

THE GUIDE TO MICHIGAN 4-H YOUTH DEVELOPMENT



CAREER EDUCATION

Kids today need to prepare for the reality that their first “real jobs” (or even careers) may not carry them through to retirement. The average worker entering the work force during the 2000s will change careers six times. The 4-H careers program provides in-depth, comprehensive (and fun) training to help teens develop lifelong career planning skills. Careers programming will help kids learn to survive and thrive in the work place, learn entrepreneurial skills and focus on their futures.

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KEEP THESE IN MIND

As you work with young people, please keep these valuable resources in mind.

“Michigan 4-H Today”

Michigan 4-H Today is a newsletter providing youth development news and event information for the Michigan 4-H community. Issues include an 8- to 12-page, tabloid-size publication (*Michigan 4-H Today*) published every fall and four topical newsletter supplements (*Michigan 4-H Today In Focus*) that are distributed online as inserts in county newsletters throughout the year. The newsletter, which is sent to volunteers across Michigan, features articles and photographs related to youth development issues, project news and activities, upcoming events and new 4-H resources. Visit *Michigan 4-H Today* on the Internet at <http://www.msue.msu.edu/cyf/youth/M4HTD/>.

The Developmental Stages of Kids

As you work with young people, it's important to keep in mind the many changes they're going through (including physical, thinking, social and emotional changes) and the kinds of issues these kids are facing in their everyday lives. Refer to these sections of the *Guide to Michigan 4-H Youth Development* to learn more about resources designed to help you provide learning environments that are safe, appropriate, healthy and fun:

- Five- to Eight-Year-Olds – the Kaleidoscope materials
- Early Adolescents (aged 9 to 14) – the Help Me – I'm Growing Up! Understanding Early Adolescents materials
- Older Youth (aged 15 to 19) – the Peer-Plus, Group Dynamite and Youth Experiencing Action materials

For insight into the needs and interests of young people, you can also visit *Ages and Stages of Child and Youth Development: A Guide for 4-H Leaders* on the Internet at <http://www.agcom.purdue.edu/AgCom/Pubs/NCR/NCR-292.html>. The guide discusses the physical, thinking, social and emotional characteristics that are common to children at each age level. “Ages and Stages” (NCR292) was written by Jeanne Karns, graduate assistant, and Judith A. Myers-Walls, Extension specialist, Human Development, Department of Child Development and Family Studies, Purdue University.

Improving the Communications Skills of Young People and Adults

People in a position to know – school officials, employers and employees – agree that good communications skills are essential for young people and adults. The *Communications Toolkit: Fun, Skill-Building Activities to Do With Kids* (4-H 1560) will help you help the young people with whom you work develop and improve their communications skills. The toolkit is designed for individuals who work with young people aged 12 and up and want fun, easy and meaningful communication activities to use with clubs and in classrooms, camps, after-school programs or other settings where kids come together. In the toolkit, you'll find background information for group leaders, hands-on activities, handouts and other resources that will help kids build on their skills in public speaking, writing, graphics, and video, media and technology. (172 pages, Michigan 4-H, 2000)

4-H Club & Group Development

Many 4-H experiences take place within the 4-H club or group setting. If you're interested in learning more about how clubs and groups can operate and the various officer and committee roles that young people can have within a club or group, refer to the Club and Group Development section of the *Guide to Michigan 4-H Youth Development*.

Volunteer Development

Volunteers can be positive role models for the young people they work with. If you'd like to learn more about fulfilling your potential as a volunteer, refer to the Volunteer Development section of the *Guide to Michigan 4-H Youth Development*.

■ PUBLICATIONS

4-H PUBLICATIONS

The following 4-H publications are available from your county MSU Extension office. They are listed in numerical order.

4-H 1261 Careers Unlimited Notebook

This notebook provides 4-H volunteers and other adults with the skills, experiences and educational resources to implement career education projects in their communities. It includes components of several other Michigan 4-H Youth Development activities including Peer Plus, Group Dynamite, Youth Experiencing Action, Starship Self, Employability Skills and the Stress Connection. (400 pages, Michigan 4-H, 1993)

4-H 1524 Careers Unlimited Institute Training Manual

This notebook is a companion to the **4-H Careers Unlimited Notebook** (4-H 1261). It is designed to guide coordinators through planning, running and evaluating an intensive four-day career exploration retreat for 14- to 17-year-olds. The notebook contains the forms, timeline, and sample letters and schedules for the 4-H Careers Unlimited Institute that is held at Michigan State University each year during 4-H Exploration Days. (160 pages, Michigan 4-H, 1995)

4-H 1552 WOW! Wild Over Work

The new *WOW! Wild Over Work* curriculum is designed to help volunteers and teachers introduce young people in grades K–6 to skills and behaviors they will need in the workforce of the future. The curriculum consists of hands-on experiential activities in career exploration and skill development. The Helper's Guide packet contains background information for the helper as well as developmentally appropriate activities for young people. The guide is organized around four related themes: Work Around Me, Work in My Community, Work Around the World and Work in My Future. (100 pages, volunteer/teacher guide and group activity guide, 4-H Cooperative Curriculum System, 1997)

◆ AUDIOVISUAL MATERIALS

The following materials can be scheduled through the State 4-H Office.

Careers Display

A display board with career planning items is available for use in discussion groups, talks and seminars in the career project area. (Michigan 4-H)

MOIS (Michigan Occupational Information System)

MOIS is a project of the Michigan State Department of Education, and has been a model for other career information systems in the United States. The software is programmed with information to permit users to search for an occupation and find occupational descriptions and educational and training program descriptions. MOIS information is gained through printed material, microfiche and computer terminals.

Peer Plus II & Group Dynamite Exhibit

This display board with interchangeable items can be used for discussing the Careers Unlimited program. The display is useful in group discussions and for illustrating talks and seminars. (Display, Michigan 4-H)

● RESOURCES

OTHER MSU RESOURCES

The following materials are available through the MSU departments listed.

MSU Career Education Resource Center

Michigan State University
133 Erickson Hall
East Lansing, MI 48824-1034
Phone: 517-353-4397

- **Employability Skills Packet Member's Guide** – A series of booklets, titled "Tip Sheets," help young people approach career planning systematically.
- **Employability Skills Packet Leader's Guide** – The leader's guide series outlines the goals and objectives of the Employability Skills Packet and provides guidelines for helping members develop career choices.

Department of Home Economics

Michigan State University
108 Agriculture Hall
East Lansing, MI 48824-1039
(The following material is also available from your county Extension home economist.)

• **Family Life Project**

- **The Care Giver's Tasks** (55 slides, tape, handouts)
- **Child Care & Development Today** (63 slides, tape, handouts)
- **Employment & Educational Opportunities** (50 slides, tape, handouts)
- **Qualities of a Good Care Giver** (44 slides, tape, handouts)
- **What Is Good Quality Care?** (56 slides, tape, handouts)

OTHER RESOURCES

The organization listed below may provide more information in this project area.

College Board Publication Orders

Box 2815
Princeton, NJ 08540

- **Deciding** (ages 12 to 14)
- **Decisions and Outcomes** (ages 15 to 18)

Other Sources:

- Intermediate school districts
- Libraries

▲ THE INTERNET

When you're looking for resources related to your kids' interests, remember to check the Internet. Each section of the *Guide to Michigan 4-H Youth Development* contains suggested search words and terms you can use at an Internet search engine site to begin locating resources. One great starting point for your visit to the Internet is the Michigan 4-H Youth Development site:

<http://www.msue.msu.edu/msue/cyf/youth/index.html>

Some sections of the Guide list specific World Wide Web sites for you to visit. The URL (Universal Resource Locator) or address of each site is given in brackets < > after the site name. The listings that contain URLs or addresses for Web sites were accurate at the time of this writing, but URLs, like most things on the Web, change constantly. If a URL doesn't work, use a search engine to find the site's current location. Remember, this information is for education and fun only! Reference to commercial products or trade names does not imply endorsement by Michigan State University Extension or bias against those not mentioned.

If you don't have ready access to a computer and modem, check with your local library, school or community college, computer user groups, computer stores or your county MSU

Extension office. They may be able to help you find a way to connect your 4-H group to the online world. Ask the kids you work with, too! Chances are they're already in touch with "cyberspace."

HELP KIDS BE SAFE ON THE WEB

You click on something, and then on something else, and before you know it, you're somewhere altogether different...

The World Wide Web and other parts of the Internet can be fun, fascinating and informative. But there are parts of the Internet that aren't appropriate for kids. You can help protect the kids you work with as they venture online by monitoring their computer use, visiting the Web sites they visit and staying in touch with what they're doing.

Staying Street Smart on the Web

URL: <<http://www.yahooligans.com/docs/safety/index.html>>

This page of the popular "Yahooligans" site contains Web safety advice for kids and parents, and a pledge for Web-surfing kids. It links to several sites that allow you to download software to filter out objectionable material on the 'Net.

KEYWORDS & SEARCH TERMS

The following terms could help you start a search of the Internet related to working with young people in this project area:

- Business
- Career education
- Career exploration
- Career planning
- Careers
- Careers Unlimited
- Careers Unlimited Institute
- Critical thinking skills
- Decision-making skills
- Economics
- Employability
- Intern
- Internship
- Job training
- School-to-work
- Wild Over Work (WOW!)
- Workforce preparation