

Career Paper Outline Template (Dr. Musil's Example)

Introductory Paragraph (Paragraph 1)

Introduction	Sample Career Paper Outline of High School Teacher
Attention Device Opener: How can you creatively introduce this career topic?	(I can begin with a story...) My parents always tell about my early interest in teaching; how, at age 4, I gathered my cousins and all the neighbors in the room to hear me teach a Bible story.
Central Idea: What is the career you will write about? Definition? Why are you interested in it?	My interest is in pursuing a teaching career & definition of teaching profession A. Started at an early age B. Most successful people can thank a teacher C. Teachers help others discover their own goals, dreams
Overview of Points-	To inform the audience about the career of high school teacher by discussing: history of teaching, education & requirements to become a teacher, responsibilities & daily routine, pay, benefits of the teaching profession, and why it interest me.

Body Topic A: History and Background of the Career

History & Background of	History & Background of Teaching: How teaching became what it is today
A. 1. How long has this career been a relevant one in the United States? 2. Trace the origins of how this job has started, developed, and evolved into the career it is today. 3. What major historical events (inventions, wars, economic crisis, etc.) have affected this job market? 4. Describe some of the most famous historical figures or notable current-day persons who have this	<ol style="list-style-type: none"> 1. Education has been around since early times <ol style="list-style-type: none"> a. Every culture different: oral reference, observation, parents to children b. Story about: 2. As civilization progressed: more info to be passed down <ol style="list-style-type: none"> a. Apprenticeships, skills, trades b. Story about: teacher's lifestyle in 1880's 3. Modern era: education in America set precedent <ol style="list-style-type: none"> a. Revolutionary War, democracy made people want educated citizens b. Huge step in late 1800's: Horace Mann & free public education for (almost) all 4. Interesting illustration: Read from: Rules for Teachers 1870's 5. Now: mandatory education for youth & for teachers!

career. What made them successful in this career?	
<i>Transition Statement –</i>	<i>Now that we've seen how far teaching career has come, let's look at how one can pursue a teaching career today.</i>

Body Topic B: Requirements to Obtain the Career

Requirements to Obtain the Career of	<i>Requirements to Obtain the Career of High School Teacher</i>
Education: What kind of education (degree, license, training) do you need to obtain this career?	<i>Need four year BA or BS in subject area planning to teach, Med optional. Requires a certification exam.</i>
What local colleges and/or programs offer the education you need for this type of career?	<i>Local Colleges that offer good teaching programs: Baylor University, Mary Hardin Baylor University, Tarleton University. Can also go for alternative certification after completing bachelor's degree. Basics can be obtained at a community college before transferring to a four year university.</i>
What is the route to getting this job? What path do you have to take? How long to get to this position?	<i>Typical Pathway to teaching: a. undergrad and major in subject area (math, science, English or history) b. credential program & student teaching (1-2 years) c. have to pass state test d. secondary credential good for high school or middle e. interview for openings, probationary first 2 yrs</i>
What other jobs are related to it? (Smaller jobs to work your way up) Explain them.	<i>Jobs that are related a. many teachers do work with children prior to becoming a teacher b. substitute teaching, teach at private school c. some teachers go on to get an admin credential- become VP or principal</i>
Character traits / skills: What skills, personality, time, expertise, etc. should one have to be successful in this type of career?	<i>Character traits needed to be a successful teacher: energy, positive attitude, thick skin, patience, stamina, multi-tasking, strong-willed, flexibility</i>
<i>Transition Statement –</i>	<i>It takes years of training to become a teacher, now let's discuss what kind of work one does in that field.</i>

Body Topic C: Job Position Description

Job Position Description	High School Teacher Job Position Description A teacher's responsibilities & daily routine
What are the daily duties / kinds of tasks in this job during the average work day?	<ol style="list-style-type: none"> 1. High school teacher's daily responsibilities <ol style="list-style-type: none"> a. Schedule & hours: working hours are longer than they appear yearly schedule: traditional or year round b. Expectations/ duties of a teacher: planning, teaching, disciplining, grading, and many duties beyond that c. Attend staff meetings d. Parent contact
How does this job position fit into the big picture of the company / organization?	<ol style="list-style-type: none"> 1. Teacher fits into system: <ol style="list-style-type: none"> a. In public school: works for school district b. In some states, teachers have tenure
Working environment: What hours does one usually work in this position? What kind of workplace environment is the job done in?	<ol style="list-style-type: none"> 1. Working environment for teachers is stressful and <ol style="list-style-type: none"> a. Mostly solitary: collaboration with other teachers possible b. In a classroom all day, surrounded by teens c. not much privacy! Indoors, secluded from other staff d. multi-tasking, high stress environment e. Rigid schedule: bells, lunch, bathrooms breaks, etc. not chosen
Who works above and below a person in this career position? Who do they report to?	<ol style="list-style-type: none"> 1. Explain how hired by principal and other staff <ol style="list-style-type: none"> a. Chain of command: Reports directly to department chair, then VP, then principal
Pay: What is the income range for this job? Is it salary or hourly?	<ol style="list-style-type: none"> 1. Pay for teachers <ol style="list-style-type: none"> a. Public teachers' salaries affected by budgets of state, budget cuts, etc. b. Pay usually determined by 2 factors: education, seniority/experience c. Can be paid on 10 month or 12 month schedule
Benefits: What types of benefits or retirement plans come with this job? What kind of vacation time is offered?	<ol style="list-style-type: none"> 1. Benefits are great for teachers <ol style="list-style-type: none"> a. Sick days and 2 personal days per year b. Almost full medical, dental and eye coverage c. Teacher Retirement d. vacations/ summers (but not paid)
Transition Statement –	<p>Before you make the commitment to teach it is best to, be sure you understand what the outlook of this field looks like.</p>

Body Topic D: Job Reflection and Outlook

Outlook & Reflection	Teaching Outlook & Reflection
<p>What would be challenging about having this career? What positive perks are there to this career?</p>	<p>Teaching is challenging mentally and physically, but rewarding</p> <ul style="list-style-type: none"> a. Positives: influence, engaging, never the same, entertaining, b. Negatives: lots of multi-tasking, stress, standing most of the day, no office, c. unpaid time! Salary lower than most other professionals, d. High stress environment/ many responsibilities for not much recognition, of assistance or help, grading on weekends, etc.
<p>Job market outlook: What is the job market like for this career in Central Texas? Texas in general?</p>	<p>Job market outlook of teaching- Current outlook is not great, but 5-10 years might be shortage</p> <ul style="list-style-type: none"> a. Teaching/ education changing -More technology-based, training b. Online classes replacing teachers in classroom?
<p>What local businesses, companies offer positions for this career type?</p>	<p>Local school districts include: (list all districts and some private schools)</p> <p>Gatesville ISD, Copperas Cove ISD, Hamilton ISD, Killeen ISD, Temple ISD, Belton ISD, Moody ISD</p>
<p>How does this career help or benefit the community or society as a whole?</p>	<p>Teaching definitely benefits community</p> <ul style="list-style-type: none"> -Educate youth, train future working generation -crucial role in our society
<p>Transition Statement –</p>	<p>Despite the challenges and bleak outlook, teaching seems like a solid career option.</p>

Concluding Paragraph

Conclusion	
<p>Overall, why is this career important/necessary in our society?</p>	<p>1. Teachers make a difference to students</p>
<p>Personal reflection: Would this career be a good one for you? Why or why not?</p>	<p>2. based on all the requirements and personality traits, definitely want to pursue this career, Interested in teaching since I was child, and still am!</p> <ul style="list-style-type: none"> a. Like the intrinsic reward & high paced setting b. Like flexibility in vacations/ summer, schedule with kids c. Medical coverage is good d. Job security is fairly good e. fun! And perfect career for my personality