

Utah Student Planning Guide



Learning that works
for Utah

Grades 9&10



Start planning NOW to succeed in Utah's future labor market! By 2020, 66 percent of the jobs in Utah will require 1, 2, 4 or more years of education beyond high school. -Governor Herbert, "66 by 2020" Goal



College and Career Ready has become a popular catch phrase, but -

- Behind the language is an increased awareness of the need for **students to graduate from high school and to more education and training.**
- The Utah State Office of Education has prepared a report, *Strengthening the Senior Year - College and Career Ready*, aimed at **increasing relevance and rigor in your high school experience** and,
- **Connecting college to workforce needs** (Utah State Office of Education, 2010).
- The Utah System of Higher Education has developed the *2020 Plan for Higher Education*. It states that **by 2020, 66% of jobs in Utah will require 1, 2, 4 or more years of education beyond high school.**
- In addition, Utah business and community leaders have organized the **Prosperity 2020** initiative to advance educational investment and innovation.

As a student, you have a broad community that is invested in your success!

What is College Ready?

Being "college ready" means -

- Being **prepared for any postsecondary education** or training experience, including study at 2 - and 4 -year institutions leading to a college credential (i.e. a certificate, license, associate or bachelor's degree).
- As you graduate from high school, **you have the knowledge and skills necessary to qualify for and succeed in entry-level, credit-bearing college courses without the need for remedial coursework.**
- The **Utah Core helps to ensure** that you will meet the standards necessary to be successful.

What is Career Ready?

In today's economy, a "career" is not just a job. A career typically requires education and training beyond high school, so **it's good to think in terms of learning lifelong!**

A career offers -

- **Earnings that will enable you to support a family and**
- **Pathways to advancement.**

Being ready for a career means that -

- You graduate from high school with the **knowledge and skills needed to qualify for and succeed in a career,** or
- **In the education and training that will take you to the next step in your chosen field.**

Why Plan Now?

It's never too soon to start thinking about your future and what you need to do in school now to be ready. **Begin as early as you can with goals in mind,** so you can focus on what you need to do, **including the classes you need to take** (in junior high and high school), to be prepared for your future.

Set Goals with College and Career in Mind

If you don't know where you're going, you're likely to end up somewhere else!

Setting goals to be ready for college and career is like planning for your day-to-day activities but with a **bigger perspective**.

To get serious about planning for school success - both today and for your success in college and career - you need to have some goals in mind. **Goals make planning meaningful.**

So, how do you know what goals to set? Do some **serious thinking** about what you want to accomplish in the future. Take some time to **write down the steps** (also known as 'short term goals') that will help you achieve your dreams. Once you have something in mind, planning will make more sense and hold more value. It will be easier to **create a 4-year plan for high school** and to know what you need to do to be college and career ready.

What do you see yourself doing after high school: college, career and life?

What is your "dream" for YOUR future? Start with at least three ideas or goals:

1. Your college dream: _____

2. Your career dream: _____

3. Your life dream: _____

What are some specific steps you can take to accomplish your dreams?

Make your school experiences meaningful and productive, take charge!

- Take classes that:
 - will prepare you to **reach your goals**.
 - meet **graduation requirements**.
 - will prepare you for **1, 2, 4, or more years of education and training** after high school.
 - will prepare you with **marketable skills** that lead to a job.
- Get involved** and participate in a school club or other school activity groups.
- Track your success! Keep a file** of your grades, school progress, and school activities.

Remember: What you do now will lead to what you can do in college, career, and life - your future!



Career Interests and Work Values

Knowing your **career interests** and what work characteristics bring you satisfaction (i.e., your **work values**) will help you discover fulfilling work. To follow are lists of descriptors that reflect worker characteristics and “matching” work environments.



Tell us what you like to do.

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

This **first set of descriptors is organized by “Holland Code.”** If you are not familiar with Holland Codes, or if you prefer to review characteristics in more depth, you can “Tell us what you like to do” via [My Next Move](#). Your results will include a list of occupations that match your career interests.

Which **two Holland Codes** best describe you and the work in which you’re most interested?

<p>Realistic practical, hands-on, tools, machinery, outdoors, plants, animals, avoid “desk work.”</p>	<p>Investigative thinking, ideas, facts, data, figure out solutions; avoid leadership.</p>	<p>Artistic self-expression, creativity, design, imagination; avoid rules and regulations.</p>
<p>Social helpful, communicative, teach, advise, serve; avoid mechanical.</p>	<p>Enterprising persuasive, decisions, leaders, money, risk; avoid extensive research.</p>	<p>Conventional routine, details, data, precise standards; avoid unstructured, impulsive.</p>

This **second set of descriptors is organized by the six “Work Values”** surveyed in the *O*NET Work Importance Locator*. Results allow users to find matching occupations via “[O*NET Online](#),” using the Advanced Search capability.



Which **work values** best describe you, and the aspects of work that motivate you?

<p>Achievement Look for jobs that will let you use your abilities and get a feeling of accomplishment.</p>	<p>Independence Look for jobs where you can work independently and make decisions on your own.</p>	<p>Recognition Look for jobs with advancement potential and prestige that allow you to lead others.</p>
<p>Relationships Look for jobs where co-workers are friendly, and where you can be of service to others.</p>	<p>Support Look for jobs where employers are known to be fair, competent, and considerate of workers.</p>	<p>Working Conditions Look for jobs that offer pay and other benefits that suit you, and offer other attractive conditions.</p>



CTE Pathways

By CTE Area of Study

The fields below are color-coded to reflect "Holland Career Types" as follows:

<u>Agricultural Education</u>	<u>Information Technology Ed.</u>		
>Agricultural Systems Technology	>Digital Media		
>Animal Systems	>Network & IT Support	Realistic	
>Food Production & Processing	>Programming/Software Develop.	Investigative	
>Natural Resource Systems	>Web Development & Admin.	Artistic	
>Plant Systems	<u>Skilled & Technical Sciences Ed.</u>	Social	
<u>Business & Marketing</u>	Building Trades	Enterprising	
>Accounting & Finance	>Carpentry	Conventional	
>Business Administrative & Technical Support	>Electrician		<p>You'll note that Pathways in the lists to the left are also color-coded. Review the lists to identify several Pathways that are of highest interest to you. Write those Pathways in the appropriate Holland color-coded spaces.</p>
>Entrepreneurship & Management	>HVAC		
>Hospitality & Tourism	>Plumbing		
>Marketing	Communication		
<u>Family & Consumer Sciences Ed.</u>	>Radio Broadcasting Technician		
>Consumer Economics Services	>Television Broadcast Technician		
>Early Childhood Education	Mechanics & Repairers		
>Family & Human Services	>Automotive & Collision Repair		
>Fashion Design, Manufacturing & Merchandising	>Automotive Service Technician		
>Food Science, Dietetics & Nutrition	>Heavy Duty Diesel		
>Food Services & Culinary Arts	Personal Services		
>Interior Design	>Cosmetology/Barbering		
<u>Health Science Education</u>	>Esthetician/Nail Technician		
Biotech Research & Development	Precision Production Trades		
>Biotechnology	>Aerospace Manufacturing		
Diagnostics	>Cabinetmaking/Millwork		
>Clinical Lab & Medical Forensics	>Graphics/Printing		
Health Informatics	>Machine Tool		
>Medical Office Admin. Assistant	>Welding		
Therapeutic Services	>Protective Services		
>Dental	Transportation & Material Moving		
>Emergency Medical Technician	>Aviation Technology		
>Medical Assistant	Visual Arts		
>Nursing	>Commercial Art		
>Pharmacy	>Commercial Photography		
>Surgical Technician	<u>Technology & Engineering Ed.</u>		
>Therapeutic Rehabilitation/Exercise	>Architectural Design (CAD/Drafting)		
	>Electronics		
	>Engineering		
	>Mechanical Design (CAD/Drafting)		
	>Robotics		

Are your top interests within 1-2 Holland area(s)? Is this consistent with results of Interest surveys you've done?

More on Utah's CTE Pathways here: <http://www.schools.utah.gov/cte/pathways/>

Remember: 

COLLEGE **124** or more

MORE Graduate and professional degrees

FOUR-YEAR Bachelor's degrees

TWO-YEAR Associate or technical degrees

ONE-YEAR Certificate programs

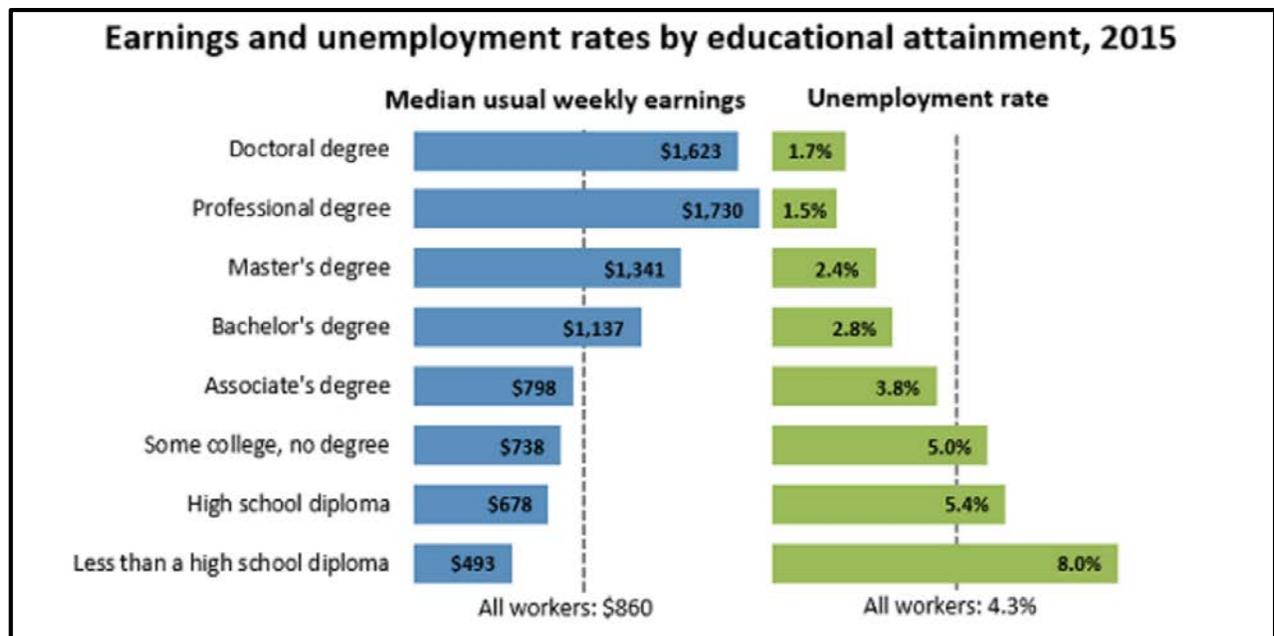
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Top 5 Reasons to Go to College

1. **A better paying job** -- On average college graduates earn as much as 65% more than high school graduates. Most students want the best paying job they can get.
2. **A more secure future** -- Statistics show that people with higher levels of education and advanced training tend to have better job security and are less likely to be unemployed.
3. **Respect** -- Going to college and earning a certificate, a diploma, or a degree will help you feel better about yourself and also help you gain more responsibility and get promotions at work.
4. **More choices** -- Most jobs today require specialized training that you can only get in college. That means you will need 1, 2, 4, or more years of education and training after high school to be prepared for jobs in your future.
5. **Be the first!** -- Are you hesitant because no one in your family has gone to college? Start a tradition! Education and training in college can have a positive impact on you and your entire family.

Education Pays*

Higher Wages ...Lower Unemployment



*Unemployment rates and earnings for full-time wage and salary workers ages 25 and older, by educational attainment, 2013. These are averages; rates of unemployment vary by a number of factors - including gender, geographic location, ethnicity, industry, etc. Earnings vary by similar factors. (Yes, there are some workers with an in-demand skill and industry-recognized certificate who earn more than a worker with a bachelor's degree who is working in a declining industry.)

High School Graduation and Beyond

Focus on graduation requirements as you create your 4-year Plan.

- Graduation requirements are a set of **core classes that all students must take** to receive a high school diploma.
- It is critical to **earn all of the required credits each year to stay on-track** to graduate.
- Most students will **graduate with more credits than they need**, and that's great!

Did you know?

The majority of Utah's high school students are maximizing their education and learning opportunities and opting for a rigorous 4-year high school experience. They do this by:

- Participating in [concurrent enrollment](#) courses and options.
- Taking advanced [Career and Technical Education \(CTE\) courses](#).
- Taking and passing [skills certification](#) tests connected to CTE courses.
- Graduating early and utilizing the [Centennial Scholarship](#) option.
- Graduating from high school with an associate degree and qualifying for the [New Century Scholarship](#).
- Taking courses that qualify for the [Regent's Scholarship](#).
- Participating in [early college](#) programs in both community colleges and applied technology colleges.
- Participating in [work-based learning](#) opportunities - internships, job shadowing, etc.
- [Volunteering](#) their time in their communities to learn the importance and the value of service.
- Accessing courses through [online programs](#).



If you want to take advantage of everything available, you've got to plan.

- Creating a **4-year high school plan** is a good place to start.
- The 4-year plan is developed in 8th grade and is **updated and revised** as your interests and needs change.
- **Parents, teachers, and - especially your school counselor - can help you** with the 4-year planning process.
- Use **interest and aptitude survey results** to inform your decisions.
- Your **individual meetings with your school counselor** will become a very important part of the 4-year planning process.

If you take time to plan, you will be prepared to take advantage of all of the options described above, and you will maximize your high school experience. **If you fail to plan**, you may not be able to take classes in their appropriate sequence or enroll in classes that are prerequisite to others.



Sample* 4-Year



Required Areas	Credits	9 th Grade	10 th Grade	11 th grade	12 th grade
ENGLISH/LANGUAGE ARTS	4.0	English 9	English 10	English 11	English 12 or Applied or Advanced
MATH (Course titles are changing with new Common Core Standards)	3.0	Secondary 1, Algebra 1, or Geometry	Secondary 2, Geometry, or Algebra II	Secondary 3, Algebra II, Pre-Calculus, Calculus, Concurrent, other	
SCIENCE	3.0	Earth Systems or Biology	Biology or Chemistry or Physics	1.0 credit Applied or Advanced Science (student's choice)	
SOCIAL STUDIES	3.5	Geography for Life	World Civilizations	United States History	US Gov. & Citizenship (0.5 credit)
CAREER & TECHNICAL EDUCATION (CTE)	1.0	Interest and career related courses taken at your high school or at a technical center/ATC.			
COMPUTER TECHNOLOGY	.50	Computer Technology 9 th or 10 th Grade	-----	-----	-----
FINE ARTS (Art, Music, Dance, Drama)	1.5	1.5 credits to be completed during grades 9-12			
GENERAL FINANCE LITERACY	.50	0.5 credit to be completed during grades 9-12			
HEALTH	.50	0.5 credit to be completed during grades 9-12			
PHYSICAL EDUCATION	1.5	PE 9 (0.5 credit)	Fitness for Life (0.5 credit)	0.5 credit in grades 11 or 12	
ELECTIVES	8.0	Student's choice based on interests, abilities, and talents and may include: additional courses offered in required areas; CTE, Fine Arts, World Languages, Driver Education, Special Education, and ESL courses; and Work/Service Experience,			
Graduation Requirement	27 CR	2.0 Cumulative CPA			

Keep in mind:

- Courses *cannot be repeated* for credit.
- There are *other ways* to earn high school credit outside of the school day: demonstrated competency assessments in core areas; courses Utah Electronic High School; concurrent enrollment courses taken at your school or at a college or university.

As you plan choose courses that will:

- Complete high school *graduation requirements*.
- Connect to your goals and plans *for the future*.
- Prepare you for *1, 2, or 4 years of education* and training after high school.
- Help you meet *college and university admissions requirements*.
- Lead you to *Centennial, Regent's, and/or New Century Scholarships*.

*This is only a sample. Check your school's requirements.

4-Year High School Worksheet

Create your 4-year plan for graduation!

Required Areas	Credits	9 th Grade	10 th Grade	11 th grade	12 th grade
ENGLISH/LANGUAGE ARTS	4.0	English 9	English 10	English 11	Applied or Advanced
MATH (Course titles are changing with new Common Core Standards)	3.0	Secondary 1, Algebra 1, or Geometry	Secondary 2, Geometry, or Algebra II	Secondary 3, Algebra II, Pre-Calculus, Calculus, Concurrent, other	
SCIENCE	3.0	Earth Systems or Biology	Biology or Chemistry or Physics	1.0 Science Course Applied or Advanced (Student's Choice)	
SOCIAL STUDIES	3.5	Geography for Life	World Civilizations	United States History	US Gov. & Citizenship (1/2 year)
CAREER AND TECHNICAL EDUCATION (CTE)	1.0	CTE courses are offered at your school and at technical centers/ATC campuses in the following areas: Agriculture, Business, Family and Consumer Science, Health Science and Technology, Marketing, Skilled and Technical Science, Technology and Engineering			
COMPUTER TECHNOLOGY	.5	Computer Technology 9 th or 10 th Grade		-----	-----
FINE ARTS (ART, MUSIC, DANCE, DRAMA)	1.5				
GENERAL FINANCIAL LITERACY	.5	-----	-----	Financial Literacy (.5) 11 th or 12 th Grade	
HEALTH	.5	-----	Health (.5) 10 th , 11 th , or 12 th Grade		
PHYSICAL EDUCATION (PE)	1.5		PE Fitness for Life (.5)		-----
ELECTIVES (Student's choice based on interests, abilities and may include: CTE - courses that help you complete a Pathway! - Fine Arts, World Languages, Driver Education, Special Education, ESL, Work/Service Experience, etc.)	8.0	-----			

Total	27.0	7.0 or 8.0 Credits	8.0 Credits	8.0 Credits	8.0 Credits



Work-Based Learning (WBL)

Work-Based Learning can get you motivated! Participating in WBL experiences connects classroom learning directly to the world of work, increasing the understanding of both students and employers regarding the skills that are needed for on-the-job success.

Read the following descriptions of Work-Based Learning activities, then fill in the vowels to reveal the name for that activity.

__ppr__nt__c__sh__p emphasizes learning by doing. Students are taught by experienced workers and supervisors at the job site and practice their skills in real work assignments.

C__r__ __r F__ __r: An event where a large number of potential employers gather to provide information about their organizations and what they look for when hiring.

F__ __ld St__d__ __s: Individuals collect information through face-to-face interviewing, direct observation, telephone and other types of surveys to learn more about an industry or employer.

G__ __st Sp__ __k__r: Person invited to speak about one or more career-related topics.

J__b Sh__d__w: A business or industry partners with education to provide a student an experience of what it is like to perform a certain type of by having them accompany an experienced worker as they perform the targeted job.

St__d__nt __nt__rnsh__p: On-the-job training in a field that the student or young worker wants to learn more about. Can be paid or unpaid. Sometimes used by employers to train and evaluate future employees.



More on Work-Based Learning in Utah:
<http://schools.utah.gov/cte/wbl/>

Get Some Grit!

People with "grit" are able to accomplish more than the average person through perseverance, mental toughness, courage, and a passion for their goals. Overcoming obstacles and challenges only strengthens their motivation to achieve.

Are you a person with true grit?

Be Proactive

- Use your time wisely.
- Ask for help when you need it.
- Be prepared for class.
- Read and study ahead.
- Pace yourself.
- Know where you stand.
- Utilize your allies.



Communicate!

- ...with your teachers.
- ...with your counselors.
- ...with your parents.
- Be honest.
- Stand up for yourself (i.e., self advocate).

Get Involved

- Join clubs, teams, or organizations.
- Check the website for school events.
- Sign up for text reminders.
- Ask friends to meet you at activities.
- Sit with others at lunch.
- Show school spirit.



Keep Organized

- Use a planner or homework app.
- Use homework folders.
- Study every day.
- Do your work first; play later.
- Don't procrastinate.

Stick to your goals. 

Be diligent;
finish what you start!

Do High School Right

Your Path to College Starts NOW

9th GRADE CHECKLIST

- What do you want to be when you grow up? For ideas, try the **Reality Check** and **Strength Finder** at UtahFutures.org.
- Check out the Utah Scholars Initiative.** See if your school is a partner and sign up for the newsletter at StepUpUtah.com.
- Take the right classes** throughout high school to prepare for college.
 - 4 credits of English
 - 4 credits of math (at minimum Secondary Math I, II, III—plus one course beyond Math III)
 - 3.5 credits of social science
 - 3 credits of lab-based science (one each of biology, chemistry, and physics)
 - 2 credits of world language, other than English, taken in a progressive manner
- Join school clubs, after-school programs, and look for volunteer opportunities.** Exploring different activities can help you discover your talents and interests, and will also make you a stronger candidate when you apply to college.
- Look for scholarships.** Search websites such as UtahFutures.org, collegeboard.org, and Fastweb.com. Use the scholarship toolkit at StepUpUtah.com to help you apply successfully.

No matter where you go to school, your high school career begins in *9th Grade!*

10th GRADE CHECKLIST



- Take the right classes** throughout high school to prepare for college. See the detailed list above, but here's the abbreviated list - 4 English, 4 Math, 3½ Social Science, 3 Science, and 2 World Language!
- Make sure you'll take **Math III** by the end of 11th grade.
- Learn about classes such as **Concurrent Enrollment (CE)**, **Advanced Placement (AP)**, and **International Baccalaureate (IB)**. Talk to your school counselor for more information and visit StepUpUtah.com.
- Visit UtahMajors.org to research different college majors and the career opportunities they provide.
- Talk to teachers, your school counselor, family, friends, and neighbors about their college experiences**—what they liked, what they found challenging, and what advice they can offer.
- Look for scholarships.** Search websites such as UtahFutures.org, collegeboard.org, and Fastweb.com. Use the **scholarship toolkit** at StepUpUtah.com to help you apply successfully.
- Check the Regents' Scholarship planning guide to make sure you're on track at RegentsScholarship.org.

Paying for College - the Basics

Financial aid is money to help pay for college - whether it's 1, 2, 4 or more years! Aid can be provided by:

- **The U. S. federal government** (e.g., military veteran aid, tax benefits, community service awards, vouchers for foster youth) through grants, loans, and work-study.
- **The state where you live** (<https://stepuputah.com>)
- **The college you attend** (visit your school's financial aid page)
- **Aid from a nonprofit or private organization.**

In addition to taking advantage of financial aid, you will also want to **start saving**, and learn to live on a budget.

See an overview of the types of student aid, and how to apply: <https://youtu.be/Pn4OECMTh5w>

Now match each of the terms below with the best description:

- A. Grants** Provides students with *part-time employment* to help meet their financial needs - including books, supplies, and personal expenses.
- B. Loans** Also called gift aid, *as they don't have to be repaid, and you don't need to work to earn them.*
- C. Work Study** Nearly 60% of all financial aid comes in this form, *which must be repaid, but borrowers aren't charged interest until the repayment period that typically begins after graduation.*

Some Scholarships for Utah Residents - Early Awareness is Key!

Click on the links to complete the descriptions of these Utah financial aid programs.

[Centennial Scholarship](#)

Tuition waivers are available for each term, up to a total of \$1000, if a student graduates high school _____.

[Utah CTE Scholarships & Tuition Awards](#)

Awards are available to _____ who plan to pursue Career and Technical Education (CTE) training after high school.

[New Century Scholarship](#)

A maximum award _____ is available to students who complete an associate degree with a cumulative GPA of 3.0 or better by the date they graduate from high school.

[Regents' Scholarship](#)

Students who complete the _____ during grades 9-12 and meet other requirements are eligible for awards at the "Base" or "Exemplary" level.

[T.H. Bell Teaching Incentive Loan Program](#)

Tuition waivers are available to students who are pursuing an educator preparation program and will teach in Utah public schools for a time _____.



• equal to the time they received assistance • one year prior to class graduation date
• of \$1,250 per semester • graduating seniors • Utah Scholars Core Course of Study



21st Century

The shift to knowledge and information services in the workplace means a shift in the skills that are required to be successful. Review the skills categories below, and mark any statements that reflect what you know and are able to do.

Core Subjects and 21st Century Themes

Global Awareness

Financial, Economic, Business and Entrepreneurial Literacy

Civic Literacy

Health Literacy

Environmental Literacy

Innovation

Learning and Innovation

Creativity and innovation

- I like brainstorming and finding other ways to see or do things.
- I can study my own ideas and the ideas of others to figure out what's good and what might need adjusting.
- I can build on my good ideas and am able to communicate new ideas to others.

Critical thinking and problem solving

- I like learning how parts relate to each other and to the whole.
- I am good at seeing connections between different pieces of information.
- I can define a problem in a way that will help me find solutions.

Communication

- I speak clearly and can express my thoughts and feelings to others.
- I am a good listener and people enjoy having conversations with me.
- I read for fun and also to learn new things.

Collaboration

- I like learning how parts relate to each other and to the whole.
- I am good at seeing connections between different pieces of information.
- I can develop a persuasive argument based on facts and reason.

Skills

To be ready for college and career, and to compete successfully in a globally competitive workforce, students need to acquire 21st century skills.



Information, Media and Technology

Information Literacy

- I can find and use information for a stated purpose.
- I know how to judge the quality of information, no matter the source.
- I can organize information and make it understandable.

Media Literacy

- I can use various media creation tools.
- I understand that media is used to influence beliefs and behaviors.
- I am aware of ethical/legal issues pertaining to use of media.

Information, Communications and Technology (ICT) Literacy

- I understand and use applications such as word processing, databases, etc.
- I can use technology to efficiently search for information.
- I utilize technology such as computers, media players, and GPS effectively.

Life and Career

Flexibility and Adaptability

- I can change my behavior based on feedback and changing priorities.
- I will keep learning throughout my entire life.

Initiative and Self-Direction

- I know how to develop a realistic task list and manage my time.
- I am able to work independently to complete tasks.

Social and Cross-Cultural Skills

- I have an appreciation for cultural diversity.
- I show respect for others.

Productivity and Accountability

- I work diligently to meet goals that I set for myself as well as those defined by others.
- I expect to be evaluated according to set standards.

Leadership and Responsibility

- I work to inspire others to accomplish common goals.
- I can work effectively as a member of a team.
- I am dependable and communicate a positive attitude.

Creativity - A Workplace Skill

Creativity is the production of something original and useful. It requires generating many ideas, and then combining ideas into the best result. Childhood creativity is a better predictor of lifetime creative accomplishment than is childhood IQ. Creativity creates jobs, drives economic growth and provides answers to societal needs. And it also maximizes human potential. Here are four ways¹ to develop your own creativity.

1 Seek solitude.

Take a walk. Remove yourself from social distractions. Set aside time to daydream.

2

It's tough to be original if you're trying to please others. Consciously think of ways you can stir things up, pursue new experiences, avoid ruts!

Think
Differently.

3 Meditate.

Whether it's "open monitoring" (open to all our thoughts and emotions) or focused attention, take at least 15 minutes to feed your creativity.

4

View challenges as opportunities to reflect, learn, and grow stronger.

Overcome setbacks.

When CEOs were asked, "What is the skill you most value in your people?", they said **creativity**, the ability to solve problems, come up with **new solutions**, and use brainpower to **figure things out**.

[U.S. News and World Report](#)

¹ Adapted from [Wired to Create: Unraveling the Mysteries of the Creative Mind](#) | [NY Times review of the book](#)

² More on how creative people come up with great ideas from [Adam Grant \(TED Talk\)](#)

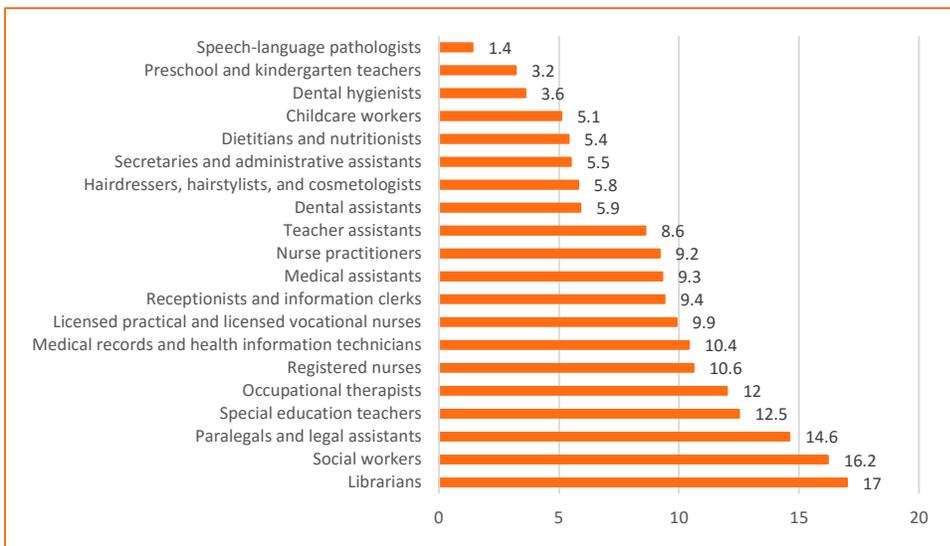
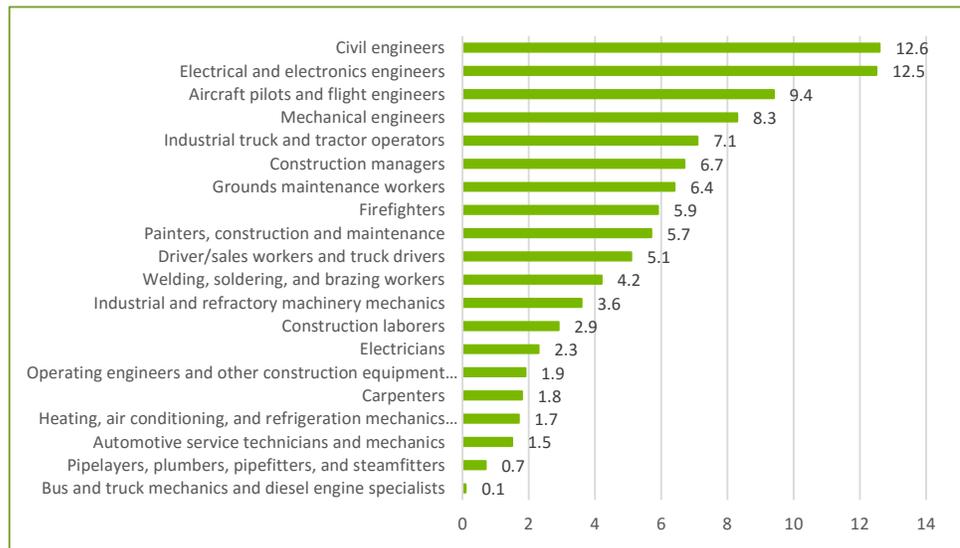
Break **FREE** of StereoTYPES!

Sometimes our impressions of the way things are have a negative impact on our perceptions of what options are open to us. However, it's up to each one of us to filter our impressions as the way things *were*, and to challenge ourselves to shatter any stereotypes that would limit our own choices. The path may be a little less worn, but find some allies, and go for the goal!

The way things have been only define the way things will be, if everyone lets the stereotypes define what is!

Percentage of Female Workers 2015

A sample of occupations in which women make up a very small percentage of workers.

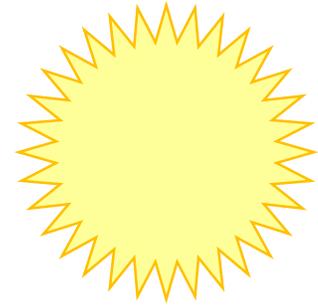


Percentage of Male Workers 2015

A sample of occupations in which men make up a very small percentage of workers.

Choosing a career is important to self-perceptions of success. Make sure you're thinking in terms of what kind of work engages you. Go ahead and break free of stereotypes to succeed in your chosen occupation!

Summer Jobs



What you learn - no matter what the job -

- The importance of showing up, and doing a job well.
- Time management.
- Money management.
- How to deal effectively with other people.
- How to think "on your feet" to respond to unexpected situations.

Where to look for a summer job -



- Tell everyone you know that you're looking for work. Referrals are the best source of information about potential jobs.
- Check all your local businesses - and not just for job postings in the window. Ask to speak to a manager.
- Ask to fill out an application, whether there are openings or not.
- Check bulletin boards, community newsletters, online postings.
- Visit <http://jobs.utah.gov/jobseeker/index.html>

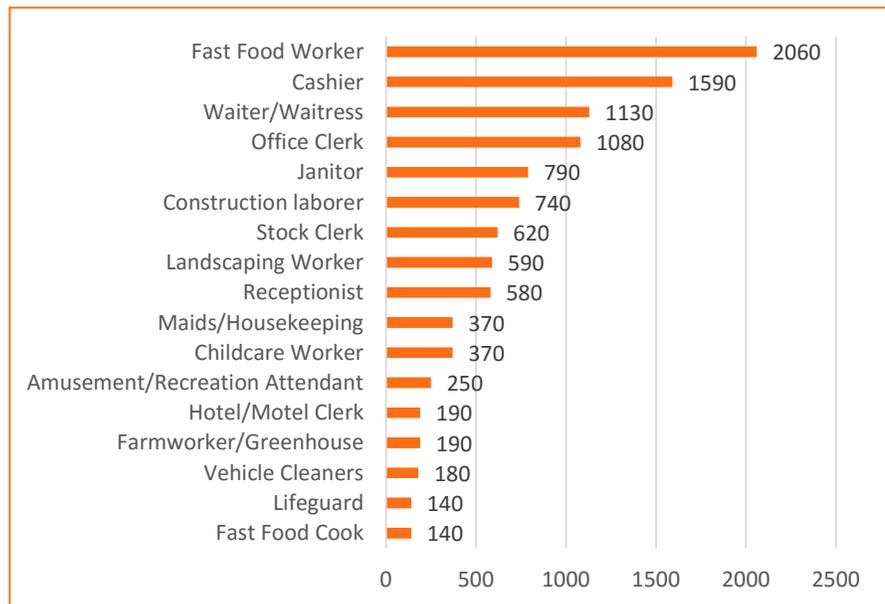
Common jobs for teens -

To follow is a list of jobs that are filled by workers who often learn on-the-job.

The graph shows how many **annual openings** are projected statewide for each occupation.

Average hourly earnings for these occupations (in Utah) are about \$8.10.

The two highest paying jobs on the list are Receptionist and Office Clerk (both average \$9.10/hour), and Construction Laborer (\$10.20/hour).





Y O U T H @ W O R K

Your Job ... Your Rights ... Your Responsibilities

Did you know that you have specific workplace rights and responsibilities under the laws enforced by EEOC? The laws enforced by EEOC provide five basic rights for job applicants and employees who work in the United States. The laws apply to applicants, employees and former employees, regardless of their citizenship or work authorization status. Full-time, part-time, seasonal, and temporary employees are protected if they work for a covered employer. All federal government agencies and most other employers with at least 15 employees are covered by our laws. Most unions and employment agencies also are covered.

Your Rights

- ➔ **You have a right to work free of discrimination.** This means that your employer cannot make job decisions because of your race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, disability, age (age 40 or older) or genetic information. This right applies to all types of job decisions, including hiring, firing, promotions, training, wages and benefits.
- ➔ **You have a right to work in an environment free of harassment** based on race, color, religion, sex (including pregnancy, gender identity or sexual orientation), national origin, disability, age (age 40 or older) or genetic information.
- ➔ **You have a right to complain** about treatment that you believe is illegal job discrimination. Your employer cannot punish you, treat you differently or harass you if you report job discrimination or help someone else report job discrimination, even if it turns out the conduct was not illegal. We call this your right to be protected from retaliation.
- ➔ **You have a right to request reasonable changes** to your workplace because of your religious beliefs or disability. Although your employer does not have to grant every request, it should carefully consider each request and whether it would be possible.
- ➔ The laws enforced by EEOC **strictly limit what an employer can ask you about your health.** In addition, you have a right to keep any genetic information and medical information you share with your employer private. In general, your employer should not discuss your genetic information or medical information with others. There are very limited exceptions to the confidentiality requirements in the laws enforced by EEOC.

Your Responsibilities

- ➔ **You should not treat your co-workers unfairly or harass them** because of their race, color, national origin, sex (including pregnancy, gender identity and sexual orientation) religion, disability, age (age 40 or older) or genetic information. For example, you should not tell sexual or racial jokes at work or tease people because they are different from you.
- ➔ **You should tell your company about any unfair treatment or harassment.** Find out if your company has a policy on discrimination that specifies who you should contact about these issues.
- ➔ **You have a responsibility to tell your company** if you need a workplace change because of your religious beliefs or disability. Your request does not have to be in writing, but you must provide enough information so your company can determine how to help you.

Need to File a Complaint?

If you think you have been discriminated against, you can file a formal complaint, called a “charge of discrimination,” with EEOC. We may mediate or investigate your charge and take legal action to stop any illegal discrimination.

We accept charges from applicants, employees (full-time, part-time, seasonal, and temporary), and former employees, regardless of citizenship and work authorization status.

Our services are free, and you do not need a lawyer to file a charge. For more information about how and when to file a charge, visit <https://www.eeoc.gov/youth/filing.html>.

Learn more about your rights as a young worker at www.eeoc.gov/youth.

You can also email us at youth.atwork@eeoc.gov or call us at **1-800-669-4000 (TTY: 1-800-669-6820)**.

Take Care of YOU

Your mental health affects how you think, feel and act every day. Monitoring your level of stress and anxiety can help you time your breaks so your body chemistry is working for you. To foster your sense of well-being, remember to take a break! Here are **50 Ways**.*

