

Career Girls: Mentors Toolkit

Tips, Activities, and Ready-to-Use Printables

Inspire. Educate. Empower.





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About Career Girls

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

If you're a youth mentor, you want to help guide young people toward a successful future. And when it comes to future careers, mentors can play a pivotal role in nurturing a young person's career aspirations, while supporting the preparation that leads to success.

Career Girls provides high-quality, no-cost, commercial-free resources to engage your mentees in exploring hundreds of careers—inspiring them to discover possibilities, improve their academic performance, and dream big about their future.

Career Girls is a video-based career exploration tool, designed especially for girls, that puts a face on hundreds of diverse careers—in STEM fields, medicine, business and finance, public service, media and communications, education, law, food and nutrition, sports, arts, entertainment, and more. Career Girls resources connect academic studies with a real world context, guiding girls in learning more about careers they may already be planning to pursue and many more they may not have known even existed.

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 more. Through a series of 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 more to provide an engaging and comprehensive look at wide-ranging 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. Finally, additional tools help answer one of the most important questions, How do I do this?

Career Girls is dedicated to providing girls of all income levels and ethnic backgrounds with the academic tools and support they need to achieve their professional aspirations. We hope you find Career Girls helpful as you support the young women you mentor in realizing their academic, personal, and career goals.

With sincere appreciation for your commitment to mentoring youth,

The Team at Career Girls

Teaching With 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.

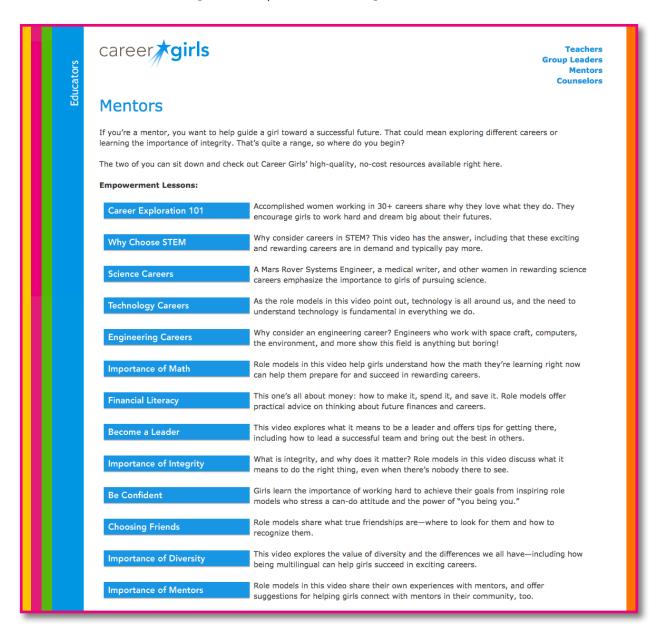
Research shows that women role models have a powerful and positive impact on girls, including their attitudes toward various careers, such as in STEM fields. Career Girls videos make it easy to bring these role models right to your mentees, engaging and empowering girls to set and achieve academic and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

Career Girls provides:

- Thousands of short, informative videos that introduce girls to inspiring role models and their careers, with a search tool that lets you and your mentees explore the video library by interest areas, such as Working With Numbers, Media and Current Events, Problem Solving, and Sports. Check the boxes that apply to particular interests to link directly to related Career Girls videos.
- Fact sheets that answer questions about each career, so that girls can set goals for getting there. Click on "How do I do this?" to learn more about what a particular job is like, the education and training it requires, skills to develop, even the job outlook.
- An Educator section that features the Empowerment Series, focusing on topics such as teamwork, confidence, leadership, financial literacy, and the importance of mentors. Each video in this series is paired with a Lesson Plan (suitable for presenting to groups), an Independent Learning Guide (suitable for groups, self-directed learning, and one-on-one mentoring), and a Fun Page Activity. (For more on using the Empowerment Series with your mentees, please see page 5.)
- An easy-to-use tool that lets girls explore college majors that lead to particular careers.
 Girls interested in a career in computer science, for example, can click on a graphic for that field to explore related college courses.
- An annotated list of additional resources.
- This Mentors Toolkit, which offers activities and additional resources to support more in-depth learning.

Part 1: Teaching With the Empowerment Series

Career Girls Empowerment lessons are based on two-minute video clips that feature real-world role models who share straight-to-the-point career insights and advice.



These videos are an ideal jumping-off point for meaningful and lasting learning experiences, and are designed to help girls build success while they're still in middle- or high school. Lessons in this series address a range of topics to build essential understanding across key areas of career development. For example, "Science Careers" helps girls realize that studying science is empowering, and that pursuing science can lead to many rewarding career choices. "Become a Leader" offers practical advice for leading a successful team. Additional lessons focus on integrity, diversity, teamwork, and more.

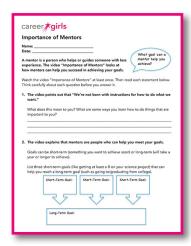
Tips for Using the Empowerment Series

1. Choose a video.

Each Career Girls Empowerment video is about two minutes and focuses on a different topic. Review the video descriptions (or preview the videos), and introduce them in any order that best meets your mentee's needs and interests.

2. Download the PDFs.

Empowerment videos are paired with a corresponding **Independent Learning Guide** and **Fun Page Activity**. Each of these resources is suitable for mentoring purposes. And even if you're not a classroom teacher, you may find the **Classroom Lesson Plan** helpful as a guide to viewing and discussing the videos. Download and print these files for use with your mentees. (See sample pages, below.)







3. View the video.

Before viewing the video, briefly review the topic. For example, with "Be Confident," discuss what confidence means: Is confidence something you get all at once or something that builds? What are some things you feel confident about? How did you develop confidence in this area? What would you like to feel more confident about?

4. Discuss the video.

Guide a discussion with your mentee about the video: What did you learn about [topic] that you didn't know before? How can what you learned help in a career?

5. Use the Positively Empowered! Certificate. (See template, page 24.)

Print the Certificate and use it to keep track of Empowerment lessons you and your mentee explore. Invite your mentee to decorate a star for each topic. Set a goal to explore at least 10 topics in the Empowerment series.



Part 2: The STEM Series

Young people are hearing a lot about the importance of STEM (Science, Technology, Engineering, Math). What is STEM and why is there so much attention on STEM careers?

As role models in the STEM 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.

Following are guidelines for using the STEM videos and resources with your mentees.

1. Introduce STEM disciplines.

A good place to start is with videos and learning materials in the Empowerment series that introduce STEM disciplines. Use the tips on page 6 for viewing these videos.

- Career Exploration 101 (offers snapshots of numerous careers, including STEM)
- Why Choose STEM?
- Science Careers
- Technology Careers
- Engineering Careers
- Importance of Math

Introduce your mentees to data scientist <u>Tara</u>
<u>Maddala</u>, and learn why her STEM career has been called "the hottest job of the 21st century!"

2. Explore specific STEM careers.

Following an overview of each STEM discipline, guide mentees in exploring exciting and wide-ranging STEM careers. Use basic guidelines provided on pages 9–11 (Teaching With Any Career Girls Video) to get started:

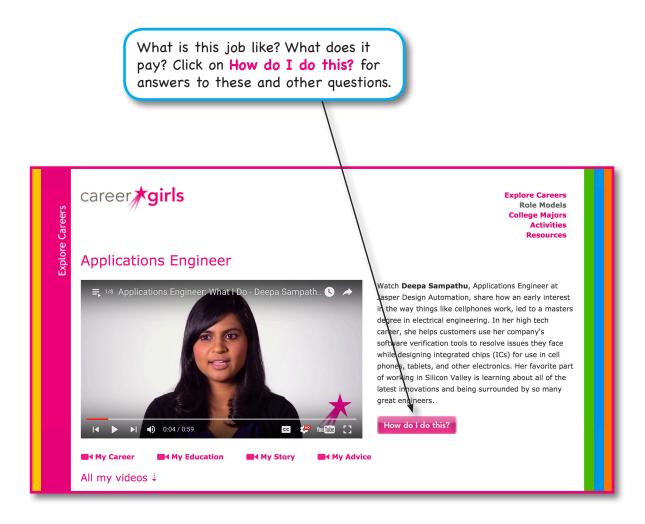
 Search STEM careers by keyword (choose Search: 7,000+ Videos). For example, a search of "Space" turns up dozens of options, including interviews with Ellen Ochoa, current director of the Johnson Space Center, and Betty Sanders, Ph.D., who works with NASA scientists to create better tasting space food!



- Choose **Explore by Interest** to search for STEM careers in 12 categories. Girls will discover that whether they're interested in building things, being creative, or helping animals, there are STEM careers to match.
- Click on Search All Role Models to choose from more than 100 role models with careers in STEM fields.

3. Learn more.

Use Career Girls resources to dig deeper into STEM fields. After viewing a video, click on **How do I do this?** to learn more about the particular career, including academic preparation, pay, and job prospects. Select **College Majors** to take a look at courses that help prepare your mentees for various STEM careers.



4. Use the Smart About STEM Certificate. (See template, page 25.)
Set a goal with your mentees to earn this certificate by exploring careers in each STEM discipline.



Part 3: 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 your mentees in meaningful career exploration activities. Following are basic guidelines for using the Career Girls videos in your mentorship work.

Learn how an early interest in cellphones inspired <u>Deepa Sampathu</u> to pursue a career in engineering.



1. Select a video.

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

- 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 your mentees' 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 your mentees 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 23, "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?

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!



- 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 12–14 for additional activities you can use with any video.
- 5. Use the Career Connections Certificate.

(See template, page 26.) Set a goal with your mentees to earn this certificate by exploring careers in 10 different categories.



Activities to Use With Career Girls Videos

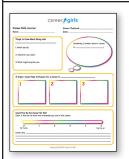
Printable Activity Pages

Consider providing your mentees 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 15.)

Setting college and career goals can motivate your mentees to improve their academic performance. Use this record sheet with your mentees to maintain a record of careers they explore. This can also serve as an important reminder of the active role they are taking in their future and provide them with a handy resource to revisit careers they explore.



Career Girls Journal (See template, page 16.)

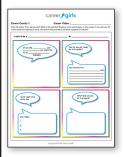
Use this activity page and the questions that follow to examine careers more closely and build connections.

- What are the important things to know about this career?
- What questions do I have about this career or role model?
- What steps can I take to prepare for a career in _____?
- Is this the career for me? (rating scale)



Motivational Mini-Poster (See template, page 17.)

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 mentees, pay special attention to the My Advice and Overcoming Obstacles video clips. Invite your mentees 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 your mentees to put their imaginations to work while exploring careers. There are three templates to choose from:

Career Comics 1 (See template, page 18.)

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



Career Comics 2 (See template, page 19.)

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

Printable Activity Pages



Career Comics 3 (See template, page 20.)

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 21.)

Use this activity page with mentees to examine careers more closely and explore what it takes to prepare for a career. (Print multiple copies to explore more than one career.)



Cool Career Facts (See template, page 22.)

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 15 to focus attention on fun facts about careers. While viewing videos, invite your mentee to note details that capture their attention. Notice patterns that emerge: *Is your mentee drawn to certain fields?* This may inform further exploration about particular careers.



Is This a Career for Me? (See template, page 23.)

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

Printable Career Girls Certificates



Positively Empowered! Certificate (Page 24) Use this certificate with your mentees to track completion of Career Girls Empowerment lessons, with a goal of having girls do at least 10.



Smart About STEM Certificate (Page 25)
Use this certificate with mentees to set a goal of exploring careers in each STEM area (Science, Technology, Engineering, Math). Learn more about STEM lessons on pages 7–8.



Career Connections Certificate (Page 26) Use this certificate with mentees to set a goal of exploring at least one career in each of the following categories:

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



Think about your interests and favorite subjects. How do they relate to careers

you're exploring?

Career Tracker

Name:

ט פ

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

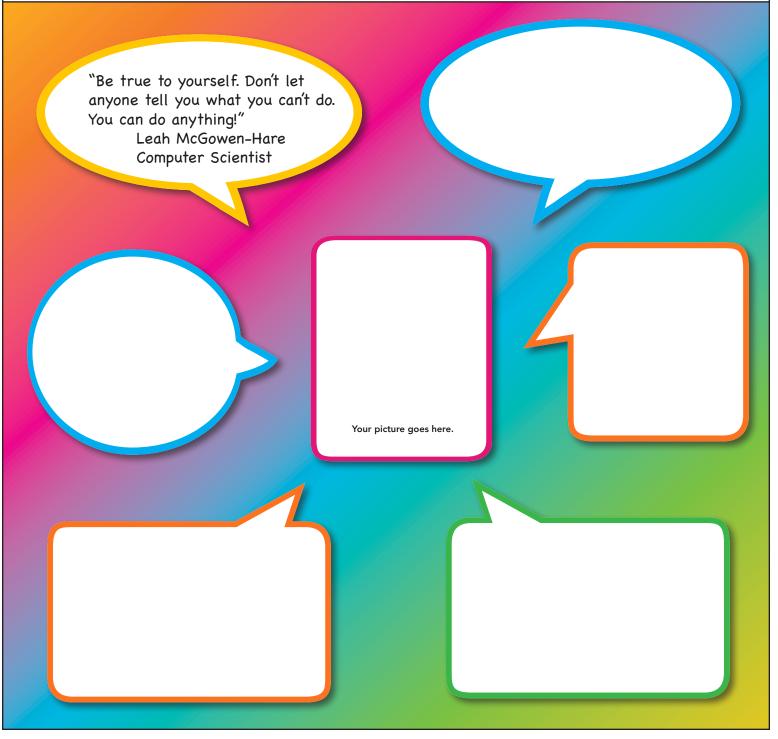
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	Career	What's Most Interesting?	Fun Fact!	College? Yes or No
_				
7				
က				
4				
22				
9				
7				
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6				
10				

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Career Girls Journal	Career I Explored:
Name:	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 Caree	r in
1	3
Could This Be the Career for Me? Color in the line to show how interested you are	e in this career.
O 1 2 No thanks.	3 4 5 Sign me up!
Here's why:	







Career Comics 1

Career	Video:		
Carcer	VIGCO.		

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	Ву
If you like 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

	\ / *	
Career	· Vic	leo:

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.

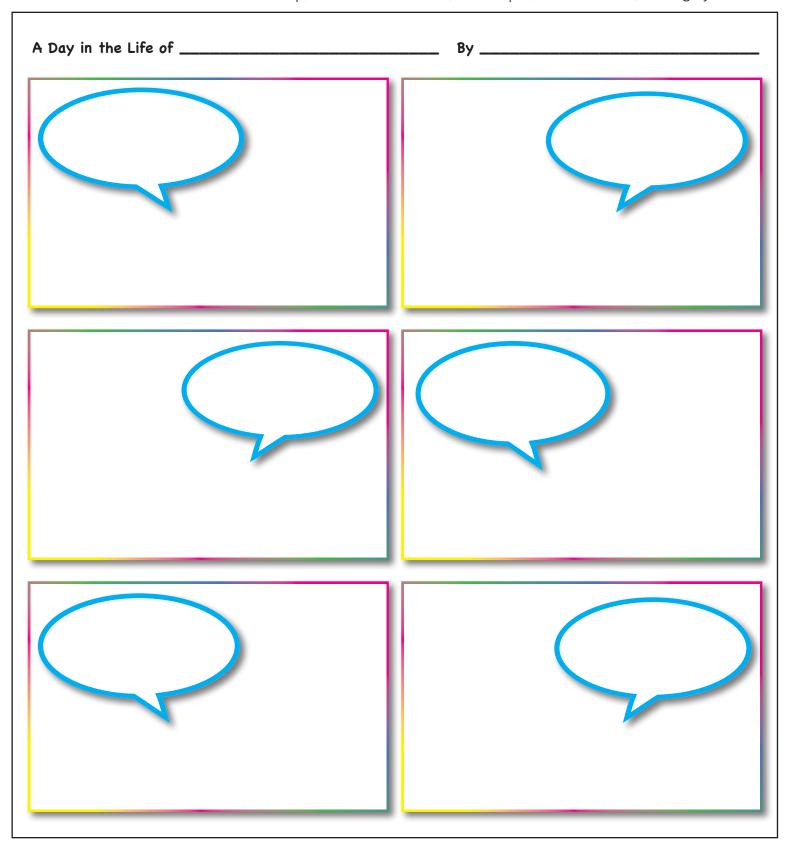
A Day in the Life of	Ву
A typical day might include:	School subjects you might use most: Band Math Art Science
In this career, it's really true that:	One great thing about this career:
What might be challenging?	Fun fact!



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. At the top, write the career title (for example, "an Astronaut") and sign your name.





Career Action Plan

	video to explore. Complete each	n section to tell about the career and what it takes to get there.
Check the cArts, EnBusinessEducationFoodLegalMedicalMedia &Public SSTEM (SEnginee	tertainment & Sports & Finance n Communications afety	SKILLS FOR SUCCESS If this is the career for you, these are four skills you'll need: 1
JOB REAL What steps 1.	can you take, starting now, to	make this career happen? 3.
4.	5.	6.



Cool Career Facts

Name:	Date:

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.

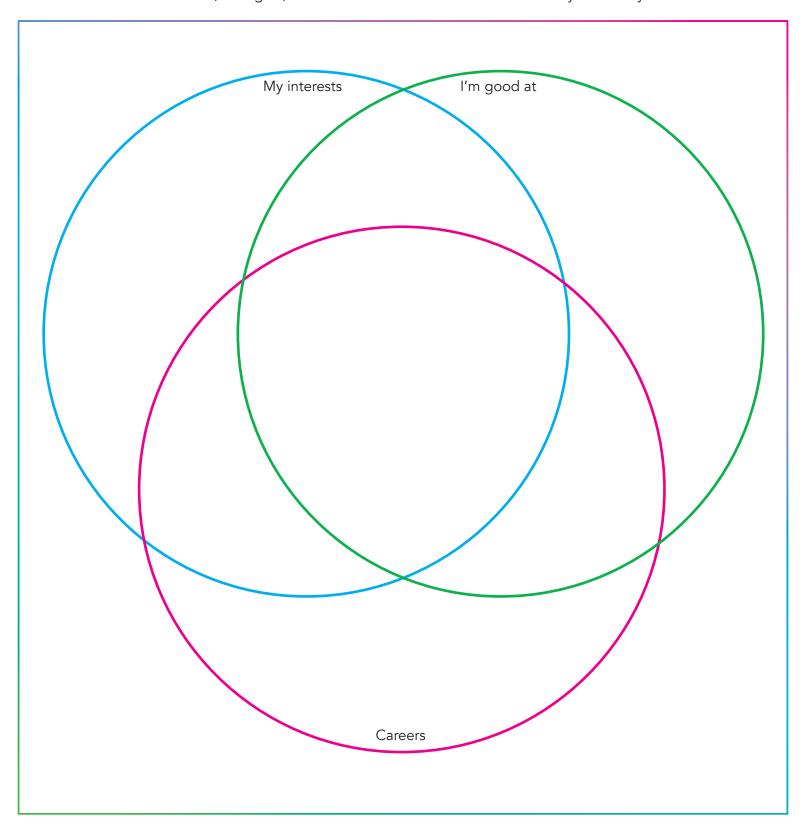
Career:	
Career:	Career:
Career:	Career:
	Career:



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.





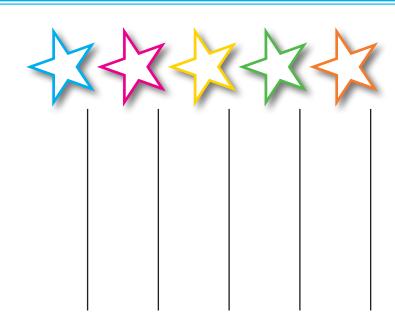
Positively Empowered! Certificate of Completion

on 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

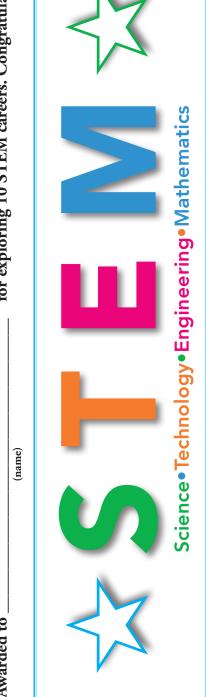




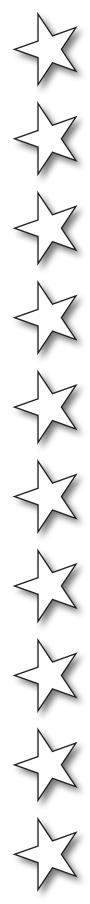


Smart About STEM Certificate of Completion

for exploring 10 STEM careers. Congratulations! Awarded to_



Color a star for each STEM career you explore.)



Check each STEM career you explored.

- □ Astronaut
- □ Astronomer
- □ Biological Scientist

Chemical Engineer

- Chemist
- Computer Programmer
- Computer Scientist
- Database Administrator

- **Environmental Engineer**
- □ Geneticist Geologist
- **Materials Engineer**
- Mathematician
- Mechanical Engineer
- Medical Physicist
- Medical Scientist

- Meteorologist
- □ Petroleum Engineer
- **Physicist**
- Software Developer
 - Statistician
- Other:
- 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



מ



Food



Arts, Entertainment & Sports

"Never give up. Set a goal and go after it.

– Tonya Noble Software Engineer and Systems Manager, Boeing

You can do it!"



Business & Finance

Medical

Public Service

Media & Communications



Other:

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