

Pre-Evaluation

Please read the questions carefully. If you have questions you may only ask the instructor. **Don't worry**—you will **not** be able to answer many of the questions. This is to help us adjust the seminar to your needs. Please don't look at other students' answers.

Name: _____ Date: _____

1. Identify and describe your long-term career goal. What do you want to be doing by the time you are 25 years old? Be **specific** about your career goal.

2. Describe at least two specific short-term goals you will need to achieve in order to reach your long-term professional goals.



3. Identify the additional information you need to help you plan to reach your long-term goal.

4. What will you have to give up in order to reach your long-term career goal?

5. Describe the goals of the following organizations. Be specific and identify the special purpose of each organization.

- The large bookstore in your community

- The movie theatre in your neighborhood

- Your favorite clothing store

6. Select one of the organizations from question 5 and explain three ways in which a person working for the organization could support the company's goals you identified.



7. Read the following scenario and answer the questions.

James has been working at Hannibal Bookstore on M Street in Washington, D.C., as a clerk for two years. James also helps set up Friday night book readings and discussion groups, when authors read from their books, sign books purchased by customers, and talk to customers.

Just before James's mother became very ill and he went into foster care, she told him that he should read books whenever he had time. She told him her biggest regret was not reading more. That made a big impression on James. Therefore, James really likes working in a bookstore because he loves books and it reminds him of his mother.

James makes \$387 a week. His take-home pay (after taxes are taken out of his paycheck) is \$324.73 a week. James has to share an apartment because rent is so high. James's monthly expenses are

Rent	415
Food	340
Telephone and utilities.....	49
Transportation	90
Household items	61
Medical and dental	55
Clothes	49
Personal and health items	37
Savings	50
Entertainment.....	85
Miscellaneous	67
Total	\$1,298

James wants to start taking college business management classes. Someday he would like to manage a bookstore. He would even consider being a manager of one of the bookstores owned by Hannibal. Short-term, James needs to start taking college classes and needs the money to pay for them. Even at the community colleges, it will cost him \$378, including books and other educational expenses, for each course.

On Tuesday, James is having coffee with Lishone Rogers, the day shift manager.

James: "Lishone, I need more money."

Lishone: "Don't we all! It seems like it goes faster than we can make it."

James: "Yeah, but I really need more money to pay all my bills."

Lishone: "Yeah, I'm going to so many clubs I can't pay my credit card."

James: "Well, should I talk to anyone about..."

Lishone: "Yeah, talk to Chase Bank. Maybe they'll give you some money. Let's get back to work."

Lishone walks away and James thinks to himself: "Damn this Hannibal Bookstore! They don't care about anyone. Screw them. This is the last time I help them with Friday's book readings."



A. Explain ALL of the mistakes James made when he presented the reasons that Hannibal Bookstore should help him with his educational expenses. Use specific facts in your explanation.

B. It is 12 weeks later, and James has completed a self-advocacy seminar. James has made an appointment with Lishone to discuss his progress at Hannibal Bookstore. He is determined to get a raise in pay so he can afford to go to school. He knows he will have at least 15 minutes with Lishone to present his case.

i. Describe James's long- and short-term goals.

ii. Explain how some of James's goals can support the goals of Hannibal Bookstore.

iii. Identify James's strengths.



11. Describe the purpose of an informational interview (meeting). Include reasons why an informational interview is important to you and to the expert giving the information.

12. Describe the process of how you get an informational interview on your own.

For the remaining questions, circle the **best** of the four possible answers for each question.

13. If you work at a hardware store and need to change your lunch hour on very short notice, you should
- Tell whoever is in charge whenever you have a chance that you will be switching lunch hours.
 - Explain to whoever is in charge why you need to change your lunch hour.
 - Let whoever is in charge know you need to speak with them at their convenience. When you speak to him or her, explain your need to change your lunch hour and offer to do something extra that would help the store.
 - Leave a written note and then go ahead and change your lunch hour without bothering the person in charge.



14. You have worked at a bookstore for six months and would like to begin taking classes at a college. You will need to change your work schedule in order to attend the classes you want. What should you do?
 - a. Your supervisor probably is not interested in your schedule needs. Therefore, you should find an employee to switch times with you before you see your supervisor. Identify some reason how your need for a schedule change would help the bookstore.
 - b. Recognize that there is no reason the bookstore would help you with your schedule needs. Therefore, you should take different classes so your class schedule won't conflict with your work schedule.
 - c. Because you have worked at the store for six months, you are entitled to change your schedule, and therefore, you only need to give your supervisor a written notice.
 - d. Explain to your supervisor how important college is to you and that you really plan to do well. Also, let the supervisor know that you are not well-off and college will help you make a decent living.
15. You just began working at a video production studio as a production assistant. If you had a mentor to help you understand the business and ways to get ahead, it would save you time and help you get promotions faster. The best way to get a mentor would be to
 - a. Call the Association of Radio and Television Broadcasters and ask for a mentor. Explain that you don't know anything and need someone to teach you.
 - b. Tell your supervisor that you really want to get ahead as quickly as possible and ask him or her to assign you a mentor. Explain to the supervisor that you are having a hard time learning all the things you need to know to do your job correctly.
 - c. Place a notice in the central office of the video studio stating that you are looking for a mentor. Give a specific time when you can be mentored.
 - d. Go to a senior employee who you respect and explain how important it is for you to do a good job. Offer to help with any extra work he or she might have and ask whether he or she would be available to answer questions and give advice.
16. You are preparing for a job interview at a mutual fund company (a company that invests money for customers). In preparing for and doing the interview, the most important thing you can do is
 - a. Learn about the business before the interview.
 - b. Select the most professional-looking clothes to wear for the interview.
 - c. Make eye contact throughout the interview and don't do anything distracting such as taking notes or looking at questions you have written down.
 - d. Remember to shake hands when you meet and leave the interviewer.



17. Which of the following is the best way to get an informational interviewer interested in helping you?
- Be honest and explain how you have had some bad breaks in life and really need help more than most people.
 - Let the informational interviewer know that you will do whatever he or she tells you to do.
 - Explain how you are going to be successful someday and how challenges in your life have created personal strengths. Let the informational interviewer know that his or her experience can be of great value for you in learning how to reach your goals.
 - Let the informational interviewer know that you already have a good idea of what you need, that you have strong skills, that you don't want to waste his or her time, and that all you need is a letter of recommendation.
18. Rayshawn is 20 years old and is completing his third year at college. Which of the following options would be best for him to pursue?
- Verizon is hiring customer representatives at \$24,000 a year. After six months they give good benefits and opportunity for promotion. If Rayshawn takes this position, he could only continue college at night. This would mean only one or two extra years before he graduates.
 - Rayshawn should use his final year at college to collect information about careers, figure out what he will need to earn in order to pay all his living expenses, and develop a plan for reaching his goals.
 - Rayshawn loves drawing more than anything. If he postpones college now, he has an opportunity to work in the art department of a small newspaper. He would earn \$18,000 a year and be working close to what he really enjoys.
 - To help Rayshawn, we need more information about his life goals, personal interests, and financial situation.
19. An internship is usually a situation where you work at some organization for the opportunity to learn about a job, but you don't get paid for your work. When would doing an internship be in your best interest?
- Only after the second year of college when you are more definite about what career you want to have.
 - When the internship is at a company or organization that has a great public reputation.
 - When the internship is totally flexible around your schedule and doesn't require any changes in your personal life.
 - When the internship is in something you are interested in and it will help you learn more about your long-term goals.



Model Answers for Pre-Evaluation

Grading

Each answer should be scored on a scale of 0–10 points. The model answers are designed to give facilitators examples of a “10” answer. The Youth Advocacy Center is most interested in measuring improvement from this exam to the final exam. Therefore, it is important to be consistent with your grading techniques on both exams.

There is a content heading for each question. This is useful for assessing student understanding of specific topics and entering scores into a data sheet.

This pre-evaluation helps serve as a baseline to evaluate individual achievement for each student and helps you gauge where students are at the beginning of the seminar. It is common that students do not complete or even answer many of the questions. In addition to being an evaluation tool, the exam also serves as a means of communicating the wide scope of what will be covered in the seminar.

Career Identification

1. Identify and describe your long-term career goal. What do you want to be doing by the time you are 25 years old? Be **specific** about your career goal.
 - *My career goal is to work as an engineer (general), specializing in air conditioning (specific) and refrigeration for commercial buildings.*
 - *My career goal is to be an attorney, specializing in criminal defense.*
 - *My career goal is to be a pastry chef for a luxury hotel.*
 - *My career goal is to be a graphic artist, specializing in computer animation.*

The point is to identify a general career and some degree of specialization within that career.



Education/Training as a Path to Long-Term Goals

2. Describe at least two specific short-term goals you will need to achieve in order to reach your long-term professional goals.
 - *In order to be a pastry chef, I need to get my high school diploma and take the two-year Associate in Occupational Studies Program at NYIT Culinary Arts Center. Next summer, I will try to get any job I can at a restaurant so I can learn how a restaurant works. I also plan to set up more informational interviews with pastry chefs so I can learn more and get an opportunity to get a job or internship in a restaurant.*
 - *In order to become a defense attorney, I will need to graduate high school with good grades and enroll first in a two-year community college and then complete my four-year degree at a four-year college. When I attend college, I plan to have a double major in English and political science. Then I will go to a law school. I need to go on additional informational interviews to learn more about preparing for law school, exploring careers in law, and finding an opportunity to intern or work at a law office.*

The answer should include additional education or training as well as getting some more experience.

General Short-Term Goals Needed for Long-Term Goals

3. Identify the additional information you need to help you plan to reach your long-term goal.
 - *I need to find the best college to go to for preparing for work as a refrigeration engineer. I also want to find out more about the job opportunities in this field. After I find the right college, I need to learn more about what courses and experiences would help me get started in this field. I need to find out more about financial aid for college and what my living expenses will be when I leave foster care at 21, which will be when I am in my junior year at college.*

Look for identification of specific information that is crucial for successfully reaching their goals. Focus on education and any financial issues is very important.

Transitions: Endings

4. What will you have to give up in order to reach your long-term career goal?
 - *In order to work as a pastry chef, I will need to spend less time hanging out and thinking of myself as just a teenager.*
 - *To be a defense attorney, I will have to give up just focusing on my friends. I also think I will have to be less concerned about what other people think of me.*
 - *If I want a career in computers, I have to give up not caring about how well I do in school. I also will have to give up spending so much money on entertainment, and even music.*



Organizational Needs

5. Describe the goals of the following organizations. Be specific and identify the special purpose of each organization.

- The large bookstore in your community

To be known as the best bookstore for helping people find good books and stocking books that customers like to read.

- The movie theatre in your neighborhood

To make attending the movies feel like a luxury experience in a comfortable and exciting setting.

- Your favorite clothing store

To provide comfortable yet fashionable clothing at affordable prices for diverse styles.

Answers must go beyond stating a general mission, such as “make money,” “protect children,” etc. Look for identification of something specific in terms of service that would give the organization a distinct identity.

Connecting Personal and Organizational Needs

6. Select one of the organizations from question 5 and explain three ways in which a person working for the organization could support the company’s goals you identified.

Bookstore

- *Read more and find out from customers what they like to read.*
- *Learn about newly published books.*
- *Learn creative ways to promote weekly book readings.*
- *Develop creative ways to display books.*
- *Talk with customers and get them interested in books.*

Answers should demonstrate a working understanding of the organization’s mission.

7. Read the following scenario and answer the questions.

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On Tuesday, James is having coffee with Lishone Rogers, the day shift manager.

James: "Lishone, I need more money."

Lishone: "Don't we all! It seems like it goes faster than we can make it."

James: "Yeah, but I really need more money to pay all my bills."

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Lishone: "Yeah, talk to Chase Bank. Maybe they'll give you some money. Let's get back to work."

Lishone walks away and James thinks to himself: "Damn this Hannibal Bookstore! They don't care about anyone. Screw them. This is the last time I help them with Friday's book readings."

Fact Finding

- A. Explain ALL of the mistakes James made when he presented the reasons that Hannibal Bookstore should help him with his educational expenses. Use specific facts in your explanation.
 - Used an informal situation to discuss a serious matter
 - Talked about his needs but nothing about Hannibal or Lishone's needs
 - Didn't remind Lishone of his strengths and value to Hannibal
 - Didn't plan a presentation strategy
 - Didn't give Lishone ideas of how she could pay James more
 - Had no plan to deal with rejection



B. It is 12 weeks later, and James has completed a self-advocacy seminar. James has made an appointment with Lishone to discuss his progress at Hannibal Bookstore. He is determined to get a raise in pay so he can afford to go to school. He knows he will have at least 15 minutes with Lishone to present his case.

Identifying Long-Term and Short-Term Goals

i. Describe James's long- and short-term goals.

- *Long-term: Become manager of a bookstore*
- *Short-term: Study business management at college*
- *Find a way to pay for college classes*

Connecting Personal and Organizational Goals

ii. Explain how some of James's goals can support the goals of Hannibal Bookstore.

- *Hannibal needs to consider a source for future managers of their store.*
- *Hannibal needs employees who are educated and want to continue working in the bookstore business. Hannibal needs employees who love books and music and can help customers find books and music that suit their interests.*

Identifying Strengths

iii. Identify James's strengths.

- *Loves books*
- *Has ambition to be the store manager*
- *Has goal of getting more education in business*
- *Is independent and a good manager of his personal budget*
- *Knows how all the systems in Hannibal work*
- *Has successfully survived a challenging start in life*
- *Had a mother who encouraged him*

Self-Advocacy Agenda

C. Using the previous information, write out an agenda for James so he can be prepared to make the best presentation for his request for a raise.



James should make an appointment with the store manager, Lishone's supervisor. Following is an agenda for this meeting.

James's Agenda

Develop a connection with person in authority

Reinforce the success of Hannibal store

- Believe that I have a lot to learn from your ability to make this store so successful

Value in supporting me

- Want to remain at Hannibal and have more of a role in attracting and keeping dedicated customers
- Need your help and guidance in making some personal and professional decisions
- Would like to combine my personal goals with Hannibal's long-term business goals

Get person interested in me

- Been working at Hannibal for two years
- Feel a sense of loyalty and have learned all the systems
- Love to read and have good relationships with customers because I know so many of the books they like to purchase
- Listen to customers and know what we should stock

Purpose of meeting

- Want to develop a career in the book business
- Would like to build a career at Hannibal
- In moving in this direction, believe it's important to study business at college
- If Hannibal could support my college education by increasing my salary or paying for a course, would be willing to take on new responsibilities:
 - Train new clerks
 - Help make selections for stocking
 - Cover on weekends when business is heavy or someone is sick
 - Make weekly reports about customer interests

If these suggestions are rejected, I could offer possible solutions to the problem they may have of not having a policy for paying for college:

- Loan that would be forgiven if I stay at Hannibal for another two years
- Suggest that they think of my education as extra training
- Pay only for those courses that directly support my work at Hannibal



Self-Advocacy Skills

8. List all the skills you need to be a successful self-advocate. Be very specific! After you make this list, put it in order of the most important by placing numbers next to each item. (#1 is most important.)
- ***Effectively communicating personal strengths***
 - ***Asking good questions and identifying key facts***
 - ***Analyzing information***
 - ***Creativity***
 - ***Understanding the needs of the other party***
 - *Organization skills*
 - *Planning skills*
 - *Skills at research and finding information*
 - *Understanding the needs of an organization*
 - *Endurance—continuing in spite of rejection*
 - *Skills at developing workable solutions*

Bold answers should be high on the priority list.

Understanding the Needs of Others

9. In preparing to advocate for yourself, what do you need to know about the person who is in a position to help you?

Need to know some of their professional goals, the mission/goals of the organization they work for, and some of the specific responsibilities they have in their position. It would be useful to know the person's specific job position and particular professional interests and goals.

Identifying Personal Strengths

10. List your five strongest assets (accomplishments, skills, or values) and explain why each of these assets will be useful in a future career.
- *Loyal*
 - *Hardworking*
 - *Can handle stressful situations*
 - *Very good in mathematics*
 - *Like to read biographies*
 - *Have a strong commitment to be successful as a construction engineer*
 - *Completed self-advocacy seminar*
 - *Had a job after school as manager for six months*

Students should be able to identify three or more specific personal strengths.



Purpose of the Informational Interview

11. Describe the purpose of an informational interview (meeting). Include reasons why an informational interview is important to you and to the expert giving the information.

The purpose of an informational interview is to get information and advice on reaching my goal of working as a computer illustrator. Specifically, the interview will help me understand what kind of education and training I will need and what kind of work experience would be useful in order to get a good job. The interview is also important because it can lead to getting an internship and meeting other high-level professionals in the field I am interested in.

The informational interview is important to the expert because it is a chance to help someone starting out. It gives him or her an opportunity to share some of the knowledge and wisdom he or she has acquired with someone who is dedicated to becoming successful. In some cases, it gives the expert a chance to meet with someone who is very committed who might eventually be available to work for him or her.

Process of Getting an Informational Interview

12. Describe the process of how you get an informational interview on your own.

I would contact professional associations, teachers, friends, and social workers and ask them for the name of experts in the career field I am interested in. I would also look up online names of professionals in my career field that work in my geographical area. Then I would send these people a self-advocacy letter requesting an informational interview. Within a week, I would follow up with a phone call and be ready to meet at his or her convenience.

For the remaining questions, circle the **best** of the four possible answers for each question.

Analyzing Self-Advocacy Situations

13. If you work at a hardware store and need to change your lunch hour on very short notice, you should
- Tell whoever is in charge whenever you have a chance that you will be switching lunch hours.
 - Explain to whoever is in charge why you need to change your lunch hour.
 - Let whoever is in charge know you need to speak with them at their convenience. When you speak to him or her, explain your need to change your lunch hour and offer to do something extra that would help the store.**
 - Leave a written note and then go ahead and change your lunch hour without bothering the person in charge.

Connecting Organizational and Personal Needs

14. You have worked at a bookstore for six months and would like to begin taking classes at a college. You will need to change your work schedule in order to attend the classes you want. What should you do?



- a. **Your supervisor probably is not interested in your schedule needs. Therefore, you should find some other employee to switch times with you before you see your supervisor. Identify some reason how your need for a schedule change would help the bookstore.**
- b. Recognize that there is no reason the bookstore would help you with your schedule needs. Therefore, you should take different classes so your class schedule won't conflict with your work schedule.
- c. Because you have worked at the store for six months, you are entitled to change your schedule, and therefore, you only need to give your supervisor a written notice.
- d. Explain to your supervisor how important college is to you and that you really plan to do well. Also, let the supervisor know that you are not well-off and college will help you make a decent living.

Establishing Mentoring Relationship

- 15. You just began working at a video production studio as a production assistant. If you had a mentor to help you understand the business and ways to get ahead, it would save you time and help you get promotions faster. The best way to get a mentor would be to
 - a. Call the Association of Radio and Television Broadcasters and ask for a mentor. Explain that you don't know anything and need someone to teach you.
 - b. Tell your supervisor that you really want to get ahead as quickly as possible and ask him or her to assign you a mentor. Explain to the supervisor that you are having a hard time learning all the things you need to know to do your job correctly.
 - c. Place a notice in the central office of the video studio stating that you are looking for a mentor. Give a specific time when you can be mentored.
 - d. **Go to a senior employee who you respect and explain how important it is for you to do a good job. Offer to help with any extra work he or she might have and ask whether he or she would be available to answer questions and give advice.**

Importance of Research for Self-Advocacy

- 16. You are preparing for a job interview at a mutual fund company (a company that invests money for customers). In preparing for and doing the interview, the most important thing you can do is
 - a. **Learn about the business before the interview.**
 - b. Select the most professional-looking clothes to wear for the interview.
 - c. Make eye contact throughout the interview and don't do anything distracting such as taking notes or looking at questions you have written down.
 - d. Remember to shake hands when you meet and leave the interviewer.



Presenting Strengths Rather Than Problems

17. Which of the following is the best way to get an informational interviewer interested in helping you?
- Be honest and explain how you have had some bad breaks in life and really need help more than most people.
 - Let the informational interviewer know that you will do whatever he or she tells you to do.
 - Explain how you are going to be successful someday and how challenges in your life have created personal strengths. Let the informational interviewer know that his or her experience can be of great value for you in learning how to reach your goals.**
 - Let the informational interviewer know that you already have a good idea of what you need, that you have strong skills, that you don't want to waste his or her time, and that all you need is a letter of recommendation.

Importance of Planning

18. Rayshawn is 20 years old and is completing his third year at college. Which of the following options would be best for him to pursue?
- Verizon is hiring customer representatives at \$24,000 a year. After six months they give good benefits and opportunity for promotion. If Rayshawn takes this position, he could only continue college at night. This would mean only one or two extra years before he graduates.
 - Rayshawn should use his final year at college to collect information about careers, figure out what he will need to earn in order to pay all his living expenses, and develop a plan for reaching his goals.
 - Rayshawn loves drawing more than anything. If he postpones college now, he has an opportunity to work in the art department of a small newspaper. He would earn \$18,000 a year and be working close to what he really enjoys.
 - To help Rayshawn, we need more information about his life goals, personal interests, and financial situation.**

Importance of Internships

19. An internship is usually a situation where you work at some organization for the opportunity to learn about a job, but you don't get paid for your work. When would doing an internship be in your best interest?
- Only after the second year of college when you are more definite about what career you want to have.
 - When the internship is at a company or organization that has a great public reputation.
 - When the internship is totally flexible around your schedule and doesn't require any changes in your personal life.
 - When the internship is in something you are interested in and it will help you learn more about your long-term goals.**



Transitions: Ending

20. Bernice is 22 years old. From 12:00 p.m. to 8:00 p.m. six days a week, she works as an airport baggage handler. She likes work, loves sleeping late, and enjoys going out with her friends. Since she was 15, Bernice has wanted to have a family and make enough money to support her children. To reach her goals, Bernice decides she needs a college education. She begins college by taking one morning course, three times a week before she goes to work. After midterms, the professor informs her that, if she does not do more research, she will fail the class. The library is open for research until 11:00 p.m. every evening, but Bernice has too many friends she enjoys hanging out with after work.

Bernice is unsuccessful in making the desired transition to college because

- a. She has no willpower.
- b. She doesn't really see the long-term importance of college for advancing in her career and getting future promotions.
- c. She cannot adapt to the requirements of college education because she has not made an ending with her present life.**
- d. She has not explained to the professor that she needs a break because she has to struggle to support herself.

Transitions: Neutral Zone

21. Fabiola has graduated high school and has a job as cashier at the GAP. This change in her life required Fabiola to give up many things she enjoyed, such as time to just hang out, lots of time with friends, and not having to be concerned with bills and the requirements of an independent life. She is not happy with the job. Fabiola is very confused about the purpose of her life and what she wants to do. Her friends are afraid that Fabiola will fall apart. Argue why this confusion may be a good thing for Fabiola and suggest some things she can do in order to find a new beginning in her life.

People need to be creative in order to make good decisions and come up with good solutions for problems. People are most creative at times when they are most confused. The confusion allows them to think in new ways and discover new approaches. Fabiola has just made a big ending by leaving high school and the life she had while in high school. Fabiola is probably in the neutral zone because she is so confused about her life.

I would tell Fabiola that this confusion is fine because it will help her come up with some creative goals for her future. She is in the neutral zone and this is part of the normal process of transitions. I would also tell her to be patient with her confusion and use the time to think or even write in a journal about her experiences and feelings. She should think about how her life has changed. She should be patient because she will eventually discover good paths to follow.





Final Evaluation

Please read the questions carefully. If you have any questions, you may only ask the facilitator. Please don't look at other students' answers.

Name: _____ Date: _____

1. Identify and describe your long-term career goal. What do you want to be doing by the time you are 25 years old? Be **specific** about your career goal.

2. Describe at least two specific short-term goals you will need to achieve in order to reach your long-term professional goals.

3. Identify the additional information you need to help you plan to reach your long-term goal.



4. What will you have to give up in order to reach your long-term career goal?

5. Describe the goals of the following organizations. Be specific and identify the special purpose of each organization.

- The large bookstore in your community

- The movie theatre in your neighborhood

- Your favorite clothing store

6. Select one of the organizations from question 5 and explain three ways in which a person working for the organization could support the company's goals you identified.



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Household items	61
Medical and dental	55
Clothes	49
Personal and health items	37
Savings	50
Entertainment.....	85
Miscellaneous	<u>67</u>
Total	\$1,298

James wants to start taking college business management classes. Someday he would like to manage a bookstore. He would even consider being a manager of one of the bookstores owned by Hannibal. Short-term, James needs to start taking college classes and needs the money to pay for them. Even at the community colleges, it will cost him \$378, including books and other educational expenses, for each course.

On Tuesday, James is having coffee with Lishone Rogers, the day shift manager.

James: "Lishone, I need more money."

Lishone: "Don't we all! It seems like it goes faster than we can make it."

James: "Yeah, but I really need more money to pay all my bills."

Lishone: "Yeah, I'm going to so many clubs I can't pay my credit card."

James: "Well, should I talk to anyone about..."

Lishone: "Yeah, talk to Chase Bank. Maybe they'll give you some money. Let's get back to work."

Lishone walks away and James thinks to himself: "Damn this Hannibal Bookstore! They don't care about anyone. Screw them. This is the last time I help them with Friday's book readings."

- A. Explain ALL of the mistakes James made when he presented the reasons that Hannibal Bookstore should help him with his educational expenses. Use specific facts in your explanation.



B. It is 12 weeks later, and James has completed a self-advocacy seminar. James has made an appointment with Lishone to discuss his progress at Hannibal Bookstore. He is determined to get a raise in pay so he can afford to go to school. He knows he will have at least 15 minutes with Lishone to present his case.

i. Describe James's long- and short-term goals.

ii. Explain how some of James's goals can support the goals of Hannibal Bookstore.

iii. Identify James's strengths.



9. In preparing to advocate for yourself, what do you need to know about the person who is in a position to help you?

10. List your five strongest assets (accomplishments, skills, or values) and explain why each of these assets will be useful in a future career.



11. Describe the purpose of an informational interview (meeting). Include reasons why an informational interview is important to you and to the expert giving the information.

12. Describe the process of how you get an informational interview on your own.

13. Describe in **detail** what you gained from your informational interview.

14. In addition, describe how you will follow up on this interview.



For the remaining questions, circle the **best** of the four possible answers for each question.

15. If you work at a hardware store and need to change your lunch hour on very short notice, you should
 - a. Tell whoever is in charge whenever you have a chance that you will be switching lunch hours.
 - b. Explain to whoever is in charge why you need to change your lunch hour.
 - c. Let whoever is in charge know you need to speak with them at their convenience. When you speak to him or her, explain your need to change your lunch hour and offer to do something extra that would help the store.
 - d. Leave a written note and then go ahead and change your lunch hour without bothering the person in charge.
16. You have worked at a bookstore for six months and would like to begin taking classes at a college. You will need to change your work schedule in order to attend the classes you want. What should you do?
 - a. Your supervisor probably is not interested in your schedule needs. Therefore, you should find an employee to switch times with you before you see your supervisor. Identify some reason how your need for a schedule change would help the bookstore.
 - b. Recognize that there is no reason the bookstore would help you with your schedule needs. Therefore, you should take different classes so your class schedule won't conflict with your work schedule.
 - c. Because you have worked at the store for six months, you are entitled to change your schedule, and therefore, you only need to give your supervisor a written notice.
 - d. Explain to your supervisor how important college is to you and that you really plan to do well. Also, let the supervisor know that you are not well-off and college will help you make a decent living.
17. You just began working at a video production studio as a production assistant. If you had a mentor to help you understand the business and ways to get ahead, it would save you time and help you get promotions faster. The best way to get a mentor would be to
 - a. Call the Association of Radio and Television Broadcasters and ask for a mentor. Explain that you don't know anything and need someone to teach you.
 - b. Tell your supervisor that you really want to get ahead as quickly as possible and ask him or her to assign you a mentor. Explain to the supervisor that you are having a hard time learning all the things you need to know to do your job correctly.
 - c. Place a notice in the central office of the video studio stating that you are looking for a mentor. Give a specific time when you can be mentored.



- d. Go to a senior employee who you respect and explain how important it is for you to do a good job. Offer to help with any extra work he or she might have and ask whether he or she would be available to answer questions and give advice.
18. You are preparing for a job interview at a mutual fund company (a company that invests money for customers). In preparing for and doing the interview, the most important thing you can do is
 - a. Learn about the business before the interview.
 - b. Select the most professional-looking clothes to wear for the interview.
 - c. Make eye contact throughout the interview and don't do anything distracting such as taking notes or looking at questions you have written down.
 - d. Remember to shake hands when you meet and leave the interviewer.
 19. Which of the following is the best way to get an informational interviewer interested in helping you?
 - a. Be honest and explain how you have had some bad breaks in life and really need help more than most people.
 - b. Let the informational interviewer know that you will do whatever he or she tells you to do.
 - c. Explain how you are going to be successful someday and how challenges in your life have created personal strengths. Let the informational interviewer know that his or her experience can be of great value for you in learning how to reach your goals.
 - d. Let the informational interviewer know that you already have a good idea of what you need, that you have strong skills, that you don't want to waste his or her time, and that all you need is a letter of recommendation.
 20. Rayshawn is 20 years old and is completing his third year at college. Which of the following options would be best for him to pursue?
 - a. Verizon is hiring customer representatives at \$24,000 a year. After six months they give good benefits and opportunity for promotion. If Rayshawn takes this position, he could only continue college at night. This would mean only one or two extra years before he graduates.
 - b. Rayshawn should use his final year at college to collect information about careers, figure out what he will need to earn in order to pay all his living expenses, and develop a plan for reaching his goals.
 - c. Rayshawn loves drawing more than anything. If he postpones college now, he has an opportunity to work in the art department of a small newspaper. He would earn \$18,000 a year and be working close to what he really enjoys.
 - d. To help Rayshawn, we need more information about his life goals, personal interests, and financial situation.



21. An internship is usually a situation where you work at some organization for the opportunity to learn about a job, but you don't get paid for your work. When would doing an internship be in your best interest?
- a. Only after the second year of college when you are more definite about what career you want to have.
 - b. When the internship is at a company or organization that has a great public reputation.
 - c. When the internship is totally flexible around your schedule and doesn't require any changes in your personal life.
 - d. When the internship is in something you are interested in and it will help you learn more about your long-term goals.
22. Bernice is 22 years old. From 12:00 p.m. to 8:00 p.m. six days a week, she works as an airport baggage handler. She likes work, loves sleeping late, and enjoys going out with her friends. Since she was 15, Bernice has wanted to have a family and make enough money to support her children. To reach her goals, Bernice decides she needs a college education. She begins college by taking one morning course, three times a week before she goes to work. After midterms, the professor informs her that, if she does not do more research, she will fail the class. The library is open for research until 11:00 p.m. every evening, but Bernice has too many friends she enjoys hanging out with after work.

Bernice is unsuccessful in making the desired transition to college because

- a. She has no will power.
 - b. She doesn't really see the long-term importance of college for advancing in her career and getting future promotions.
 - c. She cannot adapt to the requirements of college education because she has not made an ending with her present life.
 - d. She has not explained to the professor that she needs a break because she has to struggle to support herself.
23. Fabiola has graduated high school and has a job as cashier at the GAP. This change in her life required Fabiola to give up many things she enjoyed, such as time to just hang out, lots of time with friends, and not having to be concerned with bills and the requirements of an independent life. She is not happy with the job. Fabiola is very confused about the purpose of her life and what she wants to do. Her friends are afraid that Fabiola will fall apart. Argue why this confusion may be a good thing for Fabiola and suggest some things she can do in order to find a new beginning in her life.



Model Answers for Final Evaluation

Grading

Each answer should be scored on a scale of 0–10 points. Each question with a model answer should be graded separately. The model answers are designed to give facilitators examples of a “10” answer. Measuring improvement from the pre-evaluation is key. Therefore, it is most important to be consistent with your grading techniques for the pre-evaluation.

There is a content heading for each question. This is useful for assessing student understanding of specific topics and entering scores into a data sheet.

This final evaluation helps measure the progress students have made in increasing their understanding of self-advocacy. This exam is also a useful feedback for students to assess their progress and achievements in learning and applying self-advocacy. In addition to its use as an evaluation tool, the exam also serves as another means of reinforcing some of the important concepts discussed during the semester.

Career Identification

1. Identify and describe your long-term career goal. What do you want to be doing by the time you are 25 years old? Be **specific** about your career goal.
 - *My career goal is to work as an engineer (general), specializing in air conditioning (specific) and refrigeration for commercial buildings.*
 - *My career goal is to be an attorney, specializing in criminal defense.*
 - *My career goal is to be a pastry chef for a luxury hotel.*
 - *My career goal is to be a graphic artist, specializing in computer animation.*

The point is to identify a general career and some degree of specialization within that career.



Education/Training as a Path to Long-Term Goals

2. Describe at least two specific short-term goals you will need to achieve in order to reach your long-term professional goals.
 - *In order to be a pastry chef, I need to get my high school diploma and take the two-year Associate in Occupational Studies Program at NYIT Culinary Arts Center. Next summer, I will try to get any job I can at a restaurant so I can learn how a restaurant works. I also plan to set up more informational interviews with pastry chefs so I can learn more and get an opportunity to get a job or internship in a restaurant.*
 - *In order to become a defense attorney, I will need to graduate high school with good grades and enroll first in a two-year community college and then complete my four-year degree at a four-year college. When I attend college, I plan to have a double major in English and political science. Then I will go to a law school. I need to go on additional informational interviews to learn more about preparing for law school, exploring careers in law, and finding an opportunity to intern or work at a law office.*

The answer should include additional education or training as well as getting some more experience.

General Short-Term Goals Needed for Long-Term Goals

3. Identify the additional information you need to help you plan to reach your long-term goal.
 - *I need to find the best college to go to for preparing for work as a refrigeration engineer. I also want to find out more about the job opportunities in this field. After I find the right college, I need to learn more about what courses and experiences would help me get started in this field. I need to find out more about financial aid for college and what my living expenses will be when I leave foster care at 21, which will be when I am in my junior year at college.*

Look for identification of specific information that is crucial for successfully reaching their goals. Focus on education and any financial issues is very important.

Transitions: Endings

4. What will you have to give up in order to reach your long-term career goal?
 - *In order to work as a pastry chef, I will need to spend less time hanging out and thinking of myself as just a teenager.*
 - *To be a defense attorney, I will have to give up just focusing on my friends. I also think I will have to be less concerned about what other people think of me.*
 - *If I want a career in computers, I have to give up not caring about how well I do in school. I also will have to give up spending so much money on entertainment, and even music.*



Organizational Needs

5. Describe the goals of the following organizations. Be specific and identify the special purpose of each organization.

- The large bookstore in your community

To be known as the best bookstore for helping people find good books and stocking books that customers like to read.

- The movie theatre in your neighborhood

To make attending the movies feel like a luxury experience in a comfortable and exciting setting.

- Your favorite clothing store

To provide comfortable yet fashionable clothing at affordable prices for diverse styles.

Answers must go beyond stating a general mission, such as “make money,” “protect children,” etc. Look for identification of something specific in terms of service that would give the organization a distinct identity.

Connecting Personal and Organizational Needs

6. Select one of the organizations from question 5 and explain three ways in which a person working for the organization could support the company’s goals you identified.

Bookstore

- *Read more and find out from customers what they like to read.*
- *Learn about newly published books.*
- *Learn creative ways to promote weekly book readings.*
- *Develop creative ways to display books.*
- *Talk with customers and get them interested in books.*

Answers should demonstrate a working understanding of the organization’s mission.

7. Read the following scenario and answer the questions.

James has been working at Hannibal Bookstore on M Street in Washington, D.C., as a clerk for two years. James also helps set up Friday night book readings and discussion groups, when authors read from their books, sign books purchased by customers, and talk to customers.

Just before James’s mother became very ill and he went into foster care, she told him that he should read books whenever he had time. She told him her biggest regret was not reading more. That made a big impression on James. Therefore, James really likes working in a bookstore because he loves books and it reminds him of his mother.

(continued)



(continued)

James makes \$387 a week. His take-home pay (after taxes are taken out of his paycheck) is \$324.73 a week. James has to share an apartment because rent is so high. James's monthly expenses are

Rent	415
Food	340
Telephone and utilities.....	49
Transportation	90
Household items	61
Medical and dental	55
Clothes	49
Personal and health items	37
Savings	50
Entertainment.....	85
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James wants to start taking college business management classes. Someday he would like to manage a bookstore. He would even consider being a manager of one of the bookstores owned by Hannibal. Short-term, James needs to start taking college classes and needs the money to pay for them. Even at the community colleges, it will cost him \$378, including books and other educational expenses, for each course.

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James: "Lishone, I need more money."

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James: "Yeah, but I really need more money to pay all my bills."

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James: "Well, should I talk to anyone about..."

Lishone: "Yeah, talk to Chase Bank. Maybe they'll give you some money. Let's get back to work."

Lishone walks away and James thinks to himself: "Damn this Hannibal Bookstore! They don't care about anyone. Screw them. This is the last time I help them with Friday's book readings."

Fact Finding

- A. Explain ALL of the mistakes James made when he presented the reasons that Hannibal Bookstore should help him with his educational expenses. Use specific facts in your explanation.
 - *Used an informal situation to discuss a serious matter*
 - *Talked about his needs but nothing about Hannibal or Lishone's needs*
 - *Didn't remind Lishone of his strengths and value to Hannibal*
 - *Didn't plan a presentation strategy*
 - *Didn't give Lishone ideas of how she could pay James more*
 - *Had no plan to deal with rejection*



- B. It is 12 weeks later, and James has completed a self-advocacy seminar. James has made an appointment with Lishone to discuss his progress at Hannibal Bookstore. He is determined to get a raise in pay so he can afford to go to school. He knows he will have at least 15 minutes with Lishone to present his case.

Identifying Long-Term and Short-Term Goals

- i. Describe James's long- and short-term goals.
- *Long-term: Become manager of a bookstore*
 - *Short-term: Study business management at college*
 - *Find a way to pay for college classes*

Connecting Personal and Organizational Goals

- ii. Explain how some of James's goals can support the goals of Hannibal Bookstore.
- *Hannibal needs to consider a source for future managers of their store.*
 - *Hannibal needs employees who are educated and want to continue working in the bookstore business. Hannibal needs employees who love books and music and can help customers find books and music that suit their interests.*

Identifying Strengths

- iii. Identify James's strengths.
- *Loves books*
 - *Has ambition to be the store manager*
 - *Has goal of getting more education in business*
 - *Is independent and a good manager of his personal budget*
 - *Knows how all the systems in Hannibal work*
 - *Has successfully survived a challenging start in life*
 - *Had a mother who encouraged him*

Self-Advocacy Agenda

- C. Using the previous information, write out an agenda for James so he can be prepared to make the best presentation for his request for a raise.



James should make an appointment with the store manager, Lishone's supervisor. Following is an agenda for this meeting.

James's Agenda

Develop a connection with person in authority

Reinforce the success of Hannibal store

- Believe that I have a lot to learn from your ability to make this store so successful

Value in supporting me

- Want to remain at Hannibal and have more of a role in attracting and keeping dedicated customers
- Need your help and guidance in making some personal and professional decisions
- Would like to combine my personal goals with Hannibal's long-term business goals

Get person interested in me

- Been working at Hannibal for two years
- Feel a sense of loyalty and have learned all the systems
- Love to read and have good relationships with customers because I know so many of the books they like to purchase
- Listen to customers and know what we should stock

Purpose of meeting

- Want to develop a career in the book business
- Would like to build a career at Hannibal
- In moving in this direction, believe it's important to study business at college
- If Hannibal could support my college education by increasing my salary or paying for a course, would be willing to take on new responsibilities:
 - Train new clerks
 - Help make selections for stocking
 - Cover on weekends when business is heavy or someone is sick
 - Make weekly reports about customer interests

If these suggestions are rejected, I could offer possible solutions to the problem they may have of not having a policy for paying for college:

- Loan that would be forgiven if I stay at Hannibal for another two years
- Suggest that they think of my education as extra training
- Pay only for those courses that directly support my work at Hannibal



Self-Advocacy Skills

8. List all the skills you need to be a successful self-advocate. Be very specific! After you make this list, put it in order of the most important by placing numbers next to each item. (#1 is most important.)
- *Effectively communicating personal strengths*
 - *Asking good questions and identifying key facts*
 - *Analyzing information*
 - *Creativity*
 - *Understanding the needs of the other party*
 - *Organization skills*
 - *Planning skills*
 - *Skills at research and finding information*
 - *Understanding the needs of an organization*
 - *Endurance—continuing in spite of rejection*
 - *Skills at developing workable solutions*

Understanding the Needs of Others

9. In preparing to advocate for yourself, what do you need to know about the person who is in a position to help you?

Need to know some of their professional goals, the mission/goals of the organization they work for, and some of the specific responsibilities they have in their position. It would be useful to know the person's specific job position and particular professional interests and goals.

Identifying Personal Strengths

10. List your five strongest assets (accomplishments, skills, or values) and explain why each of these assets will be useful in a future career.
- *Loyal*
 - *Hardworking*
 - *Can handle stressful situations*
 - *Very good in mathematics*
 - *Like to read biographies*
 - *Have a strong commitment to be successful as a construction engineer*
 - *Completed self-advocacy seminar*
 - *Had a job after school as manager for six months*

Students should be able to identify three or more specific personal strengths.



Purpose of the Informational Interview

11. Describe the purpose of an informational interview (meeting). Include reasons why an informational interview is important to you and to the expert giving the information.

The purpose of an informational interview is to get information and advice on reaching my goal of working as a computer illustrator. Specifically, the interview will help me understand what kind of education and training I will need and what kind of work experience would be useful in order to get a good job. The interview is also important because it can lead to getting an internship and meeting other high-level professionals in the field I am interested in.

The informational interview is important to the expert because it is a chance to help someone starting out. It gives him or her an opportunity to share some of the knowledge and wisdom he or she has acquired with someone who is dedicated to becoming successful. In some cases, it gives the expert a chance to meet with someone who is very committed who might eventually be available to work for him or her.

Process of Getting an Informational Interview

12. Describe the process of how you get an informational interview on your own.

I would contact professional associations, teachers, friends, and social workers and ask them for the name of experts in the career field I am interested in. I would also look up online names of professionals in my career field that work in my geographical area. Then I would send these people a self-advocacy letter requesting an informational interview. Within a week, I would follow up with a phone call and be ready to meet at his or her convenience.

Value of an Informational Interview

13. Describe in **detail** what you gained from your informational interview.

Here the student should demonstrate some concrete information related to enhancing his or her long-term plans. Included in such information might be educational directions, needed skill development, opportunities for internships, contacts for further help, clearer definition of the specific career selection, etc.

Dynamics of the Informational Interview Process

14. In addition, describe how you will follow up on this interview.

I will come up with a strategy for reconnecting with my informational interviewer. First, I would write a thank-you letter. Then I would follow up on the specific recommendations or advice the interviewer gave me. If I had any questions about what I found out, I would request more advice or opinions. I also plan to keep the interviewer up to date on my progress and plan to ask for more advice on pursuing further education and training.

For the remaining questions, circle the **best** of the four possible answers for each question.



Analyzing Self-Advocacy Situations

15. If you work at a hardware store and need to change your lunch hour on very short notice, you should
 - a. Tell whoever is in charge whenever you have a chance that you will be switching lunch hours.
 - b. Explain to whoever is in charge why you need to change your lunch hour.
 - c. **Let whoever is in charge know you need to speak with them at their convenience. When you speak to him or her, explain your need to change your lunch hour and offer to do something extra that would help the store.**
 - d. Leave a written note and then go ahead and change your lunch hour without bothering the person in charge.

Connecting Organizational and Personal Needs

16. You have worked at a bookstore for six months and would like to begin taking classes at a college. You will need to change your work schedule in order to attend the classes you want. What should you do?
 - a. **Your supervisor probably is not interested in your schedule needs. Therefore, you should find some other employee to switch times with you before you see your supervisor. Identify some reason how your need for a schedule change would help the bookstore.**
 - b. Recognize that there is no reason the bookstore would help you with your schedule needs. Therefore, you should take different classes so your class schedule won't conflict with your work schedule.
 - c. Because you have worked at the store for six months, you are entitled to change your schedule, and therefore, you only need to give your supervisor a written notice.
 - d. Explain to your supervisor how important college is to you and that you really plan to do well. Also, let the supervisor know that you are not well-off and college will help you make a decent living.

Establishing Mentoring Relationship

17. You just began working at a video production studio as a production assistant. If you had a mentor to help you understand the business and ways to get ahead, it would save you time and help you get promotions faster. The best way to get a mentor would be to
 - a. Call the Association of Radio and Television Broadcasters and ask for a mentor. Explain that you don't know anything and need someone to teach you.
 - b. Tell your supervisor that you really want to get ahead as quickly as possible and ask him or her to assign you a mentor. Explain to the supervisor that you are having a hard time learning all the things you need to know to do your job correctly.



- c. Place a notice in the central office of the video studio stating that you are looking for a mentor. Give a specific time when you can be mentored.
- d. Go to a senior employee who you respect and explain how important it is for you to do a good job. Offer to help with any extra work he or she might have and ask whether he or she would be available to answer questions and give advice.**

Importance of Research for Self-Advocacy

18. You are preparing for a job interview at a mutual fund company (a company that invests money for customers). In preparing for and doing the interview, the most important thing you can do is
 - a. Learn about the business before the interview.**
 - b. Select the most professional-looking clothes to wear for the interview.
 - c. Make eye contact throughout the interview and don't do anything distracting such as taking notes or looking at questions you have written down.
 - d. Remember to shake hands when you meet and leave the interviewer.

Presenting Strengths Rather Than Problems

19. Which of the following is the best way to get an informational interviewer interested in helping you?
 - a. Be honest and explain how you have had some bad breaks in life and really need help more than most people.
 - b. Let the informational interviewer know that you will do whatever he or she tells you to do.
 - c. Explain how you are going to be successful someday and how challenges in your life have created personal strengths. Let the informational interviewer know that his or her experience can be of great value for you in learning how to reach your goals.**
 - d. Let the informational interviewer know that you already have a good idea of what you need, that you have strong skills, that you don't want to waste his or her time, and that all you need is a letter of recommendation.

Importance of Planning

20. Rayshawn is 20 years old and is completing his third year at college. Which of the following options would be best for him to pursue?
 - a. Verizon is hiring customer representatives at \$24,000 a year. After six months they give good benefits and opportunity for promotion. If Rayshawn takes this position, he could only continue college at night. This would mean only one or two extra years before he graduates.
 - b. Rayshawn should use his final year at college to collect information about careers, figure out what he will need to earn in order to pay all his living expenses, and develop a plan for reaching his goals.



- c. Rayshawn loves drawing more than anything. If he postpones college now, he has an opportunity to work in the art department of a small newspaper. He would earn \$18,000 a year and be working close to what he really enjoys.
- d. To help Rayshawn, we need more information about his life goals, personal interests, and financial situation.**

Importance of Internships

- 21. An internship is usually a situation where you work at some organization for the opportunity to learn about a job, but you don't get paid for your work. When would doing an internship be in your best interest?
 - a. Only after the second year of college when you are more definite about what career you want to have.
 - b. When the internship is at a company or organization that has a great public reputation.
 - c. When the internship is totally flexible around your schedule and doesn't require any changes in your personal life.
 - d. When the internship is in something you are interested in and it will help you learn more about your long-term goals.**

Transitions: Ending

- 22. Bernice is 22 years old. From 12:00 p.m. to 8:00 p.m. six days a week, she works as an airport baggage handler. She likes work, loves sleeping late, and enjoys going out with her friends. Since she was 15, Bernice has wanted to have a family and make enough money to support her children. To reach her goals, Bernice decides she needs a college education. She begins college by taking one morning course, three times a week before she goes to work. After midterms, the professor informs her that, if she does not do more research, she will fail the class. The library is open for research until 11:00 p.m. every evening, but Bernice has too many friends she enjoys hanging out with after work.

Bernice is unsuccessful in making the desired transition to college because

 - a. She has no willpower.
 - b. She doesn't really see the long-term importance of college for advancing in her career and getting future promotions.
 - c. She cannot adapt to the requirements of college education because she has not made an ending with her present life.**
 - d. She has not explained to the professor that she needs a break because she has to struggle to support herself.



Transitions: Neutral Zone

23. Fabiola has graduated high school and has a job as cashier at the GAP. This change in her life required Fabiola to give up many things she enjoyed, such as time to just hang out, lots of time with friends, and not having to be concerned with bills and the requirements of an independent life. She is not happy with the job. Fabiola is very confused about the purpose of her life and what she wants to do. Her friends are afraid that Fabiola will fall apart. Argue why this confusion may be a good thing for Fabiola and suggest some things she can do in order to find a new beginning in her life.

People need to be creative in order to make good decisions and come up with good solutions for problems. People are most creative at times when they are most confused. The confusion allows them to think in new ways and discover new approaches. Fabiola has just made a big ending by leaving high school and the life she had while in high school. Fabiola is probably in the neutral zone because she is so confused about her life.

I would tell Fabiola that this confusion is fine because it will help her come up with some creative goals for her future. She is in the neutral zone and this is part of the normal process of transitions. I would also tell her to be patient with her confusion and use the time to think or even write in a journal about her experiences and feelings. She should think about how her life has changed. She should be patient because she will eventually discover good paths to follow.



Professional's Feedback Form for the Informational Interview

The student you met with voluntarily engaged in a 12-week self-advocacy and career planning seminar, *On Your Own as a Young Adult Self-Advocacy Seminar*. This student is working toward taking responsibility for controlling his or her future and learning how to prepare for successful independence. It would be of great value to us if you would fill out this assessment and mail it back to us. The questions cover elements of self-advocacy and career planning that we focus on in our program. We will use this feedback to work with the student on improving his or her skills but will not be showing the student this form, so please be candid. Thank you for the contribution you made to this young adult.

On a scale of 1 to 5, 5 being competent and 1 needing help, please rate the following:

1. The student's ability to present his or her career goals.
1 2 3 4 5
2. The student's ability to present his or her strengths.
1 2 3 4 5
3. The student's ability to ask questions or elicit information from you.
1 2 3 4 5
4. The student's ability to respond to information or advice you offered.
1 2 3 4 5
5. The student's understanding of the needs of your profession.
1 2 3 4 5
6. The student's ability to communicate his or her motivation and desire to succeed.
1 2 3 4 5
7. Any other feedback that would be useful for the student:



Your Name: _____ Date: _____

YES! I would be happy to serve as an informational interviewer in the future.

Please mail to:



Student Feedback Form for the Informational Interview

Student Name _____

Date _____

Class _____

For each of the following questions, rank your performance from 1 to 10 (10 is the highest ranking). Then identify one element of your presentation that was successful and make one recommendation for improvement.

1. Your ability to present your career goals.

Rating _____

One element that contributed to your success:

One area you need to improve:

2. Your ability to present your strengths.

Rating _____

One element that contributed to your success:

One area you need to improve:

3. Your ability to ask questions and get information.

Rating _____

One element that contributed to your success:



One area you need to improve:

4. Your ability to communicate your motivation and desire to succeed.

Rating _____

One element that contributed to your success:

One area you need to improve:

Answer the following questions on this sheet AND copy them into your personal notebook.

1. What important facts did you learn about your career field?

2. What important facts did you learn about planning your future education?



3. What do you need to do to be successful in this career field?

4. Explain why this interview made you want to continue pursuing your career goal or change to another career goal.

5. Identify at least four specific things you should begin to do to prepare for reaching your career goal.





Midterm Report to Parent or Guardian

Following is an example of a letter that you can send in the middle of the semester to the student's parent or guardian.

Name
Address
City, State ZIP

Dear Mr./Ms. _____,

You should be extremely proud of your goddaughter. Kenya has demonstrated a strong commitment to learn self-advocacy as a means for reaching important long-term goals. This is an important step in securing a successful future.

Youth Advocacy Center is conducting a comprehensive educational program to teach teens self-advocacy concepts and skills. This seminar, which began in August, provides a foundation for them to face the challenges of independence, including job readiness and preparedness for continuing their education. Highly experienced teachers from the legal community teach this rigorous and intellectually challenging seminar in a small class setting.

We would like to keep you informed of Kenya's progress in this seminar. Kenya has expressed interest in working in Forensic Science, and she will be going on an informational interview with a professional in this field at the end of November.

We at Youth Advocacy Center appreciate the support and encouragement you provide to Kenya. By expressing your interest in Kenya's informational interview and her work in the seminar, you will be of great help in contributing to Kenya's success. We hope you will attend her graduation on Wednesday, June 9, 2004, at 7 pm.

If you have any questions, please contact Leigh Singer, Program Director, at (212) 675-6181, ext. 202.

Sincerely,

Leigh Singer, Esq.
Program Director





Model Recommendation Letter

Following is a sample recommendation letter that you can write for your students upon completion of the program.

To whom it may concern:

Janice Student successfully completed the 12-week *On Your Own as a Young Adult Self-Advocacy Seminar*. Janice actively engaged in a dynamic curriculum that included weekly written homework, self-advocacy presentations, group discussions, and informational interview meetings with professionals in the business community. The curriculum focused on helping students identify the needs of organizations and individuals, analyzing fact patterns, and developing solutions that will advance the other party's objectives.

The seminar held the students to high standards, and Janice and students who graduated from the program have demonstrated considerable talent, commitment, and motivation.

During the semester that Janice was enrolled in the seminar, she demonstrated...(indicate a number of specific achievements demonstrated by the student either in the seminar or in conducting their informational interviews).

Janice Student would be an excellent _____ for your organization. Please call me if you have any questions regarding her abilities.

Sincerely,



CERTIFICATE OF HONOR

This certificate is awarded to

Andrea Geddes

In recognition of successful completion of the
Youth Advocacy Center's
On Your Own as a Young Adult® Self-Advocacy Seminar

On this date
June 9, 2005

Jennifer Harding
Facilitator

Date

Betsy Krebs, Esq.
Executive Director

Date



