**Academic/Career Action Plan Instructions**

**This handout, our discussions, hands on activities, and all other handouts will help you to solidify your work on your 4-10 page Academic/Career Action Plan paper. I hope that you will find your work on this plan to be meaningful, hopeful, and timely (we have a lot of environmental and social problems to solve!). Please set up a model with your goals. REMEMBER, you can include what you want to include from the below outline: This is YOUR plan so you may include and/or omit some of the below letter items as you desire.**

1) **Mission Statement**
   a) 1-3 concise sentences- Interests, etc.

2) **Values**
   a) Assess value system…have a plan. Grab onto this value system.
   b) Personal, work, academic- Self-assessment/7 step approach handout; “PV’s” discussion

3) **Skills**
   a) Current
   b) To develop- college, work, volunteer work
   c) Preferred- most interested in using. What skills are needed for your area of interest?
   d) Values, (motivation) Skills- Card sorts
   e) Think critically, communicate effectively
   f) Targeted skills- Seven steps to building your environmental career (handout)

4) **Education**
   a) Education is your compass. It is where you get your bearings. It gives you meaning, reason, hope, sense of community.
   b) Certification, A.A., B.S., Master’s degree, etc. Teacher credential.
      i) See handout on our E.S. degrees- four areas, summary
      ii) Research mission statements for colleges/universities; assist.org
      iii) Some transfer colleges- UCSC, UCB, UCD, SJSU, Sonoma SU

5) **Career**
   a) Creative living, what do you believe in? What is important to you?
   b) Read text chapters (planner, education/communication, protection/energy, natural resources management) OR similar/other text chapters of your choice.
   c) See handout on our E.S. degree areas- Wildlife Science Technician, Environmental Resource Management and Pollution Prevention, Energy Management and Building Science
   d) Carol McClellan’s green career tour and Six Strategies to Find Your Green Career
   e) My notes on career areas
   f) Sectors: private (business), public (institutions, government), non-profit organizations (statistics—my notes)
   g) Web searches
      i) eco, ejobs, idealist, my google search information
      ii) narrowing your search handout
   h) Job lists- mine, binder
   i) Green collar jobs handout
6) **Strategies**
   a) Read chapters 1 and 2 in your text
   b) Map direction for the next 3 months, 6 months, one year, three years
   c) Meet with counselor, write resume, informational interviews (see handout)
   d) Conferences, events, networking
   e) Volunteering (pgs. 54-57)
   f) Internships (pgs. 42-50 - Identify organizations of interest to you. Global exchange.
   g) Career center- Go to De Anza’s, go on SJSU’s website, other
   h) See business/industry mission statements

7) **Speakers**
   a) Wildlife Science Technician
   b) Environmental Resource Management and Pollution Prevention
   c) Energy Management and Building Science
   d) Other Speakers; My lectures
   e) See your guest lecturer/speaker forms!

**Finally, some words:** momentum, empower, celebrate, promote, share, mindfulness, connect to your world, make a difference, supporting, positive, compassion, kindness, stewardship, social interaction, fun/laughter, happiness, camaraderie, solar, believing, nature-based.