

Career Girls: Group Leaders Toolkit

Tips, Activities, and Ready-to-Use Printables

Inspire. Educate. Empower.





Contents

About Career Girls	3
Using Career Girls	4
Part 1: Exploring the Website	5–9
Part 2: Teaching With the Empowerment Lessons	10–11
Part 3: Career Exploration With an Emphisis on STEM	12–13
Part 4: Teaching With Any Career Girls Video	14–15
Activities to Use With Career Girls Videos	16–18
Printable Pages	19–30
Career Tracker	19
Career Girls Journal	20
Motivational Mini-Poster	21
Career Comics (1, 2, 3)	22–24
Career Action Plan	25
Cool Career Facts	26
Is This a Career for Me?	27
Positively Empowered! Certificate	28
Smart About STEM Certificate	29
Career Connections Certificate	30



About Career Girls

Do you know an aspiring astronaut, sports anchor, or surgeon? How about a budding marine biologist, novelist, or activist?

Career Girls is a free, noncommercial, online platform that introduces girls to these careers and hundreds more, inspiring them to discover possibilities, improve their academic performance, and dream big about their futures.

Career Girls puts a face on wide-ranging careers—in STEM fields, medicine, business and finance, public service, media and communications, education, law, food and nutrition, sports, arts and entertainment, and more—connecting academic studies with a real world context and guiding girls in learning more about careers they may already be planning to pursue and many others they may not have known were even possible.

How does Career Girls do this? Career Girls brings together hundreds of accomplished women working in cities across the United States—Houston, Chicago, Philadelphia, Washington, D.C., St. Louis, Boston, New York City, Detroit, Atlanta, San Diego, Los Angeles, San Francisco, and around the world. Through a series of high-quality videos, each role model shares the story of her career, in her own words and in an easily accessible format: What skills from her childhood does she still rely on today? What's a typical day like in her career? What are challenges she's faced and obstacles she's overcome? Who are her heroes? Career Girls role models answer these questions and many others to provide an engaging and comprehensive look at diverse careers. Role models also share favorite subjects in school, discuss the education they pursued to achieve their professional goals, suggest reasons to consider pursuing particular careers, and offer helpful advice for getting there.

Career Girls is dedicated to providing girls of all income levels and ethnic backgrounds with the tools and support they need to achieve their professional aspirations. We hope you find Career Girls educational resources helpful as you support the girls you're working with in realizing their full potential.

With sincere appreciation for your commitment to making an impact in the lives of girls,

The Team at Career Girls

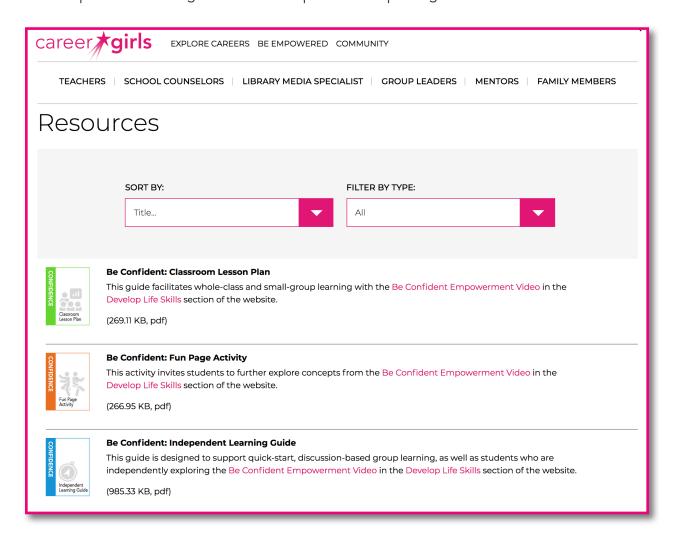
Using Career Girls

At Career Girls, we know the road to empowerment and independence for girls begins with education: Girls need to start early building skills for their future careers.

Research shows that women role models have a powerful and positive impact on girls, including their attitudes toward various careers, such as in STEM fields. Career Girls videos make it easy to bring these role models right to the girls you work with, engaging and empowering them to set and achieve academic and career goals and to believe in their ability to succeed.

With more than 500 role models working in hundreds of different careers, you may be wondering where to begin. There is lots to explore, and no one right way to use Career Girls.

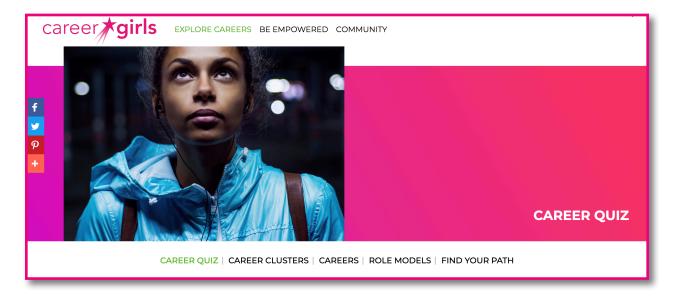
Career Girls Resources. Hundreds of free, downloadable resources are available for both students and group leaders, from lesson plans to inspirational mini-posters. As a group leader, the Independent Learning Guides and Scripts are a couple of great resources to take a look at.



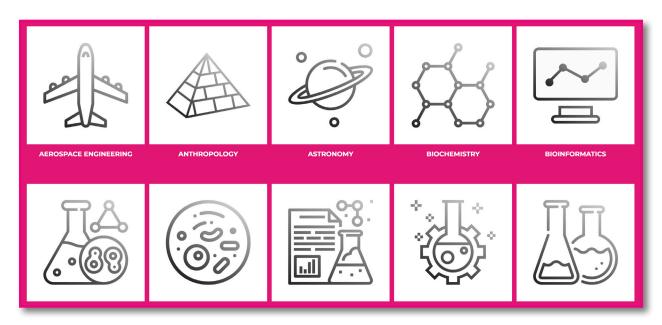
Part 1: Exploring Careers on the Website

Along with ready-to-use Empowerment Lessons, Career Girls offers built-in career exploration tools to engage students in exploring careers, imagining the possibilities, and taking important steps to plan for their futures.

Career Quiz. The free Career Quiz is a fun place to start. This quick and easy quiz helps girls discover careers that may be a match for their skills and interests, with links to role models who can help them learn more.

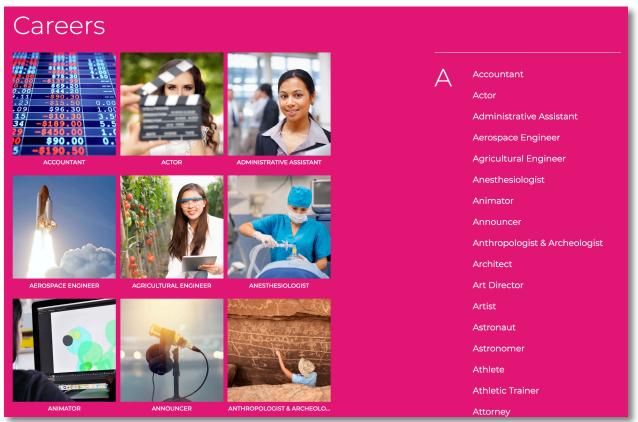


College Majors. This is great place to explore which courses might be required for degrees like Forensic Science, Film and Media, or Electrical Engineering. Each major is linked to related careers and each career is also linked back to related college majors.



Careers and Career Clusters. Girls in your group can also explore by Career Clusters, such as STEM, Health Sciences, and Finance. Or, they can jump right into an A to Z tour of Careers and the role models who work in them — from an Accountant to a Zoologist.





Careers Detail Page. On this page, girls can discover everyting they need to know about a career. What is this career like? What skills will I need? What is the outlook and pay? Even links to related college majors are included at the bottom in the education tab.



What you need to know	
Overview	+
What is this career like?	+
What skills are needed?	+
What is the pay?	+
What is the career outlook?	+
What education is required?	_
A bachelor's degree is usually required in order to become an interior designer, as are classes in interior design, drawing, and computer-aided design (CAD). A bachelor's degree in any field is acceptable, and interior design programs are available at the associate's, bachelor's, and master's degree levels.	
Applicants may be required to submit sketches and other examples of their artistic ability for admission to interior design programs.	
Discover some of the courses you will take pursuing a degree in Interior and Environmental Design.	

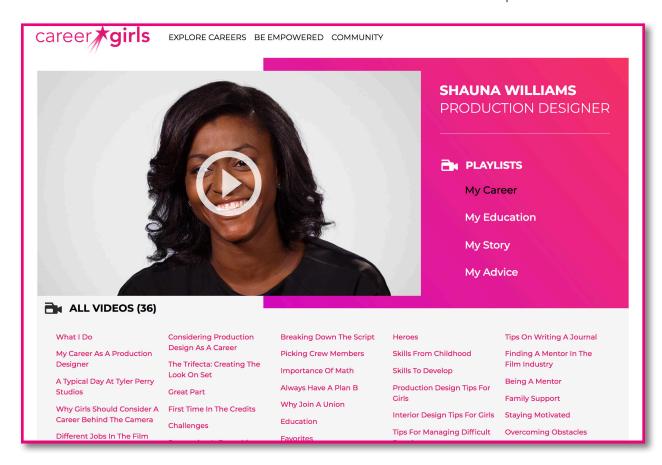
College Major Detail Page. With over 80 college majors to explore, your girls can quickly browse through a list of sample courses to gain a basic understanding of whether they might enjoy a particular major, and discover what type of requirements there might be to graduate. Each college major detail page displays a link to related careers a graduate could pursue after attaining a degree, and each career page links back to one or more related college majors.



Role Models. More than 500 diverse and successful role models share their career journey and life advice through a series of short video clips. A complete listing is on the Role Models page.



Role Model Detail Page. In addition to learning the day-to-day practical aspects of a career, girls in your group will gain valuable insights and life advice as each role model shares her journey. What skills from her childhood does she still rely on today? What is a typical day like? How does she overcome obstacles? Who are her heroes? What is her one peice of advice?



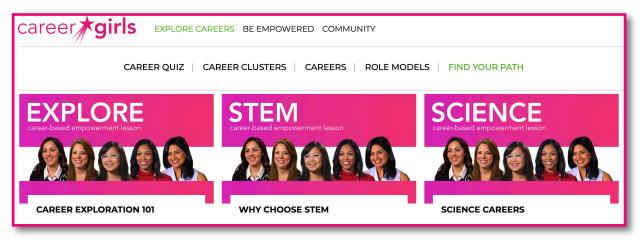
Part 2: Teaching With Empowerment Lessons

Career Girls has developed a special series of videos and educational resources designed to support educators and mentors in integrating lessons that encourage college and career readiness. These are especially useful tools for group leaders.

Skill-Based Empowerment Lessons focus on key topics such as teamwork, confidence, communication, leadership, financial literacy, and the importance of integrity. They are found on the Develop Life Skills page in the Be Empowered Section of the website.



Career-Based Empowerment Lessons focus on career exploration and are found on the Find Your Path page in the Explore Careers section of the website.



Getting started. Each Empowerment Lesson lesson centers around a short video clip that features real-world role models who share straight-to-the-point career insights and advice, making the lessons an ideal jumping-off point for meaningful and lasting learning experiences. These videos are paired with ready-to-use educational resources that build on essential concepts.

Empowerment Lessons are easy to use with large groups, small groups, and individual students. To get started, just follow a few simple steps:

1. Choose an Empowerment Lesson. Each Career Girls Empowerment video is about two minutes and focuses on a different topic. Review the video descriptions (or preview the videos). Use the Empowerment Lessons in any order that best meets your students' needs.







2. Download the Corresponding Resources. Each Empowerment Lesson has a corresponding Classroom Lesson Plan, Independent Learning Guide, and Fun Page Activity. Career Girls Scripts can also be a useful tool for group leaders with limited preparation time.







3. View the Video with Your Group. Use the Independent Learning Guide as a quick and easy way to jumpstart lively discussions about the lesson topic with any size of group. Or, use the Classroom Lesson Plan to introduce the video and guide a "before, during, and after" learning experience. You may also want to let your group complete the Fun Page Activity to connect what they're learning to their own lives.

For additional motivation use the "Positively Empowered!" Certificate. Pre-fill the printable Certificate with 10 Empowerment topics you'll be teaching, then print a copy for each student. Students can use the certificate to track their progress. You might plan a simple ceremony to award the certificates upon completion.

Part 3: Career Exploration With an Emphasis on STEM

Career Girls places a strong emphasis on STEM careers. As role models in these videos explain, careers in STEM fields are growing, and the good news is that these exciting and rewarding careers typically pay well and are more secure than many other jobs.



STEM-Focused Empowerment Lessons. A good way to start is by utilizing the videos and curriculum from the Career-Based Empowerment Lesson series: Why Choose STEM?, Science Careers, Technology Careers, Engineering Careers, and Importance of Math. In addition, Career Exploration 101 offers a snapshot of numerous careers, including in STEM fields. Use the guidelines on page 10 to teach with these videos.



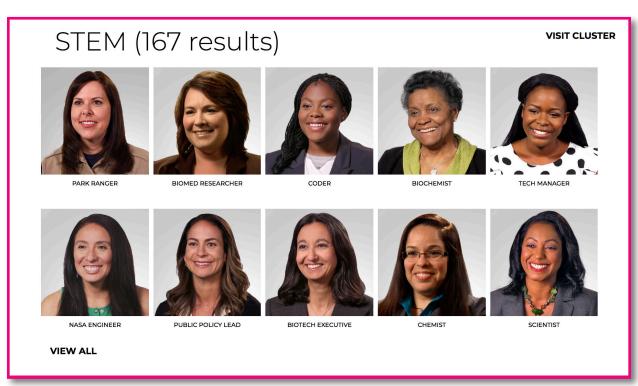


Tip: Use the STEM Certificate of Completion as a motivation tool. Set a goal with students to explore careers in each STEM discipline to earn this certificate.

Explore STEM Careers. Have your students select "STEM" from the Career Cluster page to begin exploring the more than 30 STEM career pages featured on this site. What is this career like? What skills are needed? How much does it pay? Your students can also research related college majors learn valuable insights from role models linked with each of these career pages.



Watch STEM Role Model Videos. Choose titles like What I Do, Why Girls Should Consider a Career in STEM, Typical Day, Great Part, Challenges, and Overcoming Obstacles. Use the suggestions provided on pages 14–15 (Teaching With Any Career Girls Video) to guide the process.



Part 4: Teaching With Any Career Girls Video

Videos in the Empowerment Series are supported with supplemental teaching and learning materials. However, you can easily use any of the Career Girls videos to engage students in meaningful career exploration activities. Following are basic guidelines for using the Career Girls videos in your work with the girls in your group.

1. Select a video.

Preview the video in advance of viewing it with your group.

- Note potentially challenging language that you may want to review.
- Get a sense of key ideas and details. Use these to guide viewing of the video and follow-up discussions.
- Introduce the video topic, such as Marine Biologist. Use questions to set a purpose for viewing the video—for example: What do you think someone in this career does? What skills might be important in this career? What education/knowledge might be useful in this career?

Learn what a typical day is like for <u>Sasha Williams</u>, whose career in coding began after attending a Black Girls Code workshop.

2. View the video.

Promote active listening of each short video by drawing attention to particular features.

Point out highlights of a particular video that are likely to relate to students' lives. For example, if you're viewing the "Coder" video in the STEM section, you'll want to mention that Sasha, at age 14, is the youngest Career Girls role model! (Background information such as this is provided on the Career Girls website when you select each role model.)



- Suggest something in particular to listen for—such as how the role model became interested in her career, or what a typical day on the job is like.
- Consider viewing the video a second time to deepen understanding.

3. Discuss the video.

Follow-up with a short discussion to clarify any confusing details, point out interesting or surprising facts about a career, and so on.

- Revisit and clarify potentially challenging language in the video, such as expressions and figurative language.
- Use questions to review details in the video, such as: Why did [role model's name] choose to pursue this career? What skills from her childhood is she using in her career? What are the best parts of this career for her?

Notice opportunities to connect to positive traits girls share with Career Girls role models. For example, Alma Tapia, a Materials Engineer at NASA, advises girls to be persistent, and explains the importance of this characteristic in her own life. Ask: How did Alma show the importance of persistence in her life?
(For example, the first time she interviewed for a job with NASA, she didn't get it. She kept working hard, and was interviewed four times before being hired by NASA.) Ask: How do you show persistence in your own life? (Alma points out, for example, that if you don't get an A the first time in class, you can keep working hard and get it the next time.)

4. Learn more.

Spark curiosity about careers by continuing to build connections.

- Encourage girls to imagine themselves in the careers they are exploring. After viewing a video, ask: Can you picture yourself in this career? What interests [skills, abilities] do you have that are a good match? (For a related activity, see page 27, "Is This a Career for Me?")
- Use tools on the Career Girls website to investigate the skills and education required for particular careers. Make connections to what girls are learning in school and how this helps them prepare for future careers. Brainstorm steps to prepare for different careers.
- Discuss the concept of "preparing today's students for tomorrow's careers." Ask: What do you think that means? What are some jobs that you think will always be in demand? Why? How have occupations changed over time?
- Use newspaper employment sections, online job sites, and other resources to research actual job postings for particular careers. What new information can students locate?
- See pages 16–18 for additional activities you can use with any video.

Keisha Perry, entertainment attorney and founder of her own law firm, answers the question: Why should girls consider a career in law? Find out what she says here!



5. Use the Career Connections Certificate. (See template, page 30.)
Set a goal with your group to earn this certificate by exploring careers in 10 different categories.

Activities to Use With Career Girls Videos

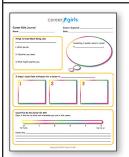
Printable Activity Pages

Consider providing your students with Career Exploration binders. In addition to keeping the career exploration materials in one place, this system can stengthen useful organization skills.



Career Tracker (See template, page 19.)

Setting college and career goals can motivate improved academic performance. The girls you're working with can use this page to maintain a record of careers they explore. This record sheet can also serve as an important reminder to them of the active role they are taking in their future, and provide them a handy resource to revisit careers.



Career Girls Journal (See template, page 20.)

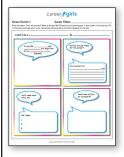
Use this activity page and the questions that follow to examine careers more closely and build connections.

- What are the important things to know about this career?
- What guestions do I have about this career or role model?
- Is this the career for me? (rating scale)



Motivational Mini-Poster (See template, page 21.)

Career Girls role models share advice to help girls discover their own interests and passions and instill in them the importance of believing in themselves. While viewing Career Girl videos with the girls you're working with, pay special attention to the My Advice and Overcoming Obstacles video clips. Invite them to listen for words that inspire them. Have them use those inspirational words to create a mini-poster that reminds them each day, "You can do anything!"



Career Comics

These comic strip templates invite girls to put their imaginations to work while exploring careers. There are three templates to choose from: **Career Comics 1** (See template, page 22.)

After viewing a career video, your girls can use this activity page to explore the question: How do I do this?



Career Comics 2 (See template, page 23.)

After viewing a career video, use this activity page with girls to explore the question: What is this job like?

Printable Activity Pages



Career Comics 3 (See template, page 24.)

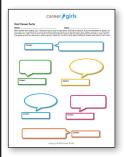
Invite your young comic enthusiasts to create a serial comic strip starring themselves in future careers. Share examples of published comic strips to learn about common characteristics of this genre, such as dialogue and onomatopoeia.



Career Action Plan (See template, page 25.)

Use this activity page and the questions that follow to examine careers more closely and build connections.

- What do I know about careers in this area?
- What skills will I need for a career in _____? What are some ways to build those skills?
- What is one step I can take now if I'm interested in a career in
- Where does college fit in? If I wanted to pursue this career, who can help me get there?



Cool Career Facts (See template, page 26.)

Career Girls videos are full of surprising and fun facts about widely diverse careers. Imagine this: Jaime Catchen, Mars Rover Systems Engineer at NASA's Jet Propulsion Laboratory (JPL), helps plan the Rover's driving—which rocks are safe to drive over and how to best position the Rover to carry out its mission for the day. No wonder Jamie says her job is "really fun!"

- Create opportunities to notice moments like this that might spark interest. What makes a career stand out?
- Use the printable record sheet on page 19 to focus attention on fun facts about careers. While viewing videos, invite girls to note details that capture her attention. Notice patterns that emerge: Is a student drawn to certain fields? This may inform further exploration about particular careers.



Is This a Career for Me? (See template, page 27.)

This Venn diagram is a fun way to explore careers alongside interests and strengths. Guide students to notice careers that intersect with interests and abilities.

Printable Career Girls Certificates



Positively Empowered! Certificate (Page 28) Guide your girls in completing 10 Empowerment Lessons to earn this certificate. Learn more about Empowerment lessons on pages 10–11.



Smart About STEM Certificate (Page 29)
Guide the girls you're working with in exploring
10 STEM careers to complete this certificate. Set
a goal of exploring careers in each STEM area
(Science, Technology, Engineering, Math). Learn
more about STEM on pages 12–13.



Career Connections Certificate (Page 30) Use this certificate with girls to set a goal of exploring at least one career in each of the following categories:

- 1 STFM
- 2. Arts, Entertainment & Sports
- 3. Medical
- 4. Business & Finance
- 5. Media & Communications
- 6. Education
- 7. Legal
- 8. Food
- 9. Public Safety
- 10. Public Service



Career Tracker

Name:

Use this chart to keep track of careers you explore. Which careers do you find most interesting?

Think about your interests and favorite subjects. How do they relate to careers you're exploring?

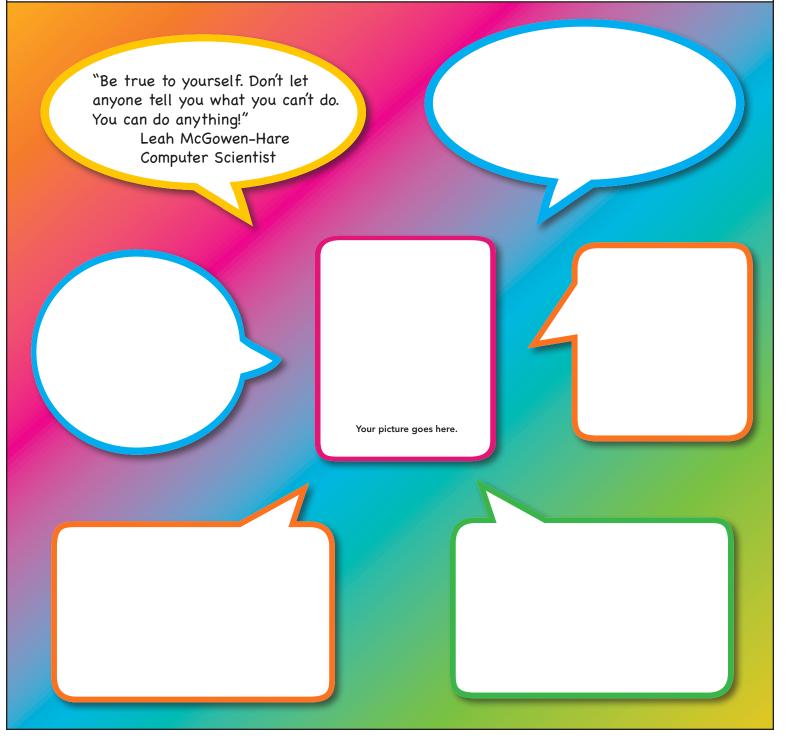
	Career	What's Most Interesting?	Fun Fact!	College? Yes or No
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6				
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Career Girls Journal	Career I Explored: Date:
Things to Know About Being a/an	
1. What you do:	Something I wonder about a career in:
2. Education you need:	
3. What might surprise you:	
3 Steps I Could Take to Prepare for a Care	er in
1	3
Could This Be the Career for Me? Color in the line to show how interested you as	re in this career.
O 1 2 No thanks.	3 4 5 Sign me up!
Here's why:	







Career Comics 1

	\ /*	
Career	V	DO:
Career	VIU	ICO.

View the video. Then ask yourself: What is this job like? Create a comic starring you in this career. At the top, fill in the career and sign your name. Use words and pictures to tell what happens on the job!

I want to be and, you might like to be (career)	How do you get ready for this career? You can start by and
You'll need some skills, too. Like these: 1. 2. 3.	What else can you do to prepare?



Hint: Use speech bubbles to show what you're saying.

Career Comics 2

	\ /* I	
Career	Aideo.	

View the video. Then ask yourself: *How do I do this?* Create a comic strip that uses pictures and words to help answer this question. At the top, write the career title (for example, "an Astronaut") and sign your name.

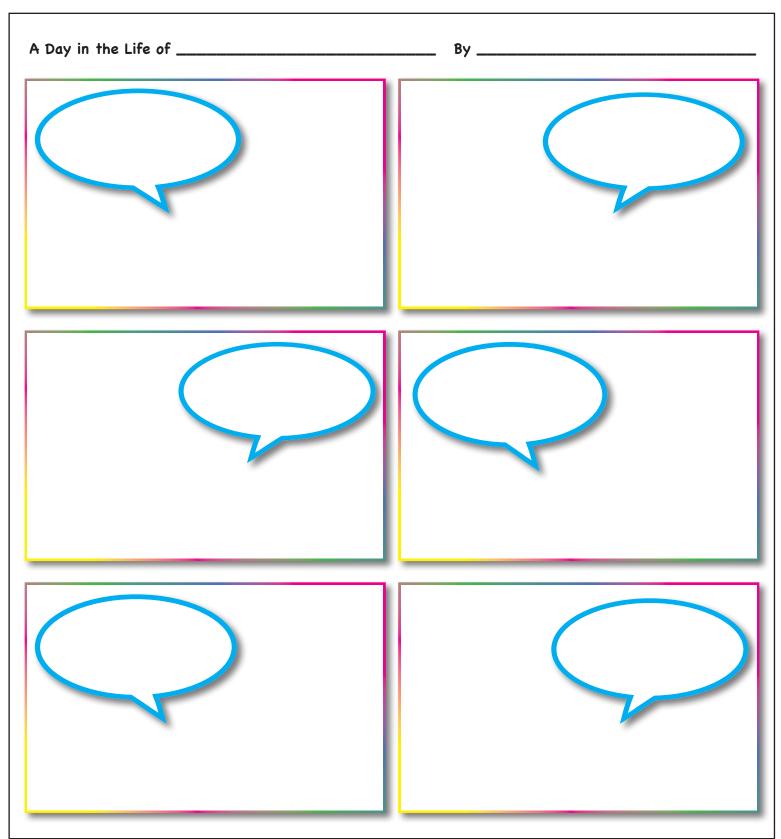
A Day in the Life of	Ву
A typical day might include:	School subjects you might use most: Band Math Art Science
In this career, it's really true that:	One great thing about this career:
What might be challenging?	Fun fact!



Hint: Use speech bubbles to show what you're saying.

Career Comics 3

Create a comic strip series that stars the future you in a career you are exploring. Use pictures and words to show what it's like to work in this career.





Career Action Plan

Vame:		Date:	
Choose a Career Girls video	to explore. Complete each secti	on to tell about the career and what it takes to get the	ere.
	area: ment & Sports ance nunications	SKILLS FOR SUCCESS If this is the career for you, these are four skills you'll need: 1	
JOB READY! What steps can y	ou take, starting now, to mak	e this career happen?	
1.	2.	3.	
4.	5.	6.	



Cool Career Facts

Name:	Date:
	ts of cool things about all kinds of careers. If you're interested in space, for

With Career Girls videos, you'll discover lots of cool things about all kinds of careers. If you're interested in space, for example, you might find it amazing that Chemical Engineer Susana Tapia Harper does safety testing on any material that goes up with an astronaut—even a guitar! Listen for more fun facts about different careers and record them here.

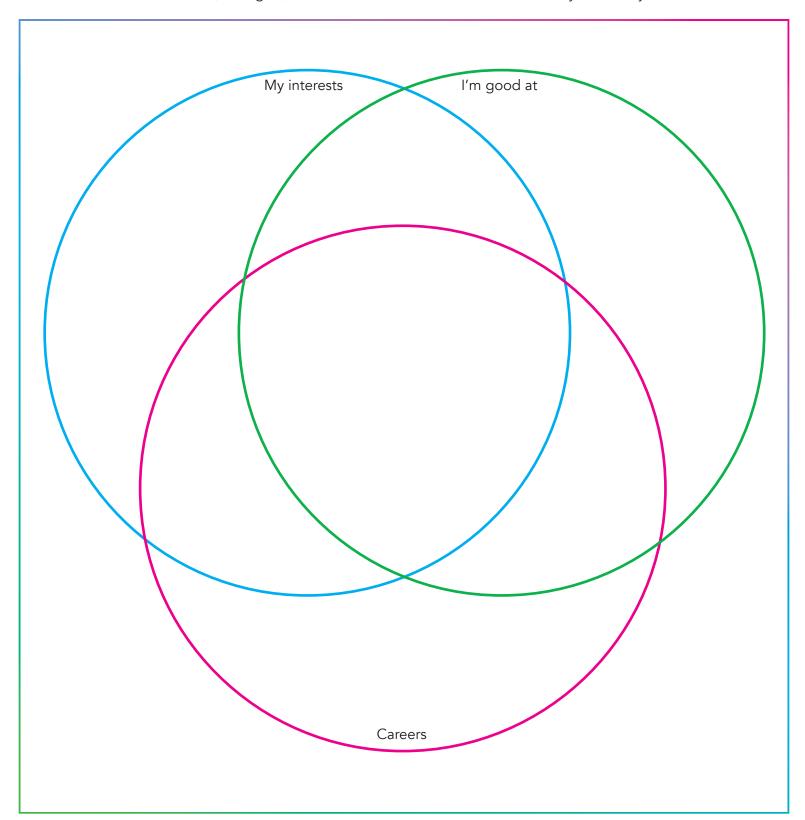
Career:	
Career:	Career:
Career:	Career:
	Career:



Is This a Career for Me?

Name:	 Date:

Fill in the circles with your interests, your strengths, and careers you're exploring. Use the overlapping areas to show where different interests, strengths, and careers connect. Add to the circles as you identify other interests.





Positively Empowered! Certificate of Completion

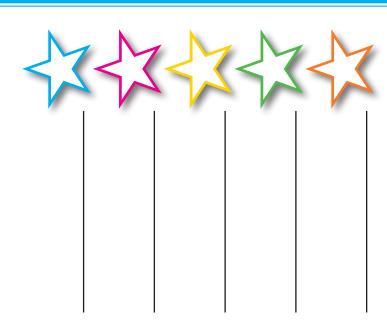
Awarded to_

for exploring 10 Career Girls Empowerment topics. Congratulations!

"Be exactly who you are. Know that who you are is awesome!"

– Jamila Glass Dancer and Filmmaker





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Smart About STEM Certificate of Completion

for exploring 10 STEM careers. Congratulations! Awarded to_

(name)

Science Technology Engineering Mathematics

(Color a star for each STEM career you explore.)



Check each STEM career you explored.

- □ Astronaut
- □ Astronomer
- Biological Scientist
- Chemical EngineerChemist
- Computer Programmer
- Computer Scientist
- Database Administrator

- □ Environmental Engineer
- ☐ Geneticist☐ Geologist

□ Petroleum Engineer

Physicist

■ Meteorologist

Software Developer

Statistician

- Materials Engineer
 - ☐ Mathematician
- Mechanical Engineer
- □ Medical Physicist□ Medical Scientist
- Other:Other:

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Career Connections Certificate of Excellence

(date) Awarded to

for exploring 10 careers. Congratulations!

Color a star for each career area you explored.



STEM: Science, Technology, **Engineering & Math**



Public Safety



Legal



Arts, Entertainment & Sports



Systems Manager, Boeing Software Engineer and - Tonya Noble



Business & Finance

Medical

You can do it!"

Public Service

Media & Communications



Other: