

Chandler-Gilbert Community College
Career Essay
Library Research Worksheet 10/08

Name: _____ Career: _____

Teacher: _____ Date: _____

Follow the directions below and gather all of the Library print and online resources you will need to write your career essay. Return this completed worksheet to your instructor along with the essay.

***Encyclopedia of Careers and Vocational Guidance* (REF HF 5381 .E52):** This set covers more than 900 careers, giving a general description of the job or career field, the personal and professional requirements, salary statistics, work environment, future outlook for the field, and sources for more information. Volume 1 provides career guidance and career field profile information. The remaining volumes are an alphabetical listing of careers. (Hint: Use the job title index in the back of each volume to locate your career and its volume and page number. For example, "Agricultural Pilots, 2:83-86")

- Locate your career in the appropriate volume and photocopy or take detailed notes from the entry.
- List bibliographic information for works cited.

"Career Title." Encyclopedia of Careers and Vocational Guidance. Editor's Name.
Edition. Volumes. Place of Publication: Publisher, Year of Publication.

Example:

"Museum Director and Curator." Encyclopedia of Careers and Vocational Guidance. Laurie
Likoff. Fourteenth Edition. Volume 4. New York: Ferguson, 2008.

***Occupational Outlook Handbook* (REF HF 5382.5 .U5 O24):** Provides career information describing what workers do on the job, working conditions, training and education needed, earnings, and expected job prospects in a wide range of occupations. This book is produced by the U.S. Department of Labor, Bureau of Labor Statistics. (Hint: Use the index in the back to locate your career and page number.) You may also use their website at <http://bls.gov/oco>

- Locate your career and photocopy the entry or take notes.
- List the bibliographic information for works cited.

“Article Title.” Title of Book. Place of Publication: Publisher, Year of Publication.

Example:

“Physical Therapists.” Occupational Outlook Handbook. Lanham, Maryland: Bernan, 2006.

Magazines/Journals—Vocational and Career Collection: This database provides access to over 10,000 journal and magazine articles; most are full-text.

- Locate a journal article related to your career.
 - From the CGC Library Homepage, click on “Magazines & Journals”
 - At the next screen click on “Academic Onefile”
 - Type in your career title and hit enter (Example: Forensic Scientists)
- List the bibliographic information for each article you print.

Author (if given). "Article Title." Periodical Title Date Published: Page(s). Database. Publisher. Chandler-Gilbert College Lib., Chandler, AZ. Date Accessed <<http://Internet Address>>.

Example:

German, Diane and Peg O’Brien. “Correctional Nursing Moves to Head of the Class.” Corrections Today 70.3 (June 2008): 68(3). AcademicOnefile. Gale. Chandler-Gilbert College Lib., Chandler, AZ. 8 October 2008 <<http://find.galegroup.com/>>.
