

ANSWER KEY



The following is a list of answer keys that accompany some exercises. Several of the Lesson Plans and Activities do not have corresponding answer keys because many exercises have a wide range of possible answers.

Please refer to the list below for those activities that do have an accompanying answer key:

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ANSWER KEY: WORKSHEET #7 BEGIN THE EXPLORATION

TABLE OF CONTENTS (PAGES ii-iii)

- Radiologic Technician occupation all under which career field and can be found on which page(s)?**
It falls under the Health Science career cluster. Occupations found on page 58.
- Where can you find more information about health occupations?**
Additional Resources for careers in the Health Services can be found on page 63.

WHAT DO I WANT TO DO WITH MY LIFE? (PAGES 1-18)

- Following are letter codes used in the interest assessment in MnCareers on pages 4-7. Fill in "what the code means" and list one career cluster related to the code. Give the page number of where to find specific occupations for each cluster.**

	What the Code Means ...	Career Cluster	Page Number
R	<i>Realistic</i>	<i>EXAMPLE: Science & Engineering</i>	88
I	<i>Investigative</i>	<i>EXAMPLE: Information Technology</i>	72
A	<i>Artistic</i>	<i>EXAMPLE: Communications</i>	34
S	<i>Social</i>	<i>EXAMPLE: Education & Training</i>	44
E	<i>Enterprising</i>	<i>EXAMPLE: Law & Public Safety</i>	76
C	<i>Conventional</i>	<i>EXAMPLE: Finance</i>	48

- List five types of skills that are in demand by employers and describe each skill.**
(List of Hot Skills is on page 9.)

EXAMPLE: A. *Basic Skills – skills needed in all types of careers*

EXAMPLE: B. *People Skills – Soft skills, enable people to work effectively with each other*

EXAMPLE: C. *Management Skills – Organize projects, money, time or people*

EXAMPLE: D. _____

EXAMPLE: E. _____

- What CareerOneStop tool helps you find potential training resources to gain new skills?**
Skills Profiler (CareerOneStop information on page 17)
- What makes an occupation "nontraditional?" Identify and list three nontraditional occupations for each gender.**
A nontraditional occupation is a job where 75 percent or more of the workers are of one gender. (A list of nontraditional occupations for men & women can be found on page 13 in MnCareers. Answers may vary)
- What does it mean to "test-drive" a job? Name three popular work-based learning opportunities and ways in which you might use them to research a career path. (Page 14)**
To test drive a job is to take part in an activity that gives relevant work experience in a specific field. Five popular ways for a student to gain opportunities: job shadowing internship, youth apprenticeship, mentorship or a work-site field trip.

WHAT DO I NEED TO KNOW? (PAGES 19-23)

8. **What does a "median wage" tell you about an occupation?** (Page 23)
The median wage reflects the point at which half the people in that occupation make more and half make less than the median.
9. **What is Job Outlook data and what does it tell you?** (Page 23)
Job Outlook data come from several sources. Occupations are rated using factors such as growth, annual job openings and median wage. Occupations are then rated and assigned a rating that can range from "Excellent" to "Caution."

CAREER CLUSTERS (PAGES 24-96)

10. **There are 16 career clusters detailed in MnCareers. Choose six for this exercise and for each, name three to four specific occupations found within that cluster. See the example below (answers will vary).**

Career Cluster	Page	Specific Occupations
Ex. Architecture & Construction	24	Bricklayers, Drafters, Electrician, Interior Designers
Business, Management & Administration	40	General Office Clerks, Payroll & Timekeeping Clerks, Property & Real Estate Managers
Finance	48	Bank Tellers, Financial Analysts, Insurance Agents, Tax Preparers
Hospitality & Tourism	64	Bartenders, Counter Attendants, Maids & Housekeepers, Travel Agents
Law, Public Safety & Security	76	Corrections Officers, Forensic Science Technicians, Paralegals, Probation Officers
Transportation, Distribution & Logistics	92	Airline Pilots, Auto Body Repairers, Bus & Truck Mechanics, Dispatchers

11. **Browse through all the occupations listed in each of the career clusters. Choose one occupation that looks appealing and complete the following information:**

Occupational Title: EXAMPLE: Property & Real Estate Manager
 Employment: 4,020
 Wages (low-end, median & high-end): \$13.00 - \$22.30 - \$46.20
 Interest Profile: EC
 Job Outlook: Good
 Education Requirements: Bachelor's Degree

12. **What types of skills are required for the occupation listed above?**
 (Use On The Job and What Skills Do You Need sections for occupational group)
 EXAMPLE: Property & Real Estate Manager
 Leadership skills are needed to do extra tasks and make decisions.

WHERE DO I GO FROM HERE? (PAGES 97-126)

13. **MnCareers lists a lot of possible future options. Name three future options listed in the publication. List two advantages for each option.** (Page 99, answers will vary)
*The options listed are: work, higher education, distance learning, military, apprenticeship, work and AmeriCorps.
Examples of other options include volunteering, traveling, a combination of work and school, etc.*
14. **Is Higher Education worth the investment? Provide two reasons why or why not.** (Page 104-105)
Jobs requiring higher education typically pay better. Someone with only a high school diploma stands to earn \$387 less per week than an individual with a bachelor's degree. Jobs requiring more education typically offer better benefits and better working conditions.
15. **What is the average unemployment rate for people with a bachelor's degree? What is the unemployment rate for those who did not graduate from high school?**
2.8 percent for bachelor's degree – 9.0 percent for high school drop outs.

ANSWER KEY: WORKSHEET # 15 WHERE ARE THE JOBS?

1. Using the information from ISEEK's "Growing Careers in Minnesota," fill in the grid below. In the first column, select four occupations with a high growth rate. In the second column, list the employment numbers (projected annual openings). Next, list growth rate and the median hourly wage.

(Answers will vary. Can use these lists: Careers with the Most Openings in Minnesota, Minnesota Growing Careers, or High Pay Careers with the Most Openings in Minnesota)

Occupation with High Growth Rate	Employment Numbers	Growth Rate	Median Hourly Wage
Veterinary Technologists and Technicians	132	43.8%	\$15.07
Personal and Home Care Aides	2,265	60.3%	\$11.63
Network Systems & Data Communications Analysts	411	51.4%	\$39.77
Retail Salespersons	3,499	11.2%	\$9.51

2. According to page 8 of *MnCareers*, what are the odds of getting hired as a pro athlete? What do these odds tell you about popular occupations in general?

Experts estimate that only 1 in 4,313 high school football players will make it as a professional. These odds tell you that athletics is extremely competitive at the professional level. Partially because of the popularity of becoming an all-star athlete, very few job openings are available.

3. Many occupations in Minnesota have a large number of openings available right now. See page 11 in *MnCareers* or ISEEK's "Minnesota Growing Industries" and list three industries that have occupations with many openings.

(Answers will vary.) Health Care, Retail, Individual and Family Services, Internet Publishing and Broadcasting, etc.

4. Why should you be interested in occupations with high vacancies when considering a career?

(Answers will vary.) Essentially, the job seeker will have a better chance of find a job if there are more openings for that occupation.

ANSWER KEY: WORKSHEET # 17 NONTRADITIONAL EMPLOYMENT

WOMEN			MEN		
Nontraditional Occupation	Median Wage	Current Employment	Nontraditional Occupation	Median Wage	Current Employment
Biomedical Engineers	\$44.77	(no # given)	Court Reporters	\$28.33	288
Conservation Scientists	\$28.38	438	Health Information Technicians	\$17.50	3,667
Data Communications Analysts	\$39.77	4,825	Human Resources Assistants	\$17.65	3,272
Dentists	Above \$80	3,339	Meeting and Convention Planners	\$21.29	775
Electricians	\$28.22	11,280	Paralegals	\$23.65	4,021
Fire Fighters	\$14.37	6,256	Registered Nurses	\$34.16	49,119
Storage and Transportation Managers	\$39.56	1,606	Social Workers	\$26.63	11,205
Sound Engineering Technicians	\$23.42	240	Special Education Teachers	\$50,552.49 per year	11,605

1. How do the median hourly wages compare for men and women?

Median wages are similar, although nontraditional occupations for men tend to be a little lower than options for women. (Students might note that there are more higher wage occupation options for men's traditional jobs than they expected.)

2. Name two challenges that face women working in STEM careers (or other nontraditional work). (Visit ISEEK for help: www.iseek.org/careers/nontraditional.html)

(Answers will vary.) Challenges facing women in STEM careers include: Shortage of mentors for women in STEM fields, lack of acceptance from coworkers and supervisors, and gender differences in the workplace.

3. Which nontraditional occupation(s) from the chart above interests you? Why?

(Answers will vary.)

ANSWER KEY: WORKSHEET # 18 JOB PROSPECTS

Find each career field in *MnCareers*. Locate the job within each career field that has the highest employment figure and write that in the job title below. Then, check the box that best describes the job outlook for that occupation.

Job Title (examples)	Career Field	Job Outlook	
<i>Food Scientist</i>	Agriculture, Food & Natural Resources	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Architects	Architecture & Construction	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Animators & Multimedia Artists	Arts, A/V Technology & Communications	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Office Managers	Business, Management & Administration	<input type="checkbox"/> Caution <input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
University & College Teachers	Education & Training	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Bank Tellers	Finance	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Urban & Regional Planners	Government & Public Administration	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Home Health Aides	Health Science	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input type="checkbox"/> Good <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Excellent
Hotel & Motel Managers	Hospitality & tourism	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Funeral Directors	Human Services	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Computer Engineers	Information Technology	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input type="checkbox"/> Good <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Excellent
Probation Officers	Law, Public Safety & Security	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Building Maintenance Workers	Manufacturing	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent

Customer Service Representatives	Marketing, Sales & Service	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Engineering Technicians	Science, Technology, Engineering & Mathematics	<input type="checkbox"/> Caution <input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Bus & Truck Mechanics	Transportation, Distribution & Logistics	<input type="checkbox"/> Caution <input checked="" type="checkbox"/> Fair	<input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent

1. **Based on the information in the table above, which are the best job prospects? Which are the worst?**

Student answers will vary, depending on what is important to each student – it could be employment, or outlook. Use the different student answers to begin a discussion on how the definition of a good job prospect differs from person to person.

2. **What are some reasons why you would consider these jobs? What are some reasons why you wouldn't consider them?**

(Answers will vary.) You can also discuss what other factors are missing here to determine a good job prospect – interest, wages, employment growth etc.

3. **Does an occupation with a strong outlook mean it has good job prospects? Why or why not?**

(Answers will vary.) Some jobs with a strong outlook or high growth have small employment numbers (not many people working in that occupation and not many job openings), causing more competition. Some jobs with poor outlook might need new employees to fill vacancies from retiring workers. Students' interests and personal goals will also affect their choices.

ANSWER KEY: WORKSHEET #25 RELATED SCHOOL SUBJECTS

School Subject	✓ if the subject is required for college	What career clusters are related to this subject?	✓ if interested in this subject ✓ which subjects should you explore further
Art	✓	Arts & Communications, Education, Human Services, Hospitality, Marketing	STUDENT ANSWERS WILL VARY
Auto Technology		Manufacturing, Transportation	
Business		Business, Finance, Government, Hospitality (has applications in all career clusters)	
Carpentry/Wood Technology		Architecture, Agriculture	
Computer Science		Arts & Communications, Business, STEM, Manufacturing, Information Technology (has applications in all career clusters)	
Creative Writing	✓ (English or Arts)	Arts & Communications, Business, Education, Human Services, Marketing	
Drafting/Engineering		Architecture, STEM, Manufacturing	
English	✓	Arts & Communications, Business, Education, Government, Marketing (has applications in all career clusters)	
Foreign Language	✓	Arts & Communications, Finance, Business, Marketing, Government, Education, Law, Human Services, Health Sciences, Hospitality (has applications in all career clusters)	
Health		Health Sciences, STEM, Agriculture, Government, Law, Human Services	
History	✓ (Social Science)	Art & Communications, Education, Human Services, Hospitality, Law, Government	
Home Economics		Human Services, Hospitality, Agriculture, Marketing, Health Science	
Horticulture/Agriculture		Agriculture, STEM, Manufacturing	

Industrial Arts		<i>Architecture, Agriculture, Manufacturing, Transportation</i>	
Mathematics	✓	<i>Architecture, Education, Business, Finance, Information Technology, STEM, Manufacturing, Health Science (has applications in all career clusters)</i>	
Marketing		<i>Arts & Communications, Business, Finance, Marketing, Hospitality</i>	
Music	✓ (Arts)	<i>Arts & Communications, Education, Human Services, Hospitality</i>	
Physical Education		<i>Health Science, Human Services</i>	
Science	✓	<i>Agriculture, Health Science, Human Services, STEM, Information Technology (has applications in all career clusters)</i>	
Social Studies	✓	<i>Business, Finance, Marketing, Arts & Communications, Government, Law, Education, Hospitality, Human Services, Health Science (has applications in all career clusters)</i>	

ANSWER KEY: WORKSHEET #26

EXPLORING HIGHER EDUCATION OPPORTUNITIES

1. **What is the name of the state office that can help you with questions and provides resources about financial aid? List two ways to contact this office.**

The Minnesota Office of Higher Education. You can call 651.642.0567 in the Twin Cities or 1.800.657.3866 in Greater Minnesota. Information is also available from the MOHE's Web sites: www.ohe.state.mn.us or www.getreadyforcollege.org.

2. **Looking though the "Preparing" section of www.getreadyforcollege.org, list four critical skills you need to succeed in college in life.**

(Preparing – Plan for the Future – Foundation for Success)

Reading to understand information; **Writing** to express ideas; **Researching** to find answers to questions; **Independence** to fulfill responsibilities; **Resilience** to rebound from and persist through adversity; **Persistence** to keep moving toward goals.

3. **There are many features to consider when choosing a college. Using the "Selecting" section, list six highlights to consider.**

(Selecting – Identifying What You Want In a School)

Athletic offerings; Campus safety; Campus setting; Extracurricular organizations and events; Faculty experience and expertise; Financial aid availability and deadlines; Geographic location; Housing availability and cost; Length, time and location of classes; Number of students enrolled; Percentage of graduates employed within one year; Percentage of students who graduate; Percentage of students who return the following year; Programs of study, majors, and course selection; School facilities and equipment; School or program reputation; Student characteristics; Student-to-faculty ratio; Support services; Transportation availability and cost; Tuition and fees.

4. **What percentage of Minnesota college students are "adult" learners, aged 25 or older?**

(Preparing – Success as an Adult Student)

About 43 percent of college students in Minnesota are 25 or older.

5. **List four different ways to obtain an application to any of Minnesota's state colleges or community/technical colleges.**

1. From a high school counselor. 2. Visit a state college or university campus or Web site. 3. Call 1-888-MnSCU-4-U (1-888-667-2848) 4. Visit MnSCU's Web site (www.mnscu.edu/students/application.html) and download an application.

6. **List the Web sites available to you when applying to any Minnesota private college or to the University of Minnesota.**

www.mnprivatecolleges.com and www.umn.edu

7. List four of the different types of financial aid discussed in both *MnCareers* and on www.getreadyforcollege.org. List two facts about each.

TYPES OF FINANCIAL AID	FACTS
GRANTS – from federal/state government	<ol style="list-style-type: none"> 1. You don't have to pay this money back 2. Common grants are Pell and Minnesota State
LOANS – from private funders, like banks	<ol style="list-style-type: none"> 1. You have to apply for loans and must pay it back 2. Common loans are Stafford, Perkins, and SELF
WORK STUDY – campus employment	<ol style="list-style-type: none"> 1. Your income offsets the cost of your tuition 2. Work study is usually part-time
SCHOLARSHIPS – money from government, schools, community groups, or businesses	<ol style="list-style-type: none"> 1. You don't need to pay this money back 2. Can be based on need, ability, merit, academic performance, etc.

8. Why should you not wait until your senior year to make a decision about college? When is a better time to start?

(Preparing – College Prep Timeline)

You'll want enough time to make a good decision, explore all your options and apply for financial aid. Many schools will also have a deadline for enrollment. You should start exploring options now – it's never too early to start.

ANSWER KEY: WORKSHEET #27 SCHOOLS AND PROGRAMS

- Using page 106 of *MnCareers*, name and define the five types of schools in Minnesota.

Technical colleges (generally offer career-oriented, hands-on instruction); **Community colleges** (offer the first two years of a four-year program to train students for special occupations); **Private career schools** (provide short-term programs to prepare students for specific careers); **Public universities** (offer bachelor's of science and arts, master's, and sometimes doctorate or professional degrees); **Private colleges or universities** (can be for-profit or nonprofit, or religious, offer bachelor's and advanced degrees).

- Follow these four steps to complete the table below – EXAMPLE TABLE

Occupation (examples)	Educational Program	School	Cost of Tuition 2009-2010
Dental Assistant	Health Services	A. Century College	\$4,690
		B. Hennepin Technical – Eden Prairie	\$4,415
		C. Duluth Business University	\$16,110
Office Support	Business	A. Academy College	\$22,500
		B. Anoka Technical College	\$4,731
		C. National American University	\$14,450
Web Design	Communications	A. DeVry University	\$12,980
		B. University of Minnesota - Duluth	\$11,038
		C. Lake Superior college	\$4,274

- Some occupations have many educational programs to choose from, while others don't have a clear connection to any. Did you have any problems matching your occupations with educational programs? Were you surprised by any of the related educational programs? Why or why not?

STUDENT ANSWERS WILL VARY

4. Choose another educational program that's appealing to you – selecting something different than the programs in question 2. List four schools that offer this program. If possible, choose different types of schools that offer this program (two-year or four-year, private, state university, etc.). Fill in the information below for each school.

Educational Program: EXAMPLE EDUCATIONAL PROGRAM – Legal Secretary Studies

School	Type of School	Address	Phone/Website	To order a catalog, contact....
Alexandria Technical College	Public Tech	1601 Jefferson Street Alexandria, MN 56308	320.762.0221 www.alextech.edu	www.alextech.edu/programs.htm 888.234.1222
Lake Superior College	Community College	2101 Trinity Road Duluth, MN 55811	218.733.7600 www.lsc.edu	800.432.2884
Minnesota School of Business - Plymouth	Private Career	1455 County Road 101 N Plymouth, MN 55447	763.476.2000 www.msbcollge.edu	763.476.2000 www.msbcollge.edu
U of M Continuing Ed	Public	Continuing Professional Education 1420 Eckles Avenue 20 Coffey Hall St. Paul, MN 55108	612-625-5726 www.cce.umn.edu	www.cce.umn.edu

5. What did you learn from this exercise? What other information about Minnesota schools and educational programs did you find?

STUDENT ANSWERS WILL VARY

ANSWER KEY: WORKSHEET #42 PAYING FOR COLLEGE

s f u t u g r e c o l l e g e
e e i v r e s y r a t i l i m
g r h a a y d q l y p t y c e
p t n o l q a w d r x a l d k
h t n i l i y u o l t x s g g
s q m i i a t a t f l c g n z
r a s y y s r b w x k r n g c
f b j c k j p s r p k e i u u
f x k r n e n p h d q d v m i
h n o a s r g b a i y i a y n
w w o n w p m e f i p t s t c
z l a b t k b q l h b s c j c
e o o r k m z f f y j c y w
l n a w a h j x u t o i e u s
e q j c s d d q b q f c j h d

family
grants

loans
military service

savings
scholarships

tax credits
work study

You are a... FUTURE COLLEGE GRAD!

ANSWER KEY:

WORKSHEET #43 HOW MUCH DOES COLLEGE REALLY COST?

College Costs Answers

TUITION and FEES

ROOM and BOARD

BOOKS and SUPPLIES

PERSONAL EXPENSES

TRANSPORTATION EXPENSES

Definitions

What it costs to take classes and use certain facilities at the school such as the library, health center, or student activities.

The price of housing, whether you're living in a dormitory on-campus or an apartment off-campus, and the price of eating, whether it's in the college cafeteria or buying food and cooking for yourself.

Includes books, pencils, paper, and whatever you need to complete your courses.

Includes what you will spend on laundry, clothing, recreation, and insurance.

Travel and commute from home to school or from school to home.

ANSWER KEY: WORKSHEET #47

MINNESOTA LABOR LAWS, TEST OF KNOWLEDGE

1. **Joe was fired from his job without explanation. What must he do in order to obtain the reasons for the termination?**
 - C. *Joe must write to the company within 15 working days requesting the reason for termination. The company then has 10 working days to respond. Minnesota Statutes 181.933 was just amended during the recent legislative session, allowing an employee to write within 15 working days for the reason for termination. Prior to August 2001, B was the correct answer.*

2. **Marilyn thinks there might be something in her personnel records preventing her from getting a promotion. Can Marilyn get a copy of the contents?**
 - D. *Yes, Marilyn may make a written request once every six months or one time within a year of termination of employment. The employer must pay for the copy. Minnesota Statutes 181.961 allows an employee to make a written request for the personnel record once every six months or one time within a year of leaving the company.*

3. **Christine is a clerical worker who performs typing and filing for her company and is paid a salary. Her boss, Tom, told her that he is paying her salary so he does not have to pay overtime. Christine works 50 hours a week, but is not compensated. What recourse, if any, does she have?**
 - E. *Both B and C fulfill the qualifications and duties. Christine is entitled to overtime. Sometimes people think salaried employees are exempt from overtime, but that is not true. An employee must be paid a salary AND fall into an exempt category in order to avoid being paid overtime. Generally, unless Christine is allowed to make policy decisions for the company, she must be paid overtime. The amount owed depends on the size of the employer. Contact the U.S. Wage & Hour Division at the Department of Labor for more information.*

4. **Jennifer is a server at a local café. Yesterday, she dropped a tray of dishes on the way to the kitchen. Her supervisor, Carol, told Jennifer she will be taking the cost out of her paycheck. What are Jennifer's options?**
 - B. *Jennifer can demand her entire pay, unless Carol has written authorization from her after the dishes were broken to deduct the amount. Minnesota Statutes 181.79 requires written authorization from an employee before deducting any loss, theft or claimed debt.*

5. **Under Minnesota Law, what is the minimum wage employers must pay?**
 - E. *The correct answer is E. Minimum wage for employers with gross revenue of more than \$625,000 is \$6.15 an hour. Employers that make less than that are required to pay \$5.25 an hour. People under age 20 may be paid a training wage of \$4.90 an hour for the first 90 consecutive days of employment, after which they must be paid the appropriate minimum wage.*

6. **Which of the following statements are true about what rest breaks an employer must offer you?**
- D. *For every four hours of work, an employee must be allowed to use the restroom. If they work eight consecutive hours, they must be given sufficient time to eat a meal.*
7. **John was fired from his job. When may he expect to receive his final pay?**
- A. *Minnesota Statutes 181.13: When any employer employing labor within this state discharges an employee, the wages or commissions actually earned and unpaid at the time of the discharge are immediately due and payable upon demand of the employee. If the employee's earned wages and commissions are not paid within 24 hours after demand, whether the employment was by the day, hour, week, month, or piece or by commissions, the employer is in default.*
8. **Stephanie is 17 years old and still in high school. She would like to work at Marty's Bar & Grille. She wants to apply to be a hostess, because the pay is more, but will have to help servers deliver alcoholic beverages. She does not know if this is a problem. Can Stephanie work at Marty's?**
- C. *Stephanie cannot work in rooms where liquor is served, but may be a dishwasher at Marty's.*

ANSWER KEY: WORKSHEET #45 SOFT SKILLS IN THE WORKPLACE

1. **You are due at work at 2:00pm. You're across town and you're running late. You know you won't make it there before 2:15. What should you do?**
 - A. **Call your supervisor and let him/her know you're going to be 15 minutes late.**

You should ALWAYS call if you're going to be late. Although taking the time to call might make you a minute or two later than if you hadn't called, employers expect tardy employees to call. Calling is the professional thing to do; it lets your supervisor know that you understand that you're delay is having a negative effect on their business. Of course, it's best to keep tardiness to a minimum.

2. **You're overwhelmed at work. Yesterday, your boss gave you a big job to finish within 2 days. A few minutes ago, the company owner asked you to help on a project later that day. Meanwhile, a co-worker has asked you for your help on planning a birthday party for another employee. You know you can't get everything done in time. What should you do?**
 - B. **Talk to your boss. Communicate the demands on your time and ask if he/she can help you prioritize what needs to be done.**

Believe it or not, this scenario is a fairly common one, and certainly not one to quit your job over! Your boss might not realize how many projects you're working on at one time and might unknowingly give you more work than one person can handle. Prioritizing your work is a skill that you'll learn as you become more experienced. Often, you'll be able to prioritize tasks without asking for any guidance from your superiors. When you're not sure, it's always best to ask. And while it's usually perfectly fine to celebrate birthdays or other special occasions at work, it's important to not let social activities absorb too much of your time, especially when you're busy.

3. **You discover that some money is missing from your desk. Two of your coworkers told you that they noticed another co-worker poking around in your office while you weren't there. What's the best thing to do in this situation?**
 - C. **Report the theft (without mentioning names) to a security guard or supervisor and lock your desk or keep your money elsewhere from now on.**

It's always a good practice to simply keep your belongings in a safe place at work. If a theft does occur, simply report it to someone in authority (without mentioning names) and try to be more cautious in the future. You don't know for sure who took your money, so it's best to not risk accusing an innocent person. Telling your boss who you think stole the money could do much more harm than good and your boss might perceive you as a gossip.

4. **Your supervisor has given you a small but very important task and you're not sure how best to complete it. You know that another one of your coworkers has done this before. What should you do?**

C. **Ask your supervisor how she or he would like you to complete the task.**

It's appropriate to ask questions if you're not sure how to complete a task, especially when it's one you've never done before. And, since the task is important, it's best to ask your supervisor, rather than your coworker, how to complete it. It's never a good idea to trade jobs with a coworker – your supervisor gave the task to you for a reason. How do you know he/she will handle the project better than you?

5. **You and a coworker have completed a project together. You each did about half the work. Your boss came and thanked you for your work, without ever mentioning your coworker's name or saying she knew your coworker was involved. Which of the following is the best thing to do?**

C. **Thank your boss for her praise and acknowledge that the project was a combined effort between you and your coworker.**

Of course you can – and should – take credit for a project on which you worked, but acknowledging that you had help is professional and courteous. Your boss will be impressed with your honesty.

ANSWER KEY: WORKSHEET #46 EXPLORING APPRENTICESHIP

1. **What are the two main components of apprenticeship training? How long does each part typically last?**
 1. PAID WORK EXPERIENCE – Average of 3 years of paid work experience.
 2. RELATED TECHNICAL INSTRUCTION – Average of 144 hours of technical instruction per year.

2. **How does an employer benefit from hiring you as an apprentice?**

An apprentice is an investment – this investment will become a well-trained, skilled professional who will be an asset to their business.

3. **List three benefits of becoming an apprentice.**
 1. Many highly skilled professions can be learned through registered apprenticeship training.
 2. You'll be given a Certificate of Completion of Apprenticeship from the State of Minnesota after completion of apprenticeship training that will confirm your technical skills.
 3. Graduates of apprenticeship programs are paid well.

4. **Find 3 other sources of information about apprenticeship training. For each source you find, briefly describe the information provided. (Use the Internet, library, career resource room, school counselor for help.) (Page 100-101 of MnCareers)**

Three sample resources:

 1. Minnesota Department of Labor and Industry (www.dli.mn.gov/Appr.asp). This site includes a list of answers to common apprenticeship questions.
 2. U.S. Department of Labor – Office of Apprenticeship Training, Employer and Labor Services (www.doleta.gov/atels_bat). This site includes further benefits for an apprentice and an employer.
 3. Construction Trades (www.constructioncareers.org). This site has further information on 35 different construction trades. It provides job descriptions, contacts, qualifications, wages and more.

5. **Find 2 occupations that normally require apprenticeship training. Give the occupational description, wage ranges and employment figures for each occupation.**

Occupational Examples: Carpenters, Electricians, Fire Fighters, Truck Drivers , Tool & Die Makers, Printers, Auto Mechanics, Meat Cutters, Telecommunications Technicians, Floor Coverer and Heavy Equipment Operators, and Machinists. (See www.dli.mn.gov/Appr.asp for a complete list of occupational possibilities)

6. **Compare two occupations you listed above with two occupations you have identified as interesting to you in previous activities. How do they compare? (For example: Are they the same type of occupation? Compare each on wages, education and training requirements, job outlook, etc.) Would you consider an occupation requiring apprenticeship training after high school?**

ANSWERS WILL VARY

7. **What have you learned about apprenticeship training that you did not know before?**

ANSWERS WILL VARY

8. **If you were explaining the benefits of apprenticeship training to another classmate, what would you describe as the most important benefit to students?**

ANSWERS WILL VARY

ANSWER KEY: WORKSHEET #5 1

GET ACQUAINTED WITH CAREERONESTOP

- 1. What's the fastest-growing career requiring a bachelor's degree or higher?**
Network Systems and Data Communications Specialists.
(Click Explore Careers – Occupations: Employment Trends – Fastest Growing)

- 2. What's the highest paying job that requires only work experience?**
Air Traffic Controller
(Click Explore Careers – Occupations: Employment Trends – Highest Paying)

- 3. On average, does a journalist (reporter) in Minnesota make more or less in wages compared to others in the U.S.? What is the median hourly wage for a reporter in Minnesota?**
On average, reporters and correspondents earn LESS in Minnesota. The average median wage in Minnesota is \$14.36/hr compared to \$16.75 nationally.
(Click Wages & Salary – By Location in the Salary + Benefits section. Must pick a region of the state, but statewide results also given.)

- 4. What licensing agency licenses barbers in the state of Minnesota?**
The Minnesota Board of Barber Examiners
(Click " Explore Careers – Occupations: Licensed Occupations)

- 5. How many state job banks are there?**
There are 53 state job banks, including Guam, Puerto Rico and the U.S. Virgin Islands.
(Click "State Job Bank" in the Job Search section to find a map.)

- 6. Where can you find information about salary negotiation?**
In the Job Search section, under "After an Offer"

- 7. How many One-Stop Career Centers (WorkForce Centers) are within 25 miles of St. Paul, MN?**
10
(Click on People + Places to Help – One-Stop Career Centers)

- 8. How many different types of job interviews are there?**
There are nine different types. (Click Resumes + interview –Interviews – Job Interviews)
