



Name \_\_\_\_\_ Class of \_\_\_\_\_



**Marine Biology Research Program**  
CFM: Career and Financial Management

**Career and Financial Module Description**

The Marine Biology Research Program is a 3 year program that will jump start you in core marine science topics employing hands-on, problem-based learning strategies. Alongside the building of science research skills, you will also learn about job awareness and, more specifically, job readiness. Through a comprehensive job development curriculum you will learn what it takes to thrive in the 21<sup>st</sup> Century hyper-globalized economy. Because it is no longer viable to perform routine tasks in a routine way, you will learn how to be a creative creator or creative server in the new economy. In addition, you will learn vital financial management skills to learn how to manage your money, your behavior when it comes to spending money, and how to plan ahead for future goals that require money. These skills will be taught in a didactic way using the National Endowment for Financial Education curriculum. Lastly, don't forget the other valuable aspects of the Marine Biology Research Program that gives you the opportunity to earn 12 college credits through SUNY Albany and 6 from Manhattan College, a Geographic Information System credential, and the NOCTI Natural Resources Systems credential. All together, Marine Research scholars will have a strong foundation for competitive colleges, research science, the STEM Career Cluster, and Career and Financial Management.

**Program Objectives**

01. Prepare students for resource management and conservation.
02. Give students a strong foundation in marine science.
03. Expose students to professional settings and careers in marine science.
04. Prepare students for career and life through a comprehensive career and financial management program
05. Prepare students for college with rigorous research projects and college credit bearing courses.
06. Train students to build and maintain a remote sensing water quality monitoring network.
07. Characterize Governor's Island marine environment.
08. Monitor the oyster restoration project.

<b>Career Management Overview</b>	<b>Financial Management Overview</b>
Self-Assessment	Money Habits
Foundation Courses	Needs and Wants
Career Exploration	SMART Goals
Career Plan & Portfolio	Making DECISIONS
Preparing for the Interview	Income and Expense Graphs
Applying for the Job	Spending Budget
Transferrable and Transitional Skills	Money Management Action Plan
General Related Health and Safety	Payroll and Taxes
Employment Relationships	Deductions
Performance Evaluations	Fringe Benefits
Training Plan	Savings
Child Labor Laws	Checking Accounts
Hours of Employment	Credit Cards



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## CAREER MANAGEMENT: GENERAL INSTRUCTION

I. Career Planning- Phase 1  (10 weeks)	Rating Scale			Date Evaluated	Instructors Initials
	3	2	1		
<b>Self-Assessment</b>					
1. Holland Interest Inventory					
2. People/data/things					
3. Personality					
4. Abilities/skills/aptitudes					
5. Values					
6. Working environment					
7. Multiple intelligences					
8. Learning styles					
9. Career/industry preferences					
<b>Foundation Courses</b>					
10. Theory – academic courses					
11. Application - career and technical education					
<b>Career Exploration</b>					
12. Shadowing					
13. Informational interview					
14. Guest speakers, etc.					
<b>Career Plan &amp; Portfolio</b>					
15. Developing a career plan					
16. Creating and maintaining a career portfolio					



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II. Pre-Employment Skills  (10 weeks)	Rating Scale 3 Above Average 2 Average 1 Below Average			Date Evaluated	Instructors Initials
	3	2	1		
<b>Preparing for the Interview</b>					
17. Cold canvassing for a job					
18. Reading a map (e.g., business location)					
19. Documents needed for employment.					
20. Calling for the interview					
21. Leaving a message in a voice mailbox					
<b>Applying for the Job</b>					
22. Resume and cover letter					
23. Introducing oneself					
24. Dressing appropriately					
25. Job application					
26. Employment testing					
27. Interview questions					
<b>Follow-up</b>					
28. Thank-you letter					
29. Follow-up telephone call					
30. Evaluating the job offer					



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III. Job Success Skills  (10 weeks)	Rating Scale 3 Above Average 2 Average 1 Below Average			Date Evaluated	Instructors Initials
	3	2	1		
<b>Transferrable Skills</b>					
31. First day on the job					
32. Requesting assistance					
33. How to request an absence					
34. That's not my job					
35. Handling errors/mistakes you make					
36. Being blamed for something you did not do					
37. Office politics and gossip					
38. How to resign from your job properly					
39. How to handle being fired					
<b>You and your Job</b>					
40. Your rights as an employee, including reasonable accommodations for a disability					
41. Developing a work ethic					
42. Your first three months on the job					
43. Sexual harassment and bullying on the job					
44. Diversity awareness – working in a multicultural society					
45. Compliance with the Health Insurance Portability and Accountability Act (HIPPA) Regulations					
<b>Becoming a Professional</b>					
46. Developing good communication skills					
47. Developing good listening skills					
48. Developing critical thinking skills					
49. Developing problem-solving skills					
50. Developing your presentation skills					
<b>General Related Health and Safety</b>					
51. Identifying occupational hazards					
52. The Child Labor Laws					
53. The Prohibitive Occupations					
54. Slips and falls					
55. Hazardous materials and chemicals					
56. Threats – terrorists, criminal acts					
57. Violence in the workplace					
58. Workers' Compensation Insurance					



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<b>Employment Relationships</b>					
59. What employers expect					
60. Why attitude matters					
61. Getting along with your boss and co-workers					
62. How to handle office politics					
<b>Performance Evaluations</b>					
63. What to expect					
64. How to ask for a raise					
65. Upward mobility and career ladders					
<b>Unions</b>					
66. Who must join					
67. Benefits of unions					
<b>Entrepreneurship</b>					
68. How to start a business					
69. How to market your business					
70. How to create a business plan					



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IV. Career Planning – Phase 2  (10 weeks)	Rating Scale			Date Evaluated	Instructors Initials
	3	2	1		
<b>Transitional/Employability Skills</b>					
71. Validation of necessary skills – The Training Plan					
72. Keeping skills up-to-date (ongoing training/learning)					
<b>Strategies for Changing Jobs/Careers</b>					
73. Identifying employers					
74. Using the Internet to research employers and career opportunities					
75. Reading and responding to the Help Wanted Ads					
76. Utilizing the services of the Department of Labor One Stop Centers					
77. Choosing an industry					
78. Skills for the 21 <sup>st</sup> century					
79. How to survive the telephone or video conference interview					
<b>Postsecondary Training</b>					
80. Choosing an appropriate path (e.g., trade school, apprenticeship, two-year college, four-year college/university)					
81. Developing your career plan for the next 10 years					
<b>Career Plan/Portfolio</b>					
82. Continual updating of the career plan and portfolio					



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## CAREER MANAGEMENT: TRAINING SITE INSTRUCTION

I. Prior to Placement at a Work Site	Rating Scale			Date Evaluated	Instructors Initials
	3	2	1		
<b>Essential Documents</b>					
1. Student enrollment application					
2. Working papers					
3. Parent Permission Form					
4. Risk management documents					
4.1. Insurance					
4.2. Transportation					
4.3. Emergency contact					
4.4. Health					
<b>Training Plan</b>					
5. Training plan					
6. Memorandum of agreement with employer					
<b>Child Labor Laws</b>					
7. Hours and days of work					
8. Prohibitive occupations					
<b>Safety</b>					
9. Specific training related to occupation validation statement					



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II. First 10 Weeks of Placement	Rating Scale			Date Evaluated	Instructors Initials
	3	2	1		
<b>Basic Workplace Orientation</b>					
10. Who do you work for?					
11. Job description:					
1.1. What basic skills will you use at the workplace?					
1.2. What machines will you operate?					
<b>Hours of Employment</b>					
12. Record of hours					
<b>Performance Appraisal</b>					
13. First evaluation					

III. Second 10 Weeks of Training	Rating Scale			Date Evaluated	Instructors Initials
	3	2	1		
<b>Workplace Journal</b>					
14. Journalizing experiences.					
<b>Performance Appraisal</b>					
15. Second evaluation					
<b>Hours of Employment</b>					
16. Record of hours					





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IV. Third 10 Weeks of Training	Rating Scale			Date Evaluated	Instructors Initials
	3	2	1		
	3 Above Average 2 Average 1 Below Average				
<b>All Aspects of Industry</b>					
17. Corporate organizational chart					
18. Career ladder					
19. Profit or non-profit corporation					
20. How does this company make a profit?					
21. Products and services					
22. Marketing and advertising					
23. Floor plan					
24. Competitors					
25. Famous person/founder					
26. History of corporation					
27. Quality					
28. Professional associations					
<b>Performance Appraisal</b>					
29. Third evaluation					
<b>Hours of Employment</b>					
30. Record of hours					
<b>Career Preparation</b>					
31. Letter of recommendation					

V. Fourth 10 Weeks of Training	Rating Scale			Date Evaluated	Instructors Initials
	3	2	1		
	3 Above Average 2 Average 1 Below Average				
<b>Advanced Working Relations</b>					
32. State of the industry					
33. Job outlook					
34. Identifying similar employers for future employment.					
35. Supervising others					
36. Career portfolio					
37. Record of total training hours					
<b>Performance Appraisal</b>					
38. Final evaluation.					







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### To whom it may concern,

The purpose of this letter is to confirm that the above named student has been evaluated for the career and financial management skills outlined in this document. Next to each skill you'll find the proficiency level that said student achieved during their course in the Marine Biology Research Program, academic classes at the Urban Assembly New York Harbor School, other enrichment opportunities, and Work-Based Learning Experiences. Below you will find the names and contact information of those persons that have evaluated the holder of this document.

<b>Print Name:</b> <b>Company:</b> <b>Title:</b> <b>Contact:</b>	<b>Print Name:</b> <b>Company:</b> <b>Title:</b> <b>Contact:</b>
<b>Print Name:</b> <b>Company:</b> <b>Title:</b> <b>Contact:</b>	<b>Print Name:</b> <b>Company:</b> <b>Title:</b> <b>Contact:</b>
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