _____
3. _____

FUTURE PROSPECTS:

1. Are workers in demand today? YES NO

Give evidence: _____

2. Is employment expected to increase or decrease? _____

Much or Little Why? _____

3. Can a person practice this occupation anywhere he wishes

to live? YES NO

NATURE OF WORK:

Check your description of the work against the following.

list of words to see if you have told all that you should.

Walk	Kneel	Reach	Handle
Jump	Stand	Lift	Finger
Run	Turn	Carry	Feel
Balance	Stoop	Throw	Talk
Climb	Crouch	Push	Hear
Crawl	Sit	Pull	See

1. Is the work done inside ___ outside ___ or both? ___
2. Is it done under abnormal conditions of high ___ low ___ or changing temperature?
3. Is the place of work likely to be dry ___ humid ___ wet ___ dusty ___ dirty ___ noisy ___ cramped ___ inadequately lighted ___ inadequately ventilated ___
4. Is the work done with others ___ around others ___ or alone? ___

QUALIFICATIONS: for a _____

Age. What are the upper and lower age limits for entrance and retirement?

Sex. Do employers who hire people in this occupation discriminate against them because of their sex? YES ___ NO ___ Are there reasonable opportunities for both? YES ___ NO ___ Is there any more active demand for the other? YES ___ NO ___

Height and Weight. Are there any minimum or maximum requirements? YES ___ NO ___ What are they? _____

Other physical requirements. Are there any other measurable physical requirements, e.g., 20/20 vision YES ___ NO ___

freedom from color blindness YES ___ NO ___

average or superior hearing YES ___ NO ___

physical strenght YES ___ NO ___

Others: _____

Aptitudes and interests. Has there been any research on aptitudes required? YES ___ NO ___

Has any vocational interest test been validated on workers in this occupation? YES ___ NO ___

Tools and equipment. Must these be supplied by the worker at his own expense, as a physician must equip his office? YES ___ NO ___ What is the average cost? _____

What provisions, if any, are made for apprenticeship or other training on the job?

Is experience of some kind prerequisite to entrance? YES NO

Describe. _____

Entrance. How does one get his first job? _____

By taking an examination? YES NO By applying to employers
 YES NO By joining a union? YES NO By registering
with employment agencies? YES NO By saving to acquire
capital and opening his own business? YES NO How much
capital is required? _____

State types of places in which the worker may find employment.

Advancement. What proportion of workers advance? _____

To what? _____

After how long and after what additional preparation or experience? _____

What are the related occupations to which this may lead, if any?

Earnings. What are the most dependable average figures you can find on earnings by week, month, or year? _____

What is the range of the middle 50 per cent? _____

Pay most attention to beginning wages and average wages of all workers. Avoid misleading emphasis on the exceptional worker who is highly paid.

Include extra earnings from tips, commissions, free board and room, expense allowances for auto, travel, etc. Mention deductions for uniforms, union dues, pension and insurance plans, etc.

Are earnings higher or lower in certain parts of the United States or in certain branches of the occupation?

Advantages and disadvantages. Here list what workers say they

like best and dislike most about their jobs.

Are hours regular or irregular, long or short? _____

Is there frequent overtime or night work? _____

Sunday and holiday work? _____

What about vacations? _____

Is employment steady, seasonal or irregular? _____

Does one earn more or less with advancing age? Example:
professional athletes? _____

Is working lifetime shorter than average? Example: Model.

___ YES ___ NO

Are skills required transferable to other occupations?

___ YES ___ NO

Is the work hazardous? ___ YES ___ NO

What about accidents, occupational diseases? _____

Is the worker exposed to:

Vibrations	High places	Explosives
Mechanical hazards	Danger of burns	Radiant energy
Moving objects	Electrical hazards	Toxic conditions

In comparison with other occupations requiring about the same level of ability and training, in what ways is this one more or less attractive?

Related occupations. What are the related occupations which might prove acceptable to the person who thought he wanted to enter this one but finds either himself or the occupation lacking something.

Sources of further information. Names and addresses of major professional associations and other organizations from which

you got helpful information.

Get more sheets if you wish to study more occupations.

E 9

DECISION MAKING

Part I

Follow up (Classroom activity or by counselor)

WHAT ARE YOU GOING TO DO ABOUT IT?

The purpose of this section is to help you to compare what you now know about this occupation with what you know or can learn about yourself. You are to fill in the blank which follows. This will involve some repetition of facts you have already recorded elsewhere. This repetition is necessary in order to help you to select and to bring together the most important facts, so that you can get a good look at them and decide what your next steps should be.

1. Duties. List here all the things you would have to do in this occupation that YOU think YOU could do well and enjoy doing.

2. List here all the things you would have to do in this occupation that YOU could NOT do well or that you would dislike doing.

3. Physical requirements. List here any physical requirements that you must meet in order to enter this occupation, e.g., height, weight, 20/20 vision, freedom from color blindness.

4. List here any of these physical requirements that you think you might find it hard to meet.

5. Aptitudes. List here any aptitudes in which you must be better than average, in order to do satisfactory work in this occupation, or to get the training necessary to enter it, e.g., mechanical aptitude, clerical aptitude, scholastic aptitude, finger dexterity, pitch discrimination, reaction time.

6. List here the names of any tests you have taken to prove these aptitudes and the results of the tests and any other evidence of the aptitudes you possess. List also the results of any tests you have taken to measure your interest in this occupation and any other evidence of your interest in it.

7. Preparation. List here the number of years of high school and college training that you would have to have to enter this occupation: High School _____ College _____

8. List here the number of years of high school and college training that you think you have the ability, the money, and the desire for: High School _____ College _____

9. Earnings. List here how much money you think you could earn in this occupation.

First year: \$ _____

After 5 years: \$ _____

After 10 years: \$ _____

10. List here how much money you think you would have to earn in order to feel that you were doing about as well as you have a right to expect.

First year: \$ _____

After 5 years: \$ _____

After 10 years: \$ _____

11. Other requirements. List here any other requirements that you must meet in order to enter this occupation, e.g., license requirements, examination, union membership.

12. List here any of these requirements that you think you might find it hard to meet.

13. Number of jobs. List here how many persons are employed in this occupation in the community in which you wish to work.

14. List here the best estimate you can get of how many jobs in this occupation become vacant each year, in the community in which you wish to work.

15. Job satisfaction. Ask several persons now working in this occupation what they like best and dislike most about it.

List here the things that most of them say they like most.

List here the things that most of them say they dislike most.

16. Miscellaneous. List here any other reasons why you think this would be a good occupation for you to enter.

17. List here any other reasons why you think this would not be a good occupation for you to enter.

SUMMARY: Go back over the things you have written down on the preceding pages and:

18. List here the most important reasons why you think this would be a good occupation for you to enter.

19. List here the most important reasons why you think this should not be a good occupation for you to enter.

20. Tentative decision. If you had to decide today whether or not to enter this occupation, what would you decide, and why?

CAREER ORIENTED CLASSROOM ACTIVITIES
To Be Used By Teachers

I. DEMONSTRATION ACTIVITIES

A. Drama

1. Involving one job cluster.
 - a. See VIEW Script Index or Career Finder Index
 - b. Example -- Health Occupations

Registered Nurse
Nurse Aide
Orderly
2. Show interaction of jobs (all jobs are important).
3. Students do research for their part in the play or drama.
 - a. See VIEW Scripts.
 - b. Contact references listed in VIEW Script "Where to Get More Information" and Appendices.
4. Props -- may involve tools and/or materials used on the job.

B. Role Playing (Pantomime)

1. Less involved than drama.
2. Two or three participants.
3. Show job characteristics.
 - a. See VIEW Script "Requirements and Qualifications"
4. Usually more spontaneous.

C. Who am I? / Twenty Questions

1. A student can read a VIEW Script for information about an unfamiliar occupation and use this as a basis for the questions. If all students know the format of the VIEW Scripts it will form a framework for this game.
2. One student chooses an occupation and the rest of the class guesses by asking yes-no questions (limited to 20 questions).
 - a. Example: "Does this worker work out of doors?"

3. Student who guesses gets prize, praise, or privilege--or gets to be "it" next time.

D. T.V. -- Radio Interview

1. One student pretends to be employed in an occupation and another interviews him about his work.
 - a. This should be carefully prepared from fact and not from hear-say and observation. A very verbal student may tend to go beyond actual knowledge and use ideas picked up about working conditions and especially starting salaries.

E. Guest lectures by Parents or other Employed adults

1. BE CAREFUL

- a. A little knowledge can be dangerous. This is an excellent way to help build a positive self-concept of parental worth in the world of work on the part of lower elementary children--but an instructor needs to have facts. Some jobs have several different titles, some have different responsibilities within the same title, the same title may have different entry requirements from one employer to another, etc. Get the facts before the speaker arrives so you can guide questions to promote better understanding on the part of the students.

F. Work Simulation

1. Students can develop demonstrations using tools of some occupation, explain some procedure or need and reason for special clothing. VIEWscript indicates much of this in the "More about the Job" section.

G. Field Trips

1. See special section "Career Exploration Field Trips."

H. Puppet Show

1. This is an excellent way to bring out attitudes as to how children view the various occupations in the world of work. Self concepts of the individuals placed in an occupation will develop if students make their own puppets and write or ad-lib the dialogue.

II. Language Activities

- A. Publish a career newspaper.

1. Interview workers.
2. Write articles describing jobs.
3. Set-up newspaper to simulate a newspaper publishing business.

B. Slides and Filmstrips

1. Have students take pictures of workers at various tasks in an occupation. Stress activity, clothing, work environment, and any unusual features of job.
2. Develop narrative for film. This should be taped so data will not be lost and can be used in a variety of learning situations. Verify facts from VIEW Script information.

C. Notebook

1. Students working in groups can prepare a scrapbook type notebook on an occupational cluster.
2. Individual students may prepare a notebook on a specific occupation from a cluster with the plan to cover several clusters over a specified period of time.

D. Scrambled Sentences and Words

1. A "fun" activity that can be used a for a "breather" but will emphasize the world of work thought process.
 - a. Example.
 1. "Bills for prepares a clerk billing customers."
 2. "A billing clerk prepares bills for customers."
 - b. Example (See attached samples)
 1. "tionauceer"
 2. "auctioneer"

E. Hangman

1. Another "fun" activity
 - a. One student thinks of an occupation and puts the correct number of blanks for the letters on the board or overhead projector.

- b. Classmates take turns guessing letters-- wrong guess puts one part on the body of the "hanged man".
2. Student who guesses the occupation is "it".
3. Select occupations from VIEW deck so spelling can be verified as well as develop use of occupational literature.

F. Story Writing

1. Story should be directed to world of work activity. This is a good activity to express attitudes and self concepts. Some direction as to subject or topic will help organize the students' thinking.
2. Sentence completion, such as: "I like to _____," "I cannot _____," and "If I could I would _____," all provide a quick means of expression to follow occupational discussions.

G. Crossword Puzzles

1. Either student or teacher constructed puzzles can be used for vocabulary of a job cluster, jobs within a cluster, or terms used for an occupational discussion.

III. Current Events

- A. What is happening within the world of work theme is excellent for current events. Syndicated articles are national in scope and may need to be evaluated for accuracy on local level--just because it is in print, it may not be fact for your area.

IV. Bulletin Boards

- A. Bulletin boards stressing clusters will give a more complete story. Specific jobs within the cluster that are available locally can bring more realistic thinking than the use of national scope posters, etc. Don't forget to change materials.

V. Classroom Product Production Projects

- A. Types of production projects* might be:
 1. Cookie production
 2. Candy production
 3. Bird houses
 4. Recipe holders

5. Book marks
6. Paper weights

VI. Crafts

A. Mobiles

1. Mobile of workers in various phases of his job.
2. Mobile of jobs from one occupational cluster.

B. Collage or Mural

1. Pictures of people in occupation showing worker on the job until the product or service is finished.
2. Pictures of the products workers make.

C. Picture Drawing

1. ~~May be done after observing people on the job.~~
2. Listen to job description and then draw impression.
3. Read description on own and then make drawing.

D. Work Station

1. A certain area of the classroom may be devoted to visualization of job cluster--this could include tools and materials from job to be handled and experimented with:

a. Example: Health Occupations

Doctor's bag and instruments
Patient record forms and charts
Laboratory equipment
Rubber gloves, masks, hospital gowns

b. Example: Building Trades

Hammers, nails, trowels; liers,
paint brushes, plumb lines, etc.

Print, bricks, electrician wire and
tape, pipe, wood, etc.

Blueprints, measuring tapes, levels, etc.

*Consumable products such as cookies and candy are the easiest to recall.

Unscramble the letters below to form words.

Forestry

- | | |
|--|-----------------------------|
| 1. _ _ _ _ s _ _ _ | eefrrot |
| 2. t _ _ _ _ _ c _ _ _ _ _ | brmie rsiure |
| 3. s _ _ _ _ | raeyw |
| 4. _ _ _ e _ _ _ _ _ e _ | ysrroft eai |
| 5. f _ _ _ b _ _ _ _ _ | sih loiogsit |
| 6. p _ _ _ _ n _ _ _ c _ _ _ _ _ | srak da hrtoeiea |
| 7. _ _ _ m _ _ _ _ d _ _ _ | ega erawn |
| 8. _ _ _ l _ _ _ f _ _ t _ _ _ _ _ | diw fel hiincea |
| 9. _ _ _ i _ _ c _ _ _ _ _ | los innoorsaevt |
| 10. _ _ _ r _ _ _ _ p _ _ _ _ _ | h
tfseo dtoscur nnaeicct |
| 11. s _ _ _ _ _ _ _ _ p _ _ _ | keom mrjeu |
| 12. _ _ _ i _ _ r _ _ _ _ m _ _ _ _ _ | los nleocaaait |
| 13. _ i _ _ _ _ _ g _ _ _ _ _ | rfe hftire |
| 14. l _ _ _ _ _ | grego |
| 15. s _ _ _ _ _ | lcræe |
| 16. s _ _ _ _ _ l _ _ _ | wa rief |
| 17. b _ _ _ _ _ | liogoist |
| 18. _ _ _ f _ _ _ _ _ s m _ _ _ _ _ | rti sgar mnntegeaa |
| 19. e _ _ _ _ _ | oocygl |

logger	biologist	soil conservation	turf grass management
ecology	saw filer	fish biologist	parks and recreation
sawyer	forestry side	soil reclamation	wild life technician
scaler	game warden	timber cruiser	forest products technician
forester	fire fighter	smoke jumper	

SAMPLE OF GROUP ACTIVITIES

Unscramble the letters below to form words.

Building Trades:

- | | |
|-----------------------------|-------------------|
| 1. c _ _ _ _ _ | rraeptn |
| 2. e _ _ _ _ _ | rciilenatc |
| 3. p _ _ _ _ _ | rineat |
| 4. _ _ o _ _ _ | orefr |
| 5. m _ _ _ _ | NSAO |
| 6. p _ _ _ _ _ | lremub |
| 7. p _ _ _ _ _ | reestlar |
| 8. t _ _ _ _ _ i _ _ _ _ _ | enelhpeo slealnt |
| 9. s _ _ _ _ _ | yruovre |
| 10. a _ _ _ _ _ | httcceri |
| 11. d _ _ _ _ _ | nrastafm |
| 12. g _ _ _ _ _ | ralzei |
| 13. c _ _ _ _ m _ _ _ _ | btanei krae |
| 14. a _ _ c _ _ _ _ _ | ri diingnotoni |
| 15. s _ _ _ m _ _ _ _ | tehe aetl |
| 16. f _ _ _ _ _ n | nrcaue am |
| 17. r _ _ _ _ _ | rgritafenoe |
| 18. c _ _ _ _ l _ _ _ _ | treap yrea |
| 19. i _ _ _ _ _ d _ _ _ _ _ | rrtione oarrecto |
| 20. l _ _ _ _ _ a _ _ _ _ _ | ncpdasea tehcritc |

- | | | | |
|---------------|---------------------|-----------|------------------|
| glazier | interior decorator | painter | electrician |
| plumber | landscape architect | architect | carpet layer |
| draftsman | telephone installer | carpenter | furnace man |
| refrigeration | sheet metal | roofer | cabinet maker |
| plasterer | surveyor | mason | air conditioning |

An Alphabet of Jobs
 (Less Q and Y with 2A's and 2G's)
 Find 26 if you can - any direction

X S K I I N S T R U C T O R P O S T I R
 R E M C A E T L O O H C S Y R E S R U H
 A E R A D I O T V R E P A I R N A N P A
 Y T O R E D O P E S F A T T Y E C S H E
 T A X I D E R M I S T O W N E Y S K O R
 E H S H E E P S I N A I C I R T C E L E
 C I V E T E R I N A R I A N O R S Y S H
 H O R S E B R E E D E R A C T S A P T P
 N A C A T S I R E K A B O W L I R U E A
 I G W M I K R E T T U D T A E M E N R R
 C R J D X A C T U A R Y S E E R T C E G
 I I O W L S I E A P I A R I S T N H R O
 A B U F E D E R A L R A S H S E S O E N
 N B R O J H E P F E D E O I S T O P T A
 O I N D I G S R G R O S G R A S S E N E
 V S A O G A S E N O F O O G P R P R I C
 A F L O R I S T S Z L N T P O F R A A O
 Q P I G S I N N A O R O W S T L L T P O
 N L S K E B D I E T I T I A N D P O I R
 R U T O T S I G O L O O Z O O S I R G K

- | | |
|-----------------------|----------------------------|
| 1. Oceanographer | 14. Nursery School Teacher |
| 2. Apriarist | 15. Taxidermist |
| 3. Interpreter | 16. Key punch Operator |
| 4. Dietitian | 17. Upholsterer |
| 5. Radio TV Repairman | 18. Horse Breeder |
| 6. Veterinarian | 19. Geologist |
| 7. Ski Instructor | 20. Golf Pro |
| 8. Meat Cutter | 21. Baker |
| 9. Journalist | 22. Chef |
| 10. Florist | 23. Painter |
| 11. Logger | 24. Actuary |
| 12. Zoologist | 25. Welder |
| 13. Electrician | 26. X-Ray Technician |

Apprenticeship Occupations

- | | |
|---------------------------------------|--|
| _____ 1. Glazier | A. Pastes wall coverings, such as fabric and plastic to interior of rooms |
| _____ 2. Cosmetologist | B. Applies mixtures of sand, fiber line, gypsum, and water unfinished to interior surfaces |
| _____ 3. Lather | C. Styles, cuts, designs hair for customers |
| _____ 4. Paperhanger | D. Operates and maintains built-in heating and cooling equipment |
| _____ 5. Millwright | E. Cuts, installs, replaces plate glass for structures such as churches |
| _____ 6. Electroplater | F. Moves installs, repairs machinery in factories |
| _____ 7. Boilermaker | G. Installs supporting backing for ceilings and walls |
| _____ 8. Stationary Engineer | H. Installs covering strips to retain heat or cold |
| _____ 9. Asbestos & insulating worker | I. Coats products, such as pots and pans for long wear and lasting beauty |
| _____ 10. Plasterer | J. Installs tanks and vats for large heating plants |

*Match the Job Titles with the Job Definitions.

METHODS AND TECHNIQUES WHICH CAN BE UTILIZED

IN MAKING OCCUPATIONAL INFORMATION AVAILABLE TO STUDENTS

1. Through such courses as personality development which include special units on occupations.
2. Through regular classrooms. English, social studies, industrial education, home economics can be particularly helpful in presenting opportunities to young people to study occupations through themes, special writing assignments, autobiographies, term papers, and other reports.
3. Charts prepared by teachers of various subject matter fields portraying occupational opportunities in their field.
4. Encouraging independent reading of biographies of great men who have been successful in various vocational fields and providing lists of books and novels which have a vocational emphasis. Teachers in the various subject matter fields could be encouraged to compile such lists.
5. Preparing news stories for the school paper. Both students and teachers can be enlisted for this project.
6. Encouraging teachers in the various subject matter fields to devote time to the discussion of their vocational field in their classes.
7. Encouraging the student to seek his own information through correspondence with people successful in the field they are considering.
8. Helping students become familiar with the various professional services such as SRA, Bellman Vocational Services, Careers Inc., Doubleday Multi-Media, and Chronicle Guidance Publications, and the services they have to display.
9. Making provisions for students to attend conferences which have a vocational theme.
10. Scheduling discussion groups to discuss various vocational problems of interest to young people.
11. Making use of hobby clubs to encourage young people to try out various skills which may lead to a vocational interest.
12. Arrange for interested students to take tests, in addition to the regular school testing program, which may give them more information about what interests, skills, abilities and personality characteristics they possess.
13. Supervised visits to various industries so students will have an opportunity to observe workers at work on various jobs. When

possible, making arrangements for students to talk with men and women who work in their particular interest field.

14. Supervised visits to institutions offering training programs in various job fields.
15. Assigned readings in various trade and professional journals.
16. Supervised part-time and summer work experiences to acquire skills and first-hand information about working conditions, training experiences, and job "try-out."
17. Arranging for discussions, conference and panel discussions health, social and personality characteristics required by various jobs.
18. Arranging extracurricular activity programs to assimilate actual job conditions.
19. Providing posters, film strips, motion pictures, and other displays on a continuous basis throughout the school year to give students information about jobs and training opportunities available to them.
20. Sponsored radio and television programs in which both students and teachers can participate. In some instances counselors have regular programs. Parents can also be used for such programs.
21. A regular newsletter service for students and parents which emphasize important vocational information.
22. The use of Opaque and transparency projectors to present information in classes and parent-teacher groups.
23. "Go to College Programs" where representatives from various colleges are invited to give information about their college.
24. Supervised visits to colleges, universities, business firms, and industrial institutions having training programs.
25. Supplying information in the form of catalogs and other literature about colleges, universities, trade schools, correspondence schools, and armed service schools, apprenticeship programs and other training institutions. Such information should be in all school libraries and available for all students.
26. Arrange for interviews with teachers and trainees in selected fields of work.
27. Arrange "job analysis" assignments in particular fields of work.
28. Specialized assignments in various classes of the curriculum which assimilate various types of training and education experience.

29. Special instruction and demonstrations in classes and group guidance programs on how to secure a job, including an objective analysis of abilities and limitations.
30. Participation in vocational clinics and vocational forums emphasizing steps in choosing a job, preparing for the job chosen, breaking in on-the-job, and making progress on-the-job.
31. Providing a program to keep the student continually informed of vocational opportunities through school "current event" classes.
32. Providing individual counseling. This is the heart of the information program as it is on other aspects of the guidance program.
33. Keep up to date on all films, filmstrips, and instructional television presentations which will supplement your schools' occupational files.
34. Work closely with the local offices of the Michigan Employment Security Commission, Youth Opportunity Center, by making appropriate referrals to them and by utilizing the materials and resources available from them.
35. Utilize the VIEW system as well as other occupational materials by making it available to teachers for use with their regular classroom activities.
36. Keep current a list and description of all local vocational training opportunities available to students.
37. Encourage students to avail themselves of any appropriate special activities designed to assist them in their vocational development such as CO-OP Training Program.

OCCUPATIONAL INFORMATION QUESTIONNAIRE

Job Title: _____

What are the job duties? _____

What personal interests would help one to do this job? _____

What aptitudes should an applicant possess? _____

What are the physical requirements? _____

Educational Preparation, Training, and Cost:

List any helpful high school courses: _____

Is high school graduation necessary? _____

What further schooling or training is required? _____

Where would one receive this training? _____

How long would it take? _____

What are approximate costs? _____

Are there any special entrance qualifications or tests? _____

Is any certification or license or diploma required for this job?

What do you see the future outlook in this field to be? _____

In what locations are these jobs found? _____

Where would one go to apply for a job in this field? _____

Is this job seasonable? _____

Could one work part-time? _____

What hours would one expect to work? _____ Overtime? _____

Wage scale: Beginning, no experience \$ _____ to \$ _____

Experienced: Starting \$ _____ Maximum \$ _____

What are the fringe benefits? _____

What kind of advancement opportunities are possible? _____

List any activities or working conditions that might be considered as job disadvantages _____

What occupations are similar or related to this job? _____

Where might a student get further information about this work? _____

What could he read? _____

Who could he contact? _____

Where could he write? _____

Please give any further information about this job which might be of value. (Use the back of the sheet.)

Name of person supplying information _____

Name of firm represented _____

Address _____

