CONTENTS

Part 1 Foundations of Career Development Practice 1

Chapter 1 Introduction to Career Development in the Global Economy and Its Role in Social Justice 2
Things to Remember 2
History of Vocational Guidance and Career Development 2
The Need for Career Development Services 7
The Language of Career Development 7
  Defining Position, Job, Occupation, Career, and Career Development 8
  Career Interventions Defined 9
Organizations and Publications 11
  Why Work Is Important—or Not 11
Career Development in the Global Economy 15
What Factors Led to Globalization? 17
The Unflattened Worker and Social Justice 17
  Social Justice in the United States 18
Is a New Model for Career Development Practice Needed? 18
The Future of Work 21
The Goals of this Book 23
  Summary 23 • Chapter Quiz 24 • References 24

Chapter 2 Ethical and Legal Guidelines and Competencies Needed for Career Development Practice 27
Things to Remember 27
Ethical Principles 28
  Principle 1: Above All, Do No Harm (Sections A.4.a and C.6.e) 29
  Principle 2: Be Competent (Sections C.2.a, b, c, d, and f) 30
  Principle 3: Respect Clients’ Rights to Choose Their Own Directions (Section A.4.b) 30
  Principle 4: Honor Your Responsibilities (Section C) 31
  Principle 5: Make Accurate Public Statements (Section C.3) 31
Chapter 3  Person–Environment Congruence (PEC) Theories: Frank Parsons, Theory of Work Adjustment, John Holland, and a Values-Based Approach  42
Things to Remember  42
The Purposes and Evaluation of Theory  42
   A History of Career Development Theorizing  43
   Holland’s Theory of Vocational Choice  47
   Holland’s Career Planning Model: Modified  51
The Case of B  52
   Theory of Work Adjustment (TWA)  55
   Person Characteristics  55
   Maintenance and Adjustment (Correspondence)  56
   Career Counseling and TWA  57
Case: Diagnosing a Work Adjustment Problem  59
A Values-Based Theory of Occupational Choice Exists  59
   Variables That Influence Career Choice and Satisfaction  60
   Propositions of Brown’s Values-Based Theory  63
The Case of RF  65
   Summary  66  •  Chapter Quiz  66  •  References  66

Chapter 4  Developmental Theories: Donald Super and Linda Gottfredson  70
Things to Remember  70
Super’s Lifespan, Life-Space Theory  70
C-DAC: Super’s Career Counseling Model and Other Applications  76
   Applicability to Women and Minorities  78
Chapter 5 Learning Theory–Based and Socioeconomic Theories of Career Choice and Development and Their Applications 87

Things to Remember 87
Career Choice Theories Based in Learning Theory 87
  Krumboltz's Theory of Happenstance and Decision Making 87
A Social Cognitive Perspective on Careers 91
The Case of L 93
  A Career Information–Processing Model of Career Choice 96
Socioeconomic Theories 98
  Status Attainment Theory 98
  Dual Labor Market Theory 99
  Race, Gender, and Career 99
  Career Development Programming 99
    Summary 100 • Chapter Quiz 100 • References 100

Chapter 6 Theories and Application of Contextualism and Chaos Theory to Careers 102

Things to Remember 102
Young, Valach, and Collin: A Contextualist Theory of Career 103
Contextualist Career Counseling 107
  Construction 107
  Deconstruction 107
  Reconstruction 107
  Coconstruction 109
  Action 109
The Case of B: Construction 109
The Case of B: Deconstruction 110
The Case of B: Reconstruction 111
The Case of B: Construction and Action 112
  Status and Use of Contextualists’ Theories 113
Complexity, Chaos, and Nonlinear Dynamics: A Chaos Theory of Career Development and Spirituality   113
A Second Chaos Theory-Based Approach to Career Counseling   116
Status of Postmodern and Chaos Theory-Based Approaches to Career Counseling   117
Assessment in Career Counseling from a Contextualist View   118
Solution-Focused Career Counseling   118
Summary   121 • Chapter Quiz   121 • References   122

Chapter 7  Gender as an Issue in Career Counseling: Women, Men and Sexual Orientation Minorities   124
Things to Remember   124
Women   125
  The Oppression of Women   125
  A Sociological Perspective   129
Gay, Lesbian, Bisexual, and Transgender Individuals   130
  Counseling Gay, Lesbian, Bisexual, and Transgendered Clients   130
Career Counseling: Models and Methods   131
The Case of Kay (Case Provided by a High School Counselor)   135
Follow Up Synopsis: Case of Kay   137
Summary   137 • Chapter Quiz   138 • References   138

Part 2  Career Counseling, Assessment, and Information Dissemination   141

Chapter 8  A Values-Based, Multicultural Approach to Career Counseling and Advocacy   142
Things to Remember   142
Foundation of the Values-Based Approach   144
Values-Based Multicultural Career Counseling   145
  Step 1: Assessing Cultural Variables   145
  Step 2: Communication Style and Establishing the Relationship   146
  Step 3: Selecting a Decision-Making Model   149
  Step 4: The Identification of Career Issues (Assessment)   151
Steps 5 and 6: The Establishment of Culturally Appropriate Goals and the Selection of Culturally Appropriate Interventions 153
Step 7: The Implementation and Evaluation of the Interventions Used 154
Step 8: Advocacy 155
Case of E: Happenstance and Brief VBCC 155
Some Specifics for Different Minority Groups 156
  African Americans 157
  Hispanic Americans 157
  Asian Americans 158
  American Indians 158
  Religious Minorities 159
Application of VBMCC to Group Career Counseling 159
Developing Your Own Theory 161
  Summary 162 • Chapter Quiz 162 • References 162

Chapter 9 Career Counseling for Clients with Unique Concerns: The Disabled, Economically Disadvantaged, Veterans, and Older Workers 165
Things to Remember 165
Individuals with Disabilities 166
  Career Counseling for Individuals with Disabilities 168
  Career Counseling for Individuals with Mental Illness 171
Displaced Workers 172
  Career Counseling for Displaced Workers 173
The Economically Disadvantaged 173
  Career Counseling for the Economically Disadvantaged 175
Atypical Time of Entrance to the Labor Force 176
  Former Military Personnel 176
  Ex-Offenders 178
Older Workers 179
  Career Counseling for Older Workers 180
  Summary 182 • Chapter Quiz 182 • References 183

Chapter 10 Assessment in Career Counseling and Development 185
Things to Remember 185
Personal-Psychological Characteristics 186
  Aptitude 186
  Interests 186
Contents

Personality 187
Values 188
Assessment and Career Counseling 188
Clinical, Quantitative, and Qualitative Approaches to Assessment 189
Quantitative Assessment 189
Qualitative Assessment and Constructivist Theory 191
Qualitative and Objective Assessment Devices 194
Selecting Assessment Devices 211
Technical Qualities 212
Gender and Cultural Bias 212
Other Issues 214
Interpreting Test and Inventory Results 214
Summary 216 • Chapter Quiz 216 • References 217

Chapter 11 Using Information to Facilitate Career Development 221
Things to Remember 221
Occupational and Labor Market Information 222
Two Important Sources of Information 223
The Occupational Information Network (O*NET) 223
The Occupational Outlook Handbook 226
Other Types of Occupational Information 227
Educational Information 231
Summary 233 • Chapter Quiz 233 • References 234

Chapter 12 Virtual and Brick and Mortar Career Centers: Design and Implementation 235
Things to Remember 235
Establishing a CC 236
Basic Criteria for Locating and Designing a CC 236
Basic Technological Competencies 238
Criteria for Collecting Material 239
Initiating a Virtual System 239
Tips to Improve Job Performance 241
Who Can Benefit from Self-Directed Online Offerings? 241
Using the Internet to Provide Career Counseling and Assessment 243
Career Assessment Devices Online (Other than O*NET) 244
Summary 245 • Chapter Quiz 245 • References 245
Part 3 Facilitating Action Taking  247

Chapter 13 Preparing for Work  248
  Things to Remember  248
  Training Time  249
  High School and Preparation for Work  250
    Vocational Education  250
    Work Experience Programs  251
    Academies  253
  Outside the Classroom—No Diploma Required  253
    On-the-Job Training  254
    Job Training Partnership Act as Amended by STWOA of 1994  254
    The Job Corps  255
  Outside of the Classroom—High School Diploma Preferred or Required  256
    Apprenticeship Programs  256
    Military Training  258
  Postsecondary Schools: Associate’s Degrees or Certificates  260
    Trade, Vocational, and Technical Schools  261
    Community Colleges and Junior Colleges  261
  Colleges and Universities  262
    Admissions Requirements  263
    Financial Aid  264
    Factors to Consider When Choosing a College  265
    Gaining Admission to College: An Application Strategy  266
    Accreditation  266
    Continuing Education Needed  267
  Summary  267 • Chapter Quiz  268 • References  268

Chapter 14 Facilitating the Global Job Search in a Digital Age  269
  Things to Remember  269
  The Job Search  270
  Employability Skills  270
    Job Seekers with Disabilities and Those with Criminal Records  272
  Executing the Job Search  273
    Step 1: Taking an Inventory of Self and Skills  273
Step 2: Identifying and Investigating the Job Market 273
Step 3: Developing Employability Skills 274

Job-Placement Services 279
Public Employment Services 280
Private Employment Agencies 281
Secondary and Postsecondary School-Placement Services 282
Online Job-Placement Centers 284
Outplacement Services 285

Summary 286 • Chapter Quiz 287 • References 287

Part 4  Managing Career Development Programs in Private and Public Domains 289

Chapter 15  Designing and Implementing Comprehensive K to 12 Career Development Programs within the Framework of the ASCA National Model 290

Things to Remember 290
Historical Background 290
A Brief History 291
The ASCA Model and Career Development 292
The Process of Program Development 298
Gaining Administrative Support 298
Establishing Preconditions 298
Forming a Planning Committee 299
Conducting a Needs Assessment 299
Writing Goals and Objectives and Establishing Criteria for Success 300
Designing the Career Development Program 303
Addressing the Issue: Program Implementation 305
Budgeting 305
Selecting a Management System 305
Planning and Implementing the Guidance Curriculum 306
Planning and Implementing Individual Student Planning 308
Assessment 311
The End Product 312
Planning and Implementing Responsive Services 312
Planning and Implementing Evaluation and Accountability: Some General Considerations 314
Chapter 16 Career Development in Postsecondary Educational Institutions 327

Things to Remember 327
The Students 329
The Institutions 330
Career Development Programs 331
  Career Centers 333
  Developing the Program 333
An In-Depth Look at Career Program Activities 336
  Brief Activity: Websites 337
  Brief Activity: Advising 337
  Brief Activity: Major Fairs 338
  Brief Activity: Career Courses 338
  Brief Activity: Workshops and Seminars 339
  Brief Activities: Self-Directed 340
  Brief Activity: Information Dispensation 340
  Individualized Case-Managed Activities: Internships 340
  Consultation 341
  Career Counseling 341
  Peer Counseling Programs 343
Program Evaluation 343
  Summary 345 • Chapter Quiz 345 • References 345

Chapter 17 Career Counselors in Private Practice: Counseling, Coaching, and Consulting 349

Things to Remember 349
Qualifications for Private Practice 350
Chapter 18 Career Development in Business Organizations and the Federal Government

Things to Remember 362

Business 362

Programming for Career Development: A Brief History 364

Rationale 365

Initiating the Program: Early Steps 365

Needs Assessment 366

Data Collection Procedures 366

Designing the Program 370

The Essential Components 370

Integration with HRD 374

Program Implementation 375

Benefits of Career Development Programs 376

The Federal Government Program 377