

Career Assignment for UNIV 1010

Please bring this worksheet along with the FOCUS profile results with you when you meet with your Academic Support Center Advisor.

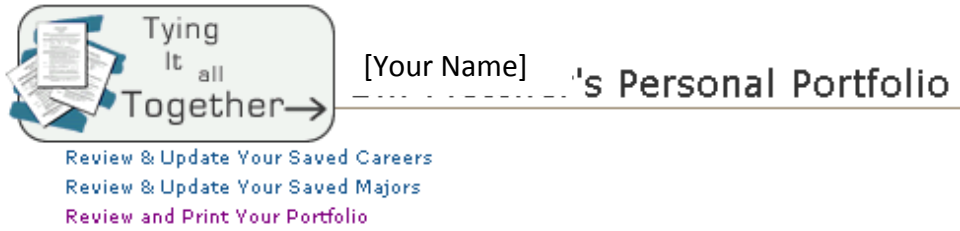
Go to <http://career.web.mtsu.edu/>

1. Click on What's in Your ToolKit?
2. Click on focus V2
3. Click on the Create New Account link to create your FOCUS account:

4. Fill out the required fields using **Raiders** for your **Access Code** and your MTSU email address. The access code is *CaSe SeNsItIvE*. Click the *Continue* button at the bottom.


5. The next page will contain your username and password. Print this page or make note of your username and password. You may return anytime to continue or retake any portions of the assessment.
6. Click *Continue* button to go to the Main page of Focus.
7. Complete the following 5 items under Self Assessment by clicking on each item. Once completed, the completed status will appear after each section:

8. Print out the results by going to the “Tying it all Together” section and clicking on “Review and Print Your Portfolio”:



9. Build your report/portfolio by clicking on the following items. **Bring this report to your meeting with your Academic Support Center Advisor at the McFarland Building.**

Build A Customized Report

 From this page you can create a customized printable report. Items that are *grayed out* have not been completed and therefore cannot be included. Please select the items you would like to include and click the *Build My Portfolio* button.

[Select All](#)

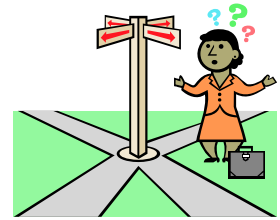
- Your Account and Contact Information
- Career and Educational Goals
- Academic Strengths
- Work Interest Assessment
- Leisure Interest Assessment
- Skills Assessment
- Personality Assessment
- Values Assessment
- Career Planning Status
- Personal Development Needs
- Your Saved Careers
- Your Saved Areas of Study

10. Complete the **Action Plan** on the following page. Bring the Action Plan along with your FOCUS profile results with you when you meet with your Academic Support Center Advisor.

Complete Your Action Plan!

Finally: Based upon your printed Portfolio Report, complete the following ACTION PLAN for the meeting with your advisor in the Academic Support Center:

Work Interest Profile (2 or 3 Highest scores from Work Interest Profile):

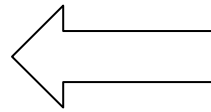


Majors/occupations that I am interested in:

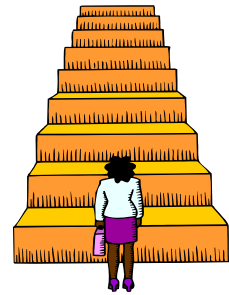
Complete your Action Plan with the assistance of an Undeclared Academic Advisor.

Action Plan (include task and "to be completed by" date):

(See "Sample Goals for Your Action Plan for some examples)



1. _____
2. _____
3. _____
4. _____



Your **second** meeting will be with the following college advisor or faculty advisor:

Faculty or College Advisor Name: _____

Phone: _____ E-mail: _____

Advisor Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Sample Goals For Your Action Plan

Remember to attach a "to do by" date to your goal. For example, a goal might be, "Find and Interview an x-ray technician by October 3."

Use Occupational Outlook Handbook to explore at least 2 careers related to my interests and discuss these with my advisor.

Use O*Net to explore at least 2 careers related to my interests and discuss these with my advisor.

Discuss careers related to the subject matter of one of my classes with my instructor.

Interview someone who is doing work that I think I might like to do.

Talk with an advisor about a major I am interested in.

Research jobs in an area of interest and give a speech about the area in my COMM 2200 class.

Use Princeton Review to find "A Day In The Life" article about a career in my interest area.

"Job shadow" a worker who is employed in a field in which I am interested.

Talk with a career counselor to help clarify my interests.