



# JA Mind Challenge

The #1 guide to learning,  
earning, and preparing  
for the real-world!

**Student Workbook: Middle School Edition**





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The #1 guide to learning,  
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for the real-world!

**Student Workbook: Middle School Edition**



**Junior  
Achievement<sup>®</sup>**  
of the Eastern Shore

**This workbook belongs to:** \_\_\_\_\_

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# All About Me!

Directions: Write some of your positive attributes and skills.



## BRAIN BUSTER

Skill: The ability to do something well.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

# My Interests + Career!

Directions: Use the Self-Knowledge Exam and the Global Workforce worksheet to help find what careers match your interests and skills!

## SELF-KNOWLEDGE TREASURE HUNT

### Skills

Skills are your talents and abilities. Skills tell the world what you're good at! Many skills are learned in school and used in the work you'll do later in life. Speaking a second language, playing basketball, reading music, solving math problems, and conducting science experiments are examples of skills.

My top skills are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

### Interests

Interests are activities or hobbies that you like doing. Examples of interests include being with your friends, visiting a mall, playing sports, going to the movies, reading, and taking a vacation with your family.

My top interests are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

### Values

Values are the beliefs and ideals that are important to you. Consider your values as you start to think about summer jobs and a future career.

Check yes or no to the following work and value statements and fill in the blanks where indicated.

Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I value others. I enjoy helping, serving, selling, persuading, or directing people.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I value creativity. I like Web design, graphic design, art, or music.                |
| <input type="checkbox"/> | <input type="checkbox"/> | I feel successful when working with data, software, and technology.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | I value accuracy. I'm proud of the work I do recording or checking facts or numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | I enjoy operating or repairing machines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | I want to run a business. I want to be my own boss.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | I enjoy working with animals or plants.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I value the "big idea." I enjoy making new discoveries and insights.                 |
| <input type="checkbox"/> | <input type="checkbox"/> | I want to earn a college degree. I value education.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | I want a career cooking food.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I'd like a career in marketing or communications. I value verbal and written skills. |
| <input type="checkbox"/> | <input type="checkbox"/> | I enjoy _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I value _____  |

# My Interests + Career!

## Cont'd

Directions: Use the Self-Knowledge Exam and the Global Workforce worksheet to help find what careers match your interests/skills!

## WORLD AT WORK

The 16 career clusters are groups of similar occupations and industries. It is a helpful way to explore career planning.

**AGRICULTURE, FOOD, AND NATURAL RESOURCES:** Possible careers: Environmental Engineer, Florist, Animal Breeder, Biochemist, Game Warden, Mining Engineer, Park Ranger, Farmer

**ARCHITECTURE AND CONSTRUCTION:** Possible careers: Architect, Contractor, Electrician, Carpenter, Plumber, Civil Engineer, Surveyor, Landscaper, Environmental Designer, Construction Worker, Painter

**ARTS, AUDIO/VIDEO TECHNOLOGY, AND COMMUNICATIONS:** Possible careers: Actor, Graphic Designer, Artist, Broadcaster, Digital Media Specialist, Journalist, Interior Designer, Photographer, Ad Executive, Cinematographer

**BUSINESS, MANAGEMENT, AND ADMINISTRATION:** Possible careers: Office Manager, Administrative Assistant, Entrepreneur, Human Resource Manager, Executive, Marketing Director

**EDUCATION AND TRAINING:** Possible careers: Teacher, Principal, College Professor, Corporate Trainer, Sign Language Interpreter, Librarian, Preschool Teacher

**FINANCE:** Possible careers: Financial Analyst, Financial Planner, Tax Preparer, Stockbroker, Loan Officer, Insurance Agent, Accountant, Bookkeeper, Bank Teller, Economist, Financial Adviser

**GOVERNMENT AND PUBLIC ADMINISTRATION:** Possible careers: Legislator, Intelligence Agent, Public Administration Supervisor, Homeland Security Manager, Emergency Management Director

**HEALTH SCIENCE:** Possible careers: Nurse, Medical Doctor, Physical Therapist, Dietitian, Sociologist, Paramedic, Vision Care Assistant, Medical Transcriptionist, Veterinarian, Dentist

**HOSPITALITY AND TOURISM:** Possible careers: Travel Agent, Chef, Lifeguard, Recreation Director, Hotel Manager, Waiter, Hotel Clerk

**HUMAN SERVICES:** Possible careers: Day Care Worker, Psychologist, Social Worker, Hair Stylist, Cosmetologist

**INFORMATION TECHNOLOGY:** Possible careers: Technical Writer, Multimedia Producer, Database Manager, Web Designer, Software Engineer, Network Administrator, Computer Programmer

**LAW, PUBLIC SAFETY, AND SECURITY:** Possible careers: Police Officer, Firefighter, Private Investigator, Attorney, Paralegal, Judge, Court Reporter, Military Officer, Criminologist

**MANUFACTURING:** Possible careers: Machinist, Manufacturing Engineer, Welder, Boat Builder, Jeweler, Major Appliance and Refrigeration Repair Technician, Computer Integration Technician, Mechanic

**MARKETING, SALES, AND SERVICES:** Possible careers: Customer Service Representative, Fashion Marketer, Real Estate Appraiser, Public Relations Specialist, Home Inspector, Sports and Entertainment Marketer

**SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS:** Possible careers: Biologist, Electrical Engineer, Food Scientist, Astronomer, Mathematician, Chemical Engineer, Meteorologist, Drafter, Electrician, Computer Engineer

**TRANSPORTATION, DISTRIBUTION, AND LOGISTICS:** Possible careers: Airline Pilot, Air Traffic Controller, Truck Driver, Commercial Fisherman, Locomotive Engineer, Astronaut, Ship Captain, Bus Driver, Airline Reservations Agent, Flight Attendant





# My Interests + Career!

Cont'd

Directions: Use the Self-Knowledge Exam and the Global Workforce worksheet below to help you find what careers match your interests and skills!

To work in another country, employees must have international knowledge, technology skills, and an understanding of the requirements to work abroad.

1. Describe any international experience or travel you have had.

2. What languages have you studied at school or do you speak at home?  
(Check all that apply.)

- |                                   |                                   |                                      |
|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> English  | <input type="checkbox"/> Japanese | <input type="checkbox"/> Spanish     |
| <input type="checkbox"/> Mandarin | <input type="checkbox"/> Russian  | <input type="checkbox"/> Portuguese  |
| <input type="checkbox"/> Arabic   | <input type="checkbox"/> French   | <input type="checkbox"/> Bengali     |
| <input type="checkbox"/> German   | <input type="checkbox"/> Hindi    | <input type="checkbox"/> Other _____ |

3. Which technology tools do you use regularly? (Check all that apply.)

- |                                   |   |                                      |
|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Chat     | <input type="checkbox"/> Email            | <input type="checkbox"/> Cell phone  |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Video chat       | <input type="checkbox"/> Text        |
| <input type="checkbox"/> GPS/maps | <input type="checkbox"/> Shared documents | <input type="checkbox"/> Other _____ |

4. Which of the following documents do you have that are up-to-date?

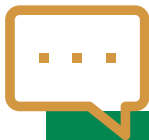
- |  |  |
|--|--|
| <input type="checkbox"/> Passport        | <input type="checkbox"/> Work permit   |
| <input type="checkbox"/> Medical records | <input type="checkbox"/> Immunizations |

5. Why do you want to work internationally?

6. Which country or countries interest you?

# Take the Career Exam!

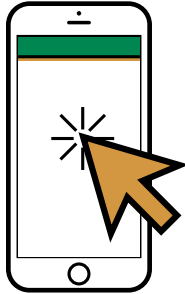
Career “clusters” are groups of careers that share common themes or require similar skills.



## BRAIN BUSTER

Career Cluster: Groups of careers that share common themes or require similar skills.

Directions: For this activity, read each statement and select the statements that are true for you. The results will prioritize the career clusters based on your responses.



Visit <http://www.educationplanner.org/students/career-planning/find-careers/career-clusters.shtml> and take the career exam! Share your results with a family member or a friend. Don't forget to check off this challenge on your tracker!



## CHALLENGE # 3

Take a career assessment!

# Interview Etiquette!

Directions: It is VERY important to make a good impression at the interview. The easiest way to make a good impression is to have great interview etiquette, below are some simple tips to remember.

## 1. Dress to Impress!

- You should always dress nicely for an interview. If you are going for a less formal job you may not need to wear a suit but a nice shirt and nice pants are still important!
- Make sure your clothes are clean and ironed.

## 2. Make Eye Contact!

Please do not stare into their soul, but make sure to stay engaged and maintain eye contact when speaking with the interviewer.

## 3. Actively Listen!

Show you are listening by nodding occasionally  
Sit up straight, maybe lean in a little.

# Interview Questions

## About The Company

- What type of person is successful in your company?
- How many hours do you work each week?
- Are there opportunities for raises and promotions at your company?
- Do most people work alone or in teams?

## About The Job

- What education or skills are required for your job?
- What can I do today to begin preparing for a job like yours?
- How do you use time-management skills in your job?
- What advice would you give someone thinking about pursuing this career?

# Interview Questions

cont'd

## About The Career Cluster

- What are some of the entry-level jobs in your career area?
- What is a typical starting salary for an entry-level position?
- What type of on-the-job training do most companies offer?

Think of a couple of questions you want answered...

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_



## CHALLENGE #4

Interview an adult with a career you're interested in!

# Thank You Note!

Another part of interview etiquette is saying thank you! It's always best practice to send a thank you letter to the interviewer after an interview. How to write a thank you note after an interview:

- 1.** Handwrite the card if possible, email is better than nothing but handwritten really shows that you care!
- 2.** Address the person you interviewed with.  
→ Dear Ms. Smith,
- 3.** Be brief and specific.  
→ Mention that you are grateful for taking their time to interview you for \*blank\* position.
- 4.** If able mention something personal that happened, if you bonded over anything.  
→ If they mentioned their kids maybe say you hope they are doing well.
- 5.** Say thank you again!
- 6.** Sign the card.  
→ Sincerely,



## CHALLENGE #5

Write a Thank You note!

# Time for High School!

Let's think about what is coming up, HIGH SCHOOL! How exciting! High school is similar to middle school but now you can pick a couple more classes and maybe set your way on your career path!

Directions: Use the below questions to help guide choices you make in high school.

1. What career do I want?
2. What education will I need after high school? (College, trade school, etc.)
3. What high school are you zoned for?
4. What classes are extra important to take/do well in to get my career? (engineering=science and math, graphic designer= art, graphic design classes)
5. Should I enroll in a CTE program? (do you want to be an auto mechanic, cosmetologist, chef?)
  - ➔ Make sure to look at the programs in your county and their acceptance rate.
  - ➔ If you do CTE there is a good chance you will come out of high school with a certification in the program you chose.



## CHALLENGE #6

Think about High School!

# Purchasing Wants!

Directions: Think about something you really want to buy, or something you know you will want soon in the future (maybe a car). Now you have to do a little research on the price of the item you want. If it is going to be a while until you buy that item, you may want to think about the possibility of the price going up!

Item You Want to Purchase: \_\_\_\_\_

Price of the Item: \_\_\_\_\_

Why do you want this item? \_\_\_\_\_

Is this a long-term or short-term goal? \_\_\_\_\_

What needs do you have to pay before saving for what you want?

\_\_\_\_\_

How do you plan to earn and save money for this item?

\_\_\_\_\_

## Goal Savings

Item: \_\_\_\_\_ Goal: \$ \_\_\_\_\_

Week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Amount Saved Each Week								
Sub-Total								



### CHALLENGE #7

Save for something you want!

# Birthday Budget!

Directions: Think about your upcoming birthday and the party you would love to have with all your friends. Use the budget chart below to plan out all the money that you would need for the party. Research the different activities or games you would like to play. Think of ways you could save money, having the party at your home or a park rather than at a venue that will cost money. Look into activities that are free/cheaper like watching movies you already own, or making up a game to play.

Earn/Save	Amount	Spend	Amount
Allowance	\$	Place of Party	\$
Savings	\$	Activities/Games	\$
Other	\$	Food	\$
		Decor	\$
		Favors/Other	\$
<b>Total Money for Party:</b>	<b>\$</b>	<b>Total Money Spent on Party:</b>	<b>\$</b>

## Sample prices of items you may want for your party:

Balloons - \$11 for 100 balloons    Candy - \$15 for 100 piece bag of candy    Board Games - \$15 for 1 game

Cupcakes - \$15 for 24 cupcakes    Pizza - \$20 for large pizzas    Glow Sticks - \$25 for 400 glow sticks

Soda - \$5 for 12 cans    Plates/Napkins - \$35 for pack of large and small plates



## CHALLENGE #8

Plan a birthday party!



# Be an Engineer!

## 1. Become a mechanical engineer for a day and determine a problem or task for a robot-helper.

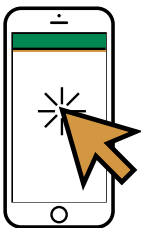
- Robots can often help the community by solving problems quickly and easily.
- The problem or task can be found at school or in the community.
- Tasks could include picking up trash, repairing play yard equipment, or cooking meals for the homeless.

## 2. Think about these details:

- What community problem will your robot help solve?
- How will your robot perform the task?
- What will your robot look like?
- When and where would you use your robot?

## 3. Construct a robot!

- Draw shapes that you may need to build a robot.
- Trace each shape as many times as you need to make your robot. Each shape should be used at least once.
- Cut out the new shapes to assemble your robot. Once you are satisfied with your design, you can glue the shapes to a new piece of paper.
- Name your robot and write a few sentences telling what he can do.



Want to learn more about engineering? Follow the link below and learn with STEMBot:

<http://educgames.ja.org/jaournation/indexDeskTop.html>



## CHALLENGE #9

Be an Engineer!

# Career Pocket Guide!

Directions: Complete the Career Pocket Guide below.

**Step 1:** What is my career goal?

**Step 2:** What do I want/need to know about my career choice?

**Step 3:** Will I need a two-year or four-year degree or special training? How can I find out?

**Step 4:** On a scale of 1–10, how motivated am I to achieve my career goal?

**Step 5:** What are the possible roadblocks?

**Step 6:** Where can I find more information?

**To form pocket guide:**

1. Tear or cut the illustration diagrams from the sheet.
2. Fold and crease each dashed line.
3. Open and flatten the handout.
4. Fold the handout in half the short way. Cut on the dark line between the black dots. See the illustrations.
5. With the booklet slit on top, push the pages toward the center and crease.

Name \_\_\_\_\_

**MY CAREER GOAL POCKET GUIDE**



## CHALLENGE #10

Plan your career path!

# Notes

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# Congratulations!

You've completed the JA Mind Challenge!

# Thank You Sponsors!



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