

# Ohio Career Information System: Putting it into Practice



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# Resources to Implement OCIS:

Tools for Counselors and Teachers: <https://ocis.org>

- Implementation Guides: High School (8-12) and Junior (5-8)
- Curriculum and Lessons (8-12)
- Practical Learning Activities (6-12)
- Career Infusion Activity Database (K-8): <http://OhioCiad.com>

## OCIS Student Portfolio

- Individual Academic and Career Plan (IACP)
- Checklists
- Course Plan
- Education and Work History

Ohio Department of Education: [Career Development, OCIS](#)

- OCIS Archived Event Information: <http://education.ohio.gov> (search: OCIS)

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# Putting OCIS into Practice

Robin Bacola, Career Connections &  
Special Education Teacher  
Electronic Classroom of Tomorrow (ECOT)

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# About My Classroom: ECOT, Career Connections

- 100% students have an I.E.P. (transition plan is required)
- Spend about 5 weeks each semester working with OCIS, leading students to creating a Career Plan.

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# Ways We Have Adapted OCIS for Our Classroom:

- Added pictures to lessons and directions
- Created a PPT Portfolio
- Highlighted key points or steps
- Modified directions
- Worksheets mirror the layout within OCIS
- Created lessons that get students to use features within a section
- Assisted navigation

# Making Lessons More Visual:

## Comparing Careers that Interest Me

From the Work Importance Locator – My Scores page, click on your highest work value.

Choosing four (4) careers that interest you complete the chart below.

Remember, though, that work values are just some of the information that you can use to explore careers. Other useful information about yourself:

- your abilities,
- your interests,
- experience,
- education, and
- education.

The links for each Work Value will display information that match that value. You can then use the occupation links to learn more about the occupation.

**Achievement and Advancement**  
 Follow the link above to explore occupations for which both of your top two values are important. Year Score: 24

**Achievement**  
 People for whom achievement is important like to see the results of their work and to use their strongest abilities. This link is for a listing of occupations from their work. Year Score: 22

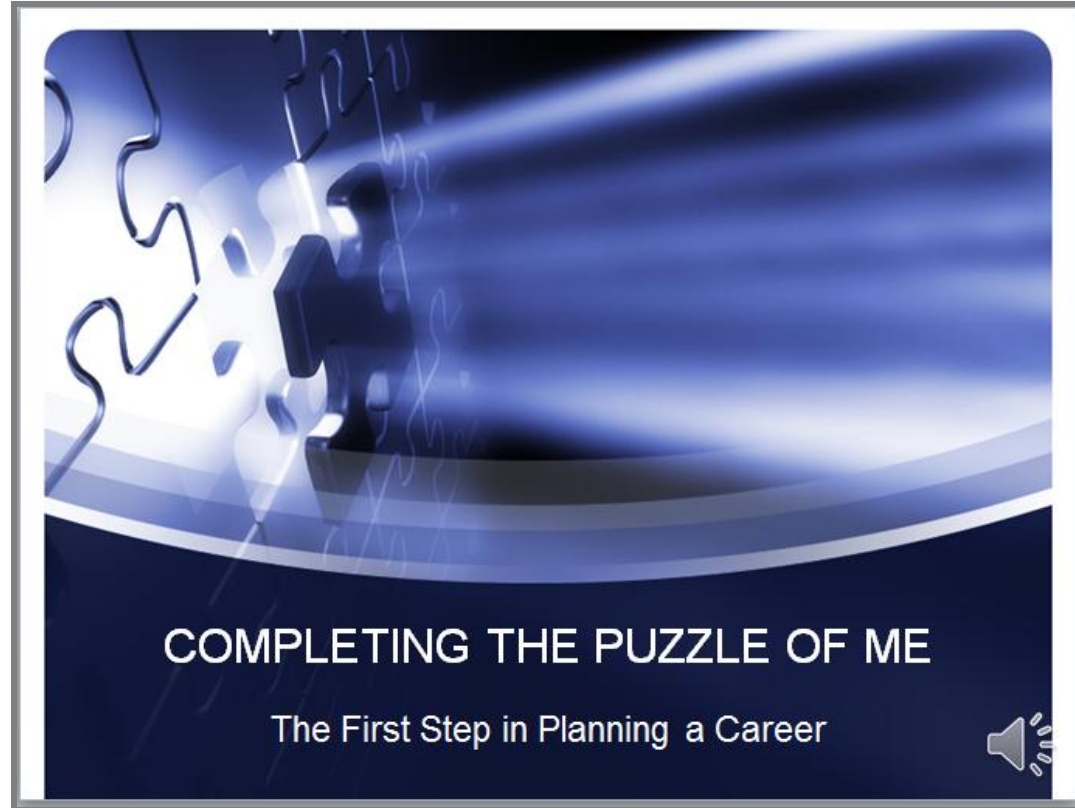
**Working Conditions**  
 People for whom good working conditions are important like jobs offering steady employment and good pay. They want employment that fits their individual work style. This may involve doing a variety of tasks, working alone, or being busy all the time.

The remaining four work values are listed below. Even though they aren't your highest work values, you may want to explore their occupation lists. For work values that are somewhat important to you, you can find out which occupations still might suit you. For work values that are not important to you, you can find out which occupations you might be less suited for.

Name of Cluster	Job Title	Wages	Outlook	Education Level
Law and Public Safety	Law Clerk	\$35,000	Good	4 year degree

# Career Portfolio:

- Audio directions
- Hints/suggestions added to notes at bottom
- Students eventually personalize with clip art, pictures and other assignments to make it their own



Created by: **Laurelle Mayes**

# Highlight:

- Snipping tool to highlight steps or key points
- Add arrows to guide students to where I want them to go.



The image shows a screenshot of a career planning website. The page is organized into several sections, each with a colored header bar:

- Career Plan** (green header):
  - Individual Academic and Career Plan (IACP)
- Occupations & Employment** (purple header):
  - Occupations
  - Occupation Sort →
  - Green Jobs →
  - Reality Check →
  - Self-Employment
  - Military Employment →
  - Industries
  - Job Search →
  - Keep That Job →
- Education & Training** (pink header):
  - Ohio Schools →
  - U.S. Colleges & Universities →
  - Programs of Study →
  - School Sort
  - Financial Aid →
  - Financial Aid Sort
- Assessment Tools** (purple header):
  - Career Cluster Inventory →
  - Assessment Link
  - IDEAS →
  - SKILLS →
  - Interest Profiler →
  - Work Importance Locator →

A large red arrow points from the right side of the page towards the 'Assessment Tools' section. On the right side, there is a vertical green bar with a blurred image of students and some text: 'St', 'Subm', 'Jan 1', 'receiv', and 'Available in b'.



# Modified Directions:

**Ohio Career Information System** [ Home | My Portfolio | Log out ]

Quick Links

**Career Cluster Inventory - Getting Started** [ Español | Restore ]

Does Career Cluster Inventory tell you what you can be or should be? NO!

No software can do that. Only YOU can decide what to do with your life.

Career Cluster Inventory can help you narrow down your choices. Here, you rate 80 activities on how much you think you would enjoy doing them. Most of these activities are things you have done before. Think back to when you did the activity (for example, asking someone to sponsor you in a walk-a-thon). Did you like asking that person to donate money? Rate that item for how much you liked it.

Some of the activities are things you have not done before. For each activity, take a minute to imagine doing it. For example, what would it be like to act in a school play? Would you like it? Would you dislike it? Not sure?

The response choices are:

- Like very much
- Like
- Dislike
- Not sure

NOTE: Your results will be saved automatically when you reach the Scores page. To add personal comments, click on the **Save** option. If you need to log off before rating all the activities, be sure and **Save** what you have completed.

[Rate the activities](#)

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## How to Complete the Career Cluster Inventory

Log into **OCIS**.

Click on the **Career Cluster Inventory** found on the left side of the page under **Assessment Tools**.

To begin, click on **RATE THE ACTIVITIES**. Answer each question.

When you are finished click on **GET RESULTS**.

Take a **Screen Shot** of the **Career Cluster Inventory - Scores**

Career Clusters	Score
Business and Administrative Services	12
Health Services	13
Information Technology	11
Manufacturing	11
Transportation, Distribution, and Logistics	11
Arts, Performance, and Communication	11
Education and Training	11
Health Care Support	11
Human Services	11
Legal Services	11
Life Sciences	11
Physical Sciences	11
Public Safety	11
Service	11
Social Services	11
Transportation	11
Visual Arts	11

# Followed Similar Layout:

## Energy Auditors

Energy auditors evaluate energy use patterns. They look at both home and commercial buildings, and recommend ways buildings can use less energy.

- Help clients determine ways to cut their energy use and increase efficiency
- Work with people throughout the day
- Are knowledgeable about construction
- Stand for long periods of time
- May need to be certified

Pay Period	Median Wages		
	Akron	State	United States
Hourly	\$27.37	\$29.46	\$30.78
Yearly	\$56,920	\$61,280	\$64,030

Energy Auditors wage source: Soc 13-1199 (Business operations specialists, all others)

For more information, see [Energy Auditors](#).

## OCCUPATIONS

### Assignment 2

Directions: Use the information found on the final page of the Reality Check to complete the worksheet below. Submit in the **Occupations DropBox**.

Name of Occupation:

Description:(include 3-5 bullets)

Pay Period	Median Wages		
	City	State	United States
Hourly			
Yearly			

# Exploring:

Students need to click on different letters to find different occupations.

Occupations | FAQs | Clusters Index | Titles Index | Compare | Search | Filter

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

**A**

- Abuse Counselors (see: Social Workers)
- Academic Deans (see: College and University Administrators)
- Account Executives (see: Advertising Managers)
- Accountants and Auditors
- Accounting Clerks (see: Bookkeeping and Accounting Clerks)
- Actors
- Actresses (see: Actors)
- Actuaries
- Acupuncturists
- Addictions Counselors

### Career ABC's

Directions: Using **OCIS** (occupations) or the **Cluster/Pathway** page in your lesson find up to three (3) careers (jobs) for each letter of the alphabet. Choose careers that you think you might be interested in exploring later.

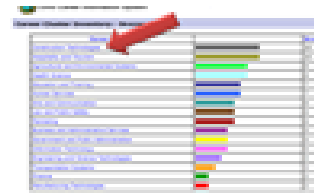
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>
<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>
<b>Q</b>	<b>R</b>	<b>S</b>	<b>T</b>
<b>U</b>	<b>V</b>	<b>W</b>	<b>XYZ</b>

# Assisted Navigation:

- Assisted students in navigating site by providing guided questions.
- Asked students to think about their choices throughout the lessons so that they eventually narrowed down their choices to something they felt they were capable of doing.

## CAREER CLUSTER INVENTORY

**FIND YOUR TOP CAREER CLUSTER (HIGHEST SCORE) AND CLICK ON THE TAB.**

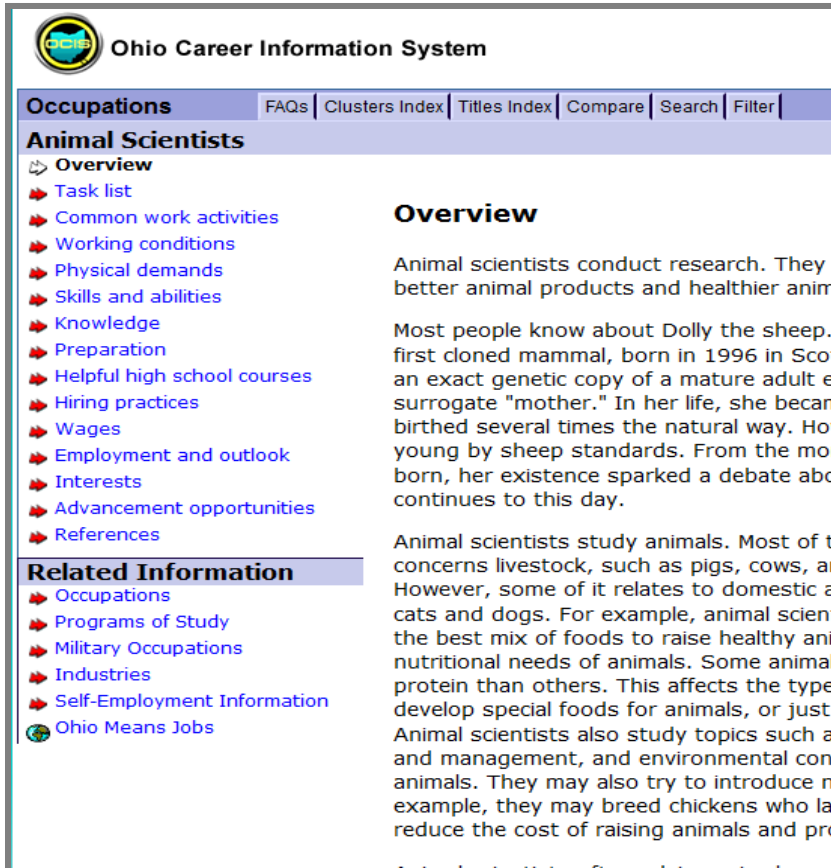


1. Click on the **LEVELS OF EDUCATION** tab. Choose two (2) occupations that you might be interested in and list them here.
  - a.
  - b.
2. Click on the **SKILLS** tab. Using complete sentences, list at least three (3) skills someone in that occupation should have?
3. Click on the **HELPFUL HIGH SCHOOL COURSES** tab. List four (4) courses that are suggested to take while still in high school.
4. After reviewing the information about this occupation, do you still think you would be interested in pursuing this career cluster? Why or why not? (You should have at least three complete sentences here!)

# The Career Plan:

What does it mean?  
What do I do with all this information?

Brings everything together and guides students through an in-depth exploration of their chosen career.



The screenshot shows the OCIS website interface. At the top, there is a navigation bar with 'Occupations' selected, and links for 'FAQs', 'Clusters Index', 'Titles Index', 'Compare', 'Search', and 'Filter'. The main content area is titled 'Animal Scientists' and includes an 'Overview' section with a list of links: Task list, Common work activities, Working conditions, Physical demands, Skills and abilities, Knowledge, Preparation, Helpful high school courses, Hiring practices, Wages, Employment and outlook, Interests, Advancement opportunities, and References. Below this is a 'Related Information' section with links to Occupations, Programs of Study, Military Occupations, Industries, Self-Employment Information, and Ohio Means Jobs. The 'Overview' text describes the role of animal scientists, mentioning Dolly the sheep as an example of a cloned mammal.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_

Choose **one** of your top two careers choices. Answer the following questions based on the information you find in OCIS ([Occupations](#)) regarding this career.

Name of Occupation (Career): \_\_\_\_\_

What are some **Common Work Activities** people in this occupation do?  
\_\_\_\_\_

List some of the **Working Conditions** someone in this occupation would experience:  
\_\_\_\_\_

What are some **Skills and Abilities** someone in this occupation would need to be successful?  
\_\_\_\_\_

List three areas of **Knowledge** someone in this occupation needs:  
#1: \_\_\_\_\_  
#2: \_\_\_\_\_

## Review:

The first three sections are review of the steps they have already taken in their career exploration.

# MY CAREER PLAN

NAME:

DATE:

GRADE:

**Directions:** Type your answers in the areas provided. Put as much information in as you can. Think about the things that are important to you before you answer. You will find answers to most of these questions in [OCIS?](#)

The Career Assessments I have completed are the:

Career Interest Inventory

Work Importance Locator

Two careers that I am interested in are:

Career 1:

How interested are you in this career?

Very Interested  Somewhat Interested  Just a little

Career 2:

How interested are you in this career?

Very Interested  Somewhat Interested  Just a little

Skills that I already have that would help me in these careers are:

*Ideas (singing, work with hands, good with kids, work on cars, good with people, computers, cooking)*

Type your answer here:

If you have/had a job, what type of skills did you learn while you were employed that would help you gain employment somewhere else?

*Ideas (team leader, washing cars, handling money, customer relations, waxing floors)*

Type your answer here:

# Sections in BLUE guide students to left navigation panel on webpage:

**MY CAREER PLAN**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_

Choose **one** of your top two careers choices. Answer the following questions based on the information you find in OCIS ([Occupations](#)) regarding this career.

Name of Occupation (Career): \_\_\_\_\_

What are some **Common Work Activities** people in this occupation do? \_\_\_\_\_

List some of the **Working Conditions** someone in this occupation would experience: \_\_\_\_\_

What are some **Skills and Abilities** someone in this occupation would need to be successful? \_\_\_\_\_

List three areas of **Knowledge** someone in this occupation needs:

#1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

How much education after high school (**Preparation**) will someone in this occupation need? \_\_\_\_\_

List some of the **Helpful High School Courses** you would like to take that would help you gain experience in this occupation: \_\_\_\_\_

Occupations | [FAQs](#) | [Clusters Index](#) | [Titles Index](#) | [Cor](#)

## Hairstylists and Cosmetologists

- Overview
- Task list
- Common work activities
- Working conditions
- Physical demands
- Skills and abilities
- Knowledge
- Preparation
- Helpful high school courses
- Hiring practices
- Licensing / Certification
- Wages
- Employment and outlook
- Interests
- Advancement opportunities
- References

### Related Information

- Occupations
- Programs of Study
- Industries
- Self-Employment Information
- Ohio Means Jobs

### Real World Interviews

- Hairstylist

### Videos

- View Video

## Overview

Hairstylists and cos and style customer makeup.

Admit it: at some p your bangs were to style. Or you used locked in place. The just fine, but it'd b facial or a manicure are reasons to see while getting your h be for women only, these services as w hair day now!

Hairstylists greet cu They talk to custom want. They may loc suggest new styles begin, hairstylists c customer's shoulde customer's hair and they check the con If they find a proble improve the health conditions, stylists

# Tough Questions:

## MY CAREER PLAN

NAME:

DATE:

GRADE:

Now it's time to reflect on what you have learned about this occupation. Answer the following questions in sentence form by restating part of the question in your answer.

### EXAMPLE:

**Question:** Why did you choose this career?

**Response:** I chose this career because it is something I love. Working with animals and taking care of animals is important to me.

Why did you choose this career?

What do you think will be hard for you if you continue to work toward this career?

What are some things you can do now to help you become what you want to be?

If you were applying to college today and had to provide your high school transcript (grades), do you think you would be accepted to the college? Why or why not?



# Questions?

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