

First Name _____ Last Name _____

Date Received

Learning Points

- **Job Searching.**
- **Interview someone who has a career that interests you.**
- **Research a career.**
- **Preparing for college.**

Finding your first job:

- Finding Job Opportunities, look for a job in a convenient location for you.
- Find jobs that can accommodate your schedule (school, sports, etc.)
- Make use of your talents, ask around for odd jobs in your area that you know you can do.
- Places to look for a job:
 - Try a retail store or food service job in your area
 - Check local job postings such as Job Center of Wisconsin
 - Facebook
 - Menominee Job Center – American Job Center
 - Shawano County Job Center
 - Depending on your age, you can also look at:
 - Menominee Casino Resort
 - Menominee Indian Tribe of Wisconsin
 - Menominee Indian School District, etc.



Activity 1:

Directions: Interview someone who has a career or job that interests you and answer the questions below. Interview them via; Zoom, FaceTime, OR social Distancing.

1. What is your job title? _____
2. What is your level of education? GED High School Diploma Certificate
 Associate Degree Bachelor Degree Master’s Degree Doctorate Degree
3. Is your level of education required for this position? Yes No
4. Which has been more valuable in your career? Education Experience
5. How many jobs did you have before this one? _____
6. What was the best job decision you ever made? _____

7. What was the worst job decision you ever made? _____

8. How much do you make a year? _____
9. What is your favorite part of your job? _____

10. What is your work schedule like (days and hours)? _____

11. What do you do at work on a daily basis? _____

12. How do you manage your time at work? _____

13. What do you like most about your job? _____

14. If there’s one thing you could improve, what would that be? _____

15. What advice do you have for someone that wants to work in your job?

Definition and examples to know about Wages & Benefits

1. Definition of Wages

Wages are usually associated with employee compensation that is based on the number of hours worked multiplied by an hourly rate of pay. Generally, the employees earning hourly will be paid in the week that follows the hours worked.

○ Example of Wages

For example, a retail employee works 40 hours during the work week. If the employee's hourly rate of pay is \$15, on the 5th day following the work week, the employee will receive a paycheck showing gross wages of \$600.00 (40 X \$15). If the employee had worked only 30 hours during the work week, the paycheck will show gross wages of \$450.00 (30 X \$15).

2. Definition of Salary

Salary is associated with employee compensation quoted on an annual basis, such as \$50,000 per year. Many employees working in a company's general office will be paid a salary. Often the salaries are paid semi-monthly. That is, one pay date will be the 15th day of the month for working from the 1st to the 15th, and the other pay date will be the last day of the month for working from the 16th to last day of the month.

○ Example of Salary

To illustrate, let's assume that the manager of a company might earn a salary of \$120,000 per year. If the manager is paid semi-monthly each paycheck will show a gross salary of \$5,000 for a half a month's work.

3. Overtime Pay

U.S. and state law protects employees from having to work more than 40 hours per week when their wages or salary is below a certain level. In other words, a salaried employee with a relatively low annual salary must be given overtime compensation if the person's hours worked are greater than 40 hours per week. You should be aware of the federal and state laws for your employees' overtime compensation.

4. Full-time employment vs part-time employment

Full-time employment is usually considered between 30-40 hours a week, while part-time employment is usually less than 30 hours a week.

5. Employment Benefits

Every employer is different, they may offer more or less benefits than other employers. Some may offer benefits for part-time employees but most will offer benefits for full-time/salaried employees.

○ Example of Benefits

- Health care
- Dental care
- 401K (retirement savings)
- Paid holidays
- Paid vacations
- Paid sick leave
- Paid Education leave (for yourself and/or child(ren))
- Etc.

Activity 2:

Directions: Practice job searching, look up online and find a real career that interests you. Remember this is just practice and pretend, let’s have fun with this and act as if you are older and have the education and experience to be qualified for the career that’s posted. Answer or check mark the following questions and try to think realistic as possible as if you are actually going to apply. *Let’s get started!*

1. Pretending that you are standing in the future this very minute, applying for jobs; please tell me how old you are? _____ *(This will give us an idea, where you would like to be at that age).*
2. What is your level of education? GED High School Diploma Certificate
 Associate Degree Bachelor Degree Master’s Degree Doctorate Degree
3. What is the job title you are applying for? _____
4. Where is this job located? _____
5. What is the company name? _____
6. Where did you find the job posted? _____
7. What is the education requirement? GED High School Diploma Certificate
 Associate Degree Bachelor Degree Master’s Degree Doctorate Degree
8. What are the expected hours to work a week? Full time (40 hrs.) Part time (32 hrs.)
9. What is the expected work schedule (days and hours)?
 Monday - Friday Weekends Holidays
 What time are you expected to be working? _____
For ex: 8:00 AM – 4:30 PM
10. How much does the job pay an hour or salary a year? _____
 a. If the job pays an hour, what would you make a year? _____
*(To help find your answer use this equation) **hourly rate X hours per week X 52 weeks***
 For an ex: if your hour rate is \$25 and you work 40 hours per week, you will make $25 \times 40 \times 52 = \$52,000$ per year.
11. What are the duties and responsibilities of the job? _____

12. Does the job have benefits, if so what are they? _____

NOTE: For extra credit, please print off the job description that you used to reference your answers.

How to Prepare for College

1. **Meet with your high school counselor in your freshman year.** This is the person whom will team up with you for the next four years regarding education and beyond. They will ask you what you envision on doing in the future, your goals, and your career decisions.
2. **Research on the college degree requirements for the college you have in mind.** It is never too early to start doing this, so don't be afraid to start doing research during your freshman year for any colleges you think you may even remotely be interested in attending. Many to all colleges prefer students to succeed and take classes on standard liberal arts subjects, such as math, literature, history, and science for the "base" degree.
3. **Develop a four-year school schedule with your counselor.** Work with them to pinpoint what school courses to take and pass to best fit the college degree programs you're most interested in. Ask your counselor if you can fit in college prep, advanced placement classes, etc., which will be good for going to college. These classes could be used as credit for some colleges.
4. **Involve yourself in extracurricular activities.** Colleges want people whom will involve themselves in their school and have shown dedication to things in the past. Remember, quality over quantity. Generally, colleges don't like to see you joining 10 activities in your senior year. This is why it'll be good if you find something you're passionate about your freshman year, and volunteer or join a club or two relating to that.
5. **Study hard in every course of each year.** Your cumulative GPA (grade point average) is very important for colleges, as each one requires a minimum in order to enter or be accepted.
6. **Prepare and practice your note taking skills.** On average, there are about 25-35 students per teacher in a high school class. However, in college, it will exceed between 25-plus per professor. If you do not pay attention in school, it would be wise to adjust your listening and note-taking skills early, as the professor will talk quickly and more than likely won't be able to say something twice.
7. **Visit your top choice colleges around the early spring of your junior year.** Get to know the structures, buildings, admission, parking areas, any housing placements. Take advantage of any tours provided by the college(s).
8. **Apply to colleges just as you start your senior year in high school.** Don't apply to colleges that do not appeal to you, might exceed your experiences/goals, etc. Over half of the students typically find themselves going to college in a different state than their home, so don't be afraid to take a chance. Note that most colleges have application deadlines, so be sure to have everything organized and ready. This is the time to prove on paper to them why you are a great candidate to attend the college, what activities you have done, and so forth. Always keep a copy for yourself for each application to avoid any stress if anything gets misplaced, etc. It will just be one less thing to worry about.
9. **College Application Fee Waivers.** The cost of a college education gets a lot of attention these days, and for good reason: Simply applying to college can be an expensive undertaking. There's the cost of standardized tests, the application fee and travel costs for campus visits. Before you know it, you may have to spend \$100 or more for each school you apply to. One way to reduce this financial burden is to obtain an application fee waiver.
Fee waivers are generally given to students who demonstrate financial need. However, some schools will allow any student to avoid paying the application fee if they meet certain requirements, such as making an official on-campus visit.

Activity 3:

Directions: Let's get into some insight and interview someone that you know that has either been or at college. Below are a list of questions to ask and for you to fill in the blank with their responses. I will also leave (3) blank questions for you to come up with on your own to ask.

1. Name of the person you are interviewing? _____
2. What is your highest level of education completed? Certificate Associate Degree
 Bachelor Degree Master's Degree Doctorate Degree
3. What college did you attend? _____
4. How old were you when you started college? _____
5. How old were you when you graduated? _____
6. What did you go to school for? _____
7. Did you ever change your major? Yes No
If so what was it? _____
8. How did you pay for college? Scholarships Financial Aid Subsidized loans
 Unsubsidized loans Private loans Savings
9. Do you have any financial regret on how you paid for college? Yes No
If so what was it? _____
10. Did you go to school? Full time Part time
11. Did you work at the same time while going to school? Yes No
If so what was it like? _____
 Work study Full time Part time
12. Do you have any tips for me when I start college? _____

13. _____

14. _____

15. _____

Definitions that we hear when we pursue post-secondary education

- 1. Post-secondary education**
Is any level of education that's beyond High School/GED.
- 2. Certificate**
Certificate programs generally take about a year to complete, but could take as little as a few months. Certificate programs are available in fields like cosmetology; auto repair; heating, ventilation, air conditioning, and refrigeration technology (HVAC); and more. Other examples include medical receptionist certificates and small engine repair certificates.
- 3. Associate Degree**
An Associate's degree takes about two years to complete beyond a high school diploma, although this time frame can often be reduced if the student takes summer courses or additional courses each semester. This degree takes 60 credits to complete.
- 4. Bachelor Degree**
A Bachelor degree takes about four years to complete which means they completed 120 credits.
- 5. Master's Degree**
A Master's degree takes about additional one-two years after undergrad to complete which is 36-54 graduate credits.
- 6. Doctorate Degree**
Doctoral degrees are terminal degrees, meaning they are the highest possible degrees available in their field.
- 7. What is a undergraduate**
Anything that's equivalent to an Associates and Bachelor's degree.
- 8. What is a graduate**
Anything beyond a Bachelor's degree.
- 9. Full Time vs Part Time students**
Full time are students that take 12 credits or more per semester. Part time students that take anything between 3-9 credits a semester.
- 10. Federal Work Study**
Provides part time jobs for undergraduate and graduate students that have financial need during the academic school year.
- 11. Scholarships**
A payment made to support a student's education. They are awarded on a basis of academic or need. To be awarded a scholarship, one would have to apply by an application process.
- 12. Financial Aid**
Funds that are provided by the United States exclusively to students attending post-secondary education in the United States. This is a limited fund which will no longer be provided to someone after 6 years.
- 13. Subsidized vs Unsubsidized loans**
The difference between a subsidized loan and an unsubsidized loan is that the U.S. Department of Education pays the interest on a subsidized loan
- 14. Private Loans**
Are loans that one can receive from a bank to pay for education expenses.

Activity 4:

Directions: Below is a list of College/Universities that you will learn more about by using internet resources such as (Google) to **define** and **give an example of**.

1. Tribal College/ University

Tribal colleges and universities provide rich tapestry of the American Indian experience as well as a vital pathway to the future. The foundation of culture and tradition makes TCU's unique in their missions and is an in valuable strengths in providing high quality education and successful outcomes.

Ex: White Earth Tribal and Community College

2. Private College/ University

Ex: _____

3. Community College

Ex: _____

4. Public University

Ex: _____

5. Technical School

Ex: _____

6. For-Profit University

Ex: _____

7. Four Year College

Ex: _____

8. Two Year College

Ex: _____

9. Liberal Art College

Ex: _____

10. Single- Sex College

Ex: _____

11. Religion Affiliated College

Ex: _____

Now that you know the wide range of higher education options, Please indicate which one you are likely to attend.

I am most likely to attend a ... _____ , because _____

QUIZ

1. Give a few examples of employment benefits?

-
-
-

2. There are 34 Tribal Colleges/Universities, fill in the blank for the three TCU's that are provided below.

Haskell Indian _____ University

Southwestern Indian _____ Institute

United _____ College

3. List a few resources on how one can pay for college?

-
-
-

4. What post-secondary degree do you see yourself obtaining?

- Certificate Associate Degree Bachelor Degree Master's Degree
 Doctorate Degree

5. What did you learn this week? Minimum 5 sentences
