

# COMPARISON OF CAREER TEXTS

## 1. Focus

- Comprehensive (college student career planning and employment) vs. specific to a certain area of career development
- Theory(s) used: specific vs. several
- Focus: practical vs. theoretical

## 2. Background

- How long has it been used and which edition is this?
- Number of references
- Information about authors available
- Whether the first author has taught a related course

## 3. Content

- Number of pages
- Photos (color, black and white, none)
- Number of assignments and learning activities
- Are the text and workbook combined?
- Is it broken down by units?
- What do individual chapters include?
- Are websites, CACGs, and published assessments, mentioned or incorporated?

## 5. Cost

- List additional resources (web support, assessments, etc.) and their prices
- Is PowerPoint available to supplement lecture?

**Career Anchors, 3<sup>rd</sup> Edition**  
(Self-Assessment and Participant Workbook)  
Author: Edgar H. Schein

Focus

- Comprehensive: Career Planning, Employment Information
- Theory Used: Few theories mentioned, does not seem to be focused on one theory, but author does refer to own theory (Schein)
- Focus: Orientation is practical; Self-Assessment and Workbook focus primarily on exercises and activities appropriate for college students, and also adults in career transition/human resource development

Background

- Currently in its 3<sup>rd</sup> edition
- Total of 17 references
- Brief information about author available, not a bio
- Unsure whether or not the author has taught the course

Content

- Total of pages in Participant Workbook is 61, Self-Assessment has 17 pages
- One photo/diagram
- Self-Assessment is one activity, completed prior to Participant Workbook; Participant Workbook contains 5 additional activities
- Text is not broken down into units or specific chapters; Workbook discusses internal and external career issues, explains each of the 8 career anchors in depth, then focuses on helping users assess past and current career choices, analyzing present and future jobs, and planning future job roles, respectively
- No websites, CACG's mentioned; No published assessments mentioned apart from author's own that is used in conjunction with Participant Workbook

Cost

- Additional Resources: Facilitator's Guide Package, \$50.00 (includes Self-Assessment, Participant Workbook, and Facilitator Guide with information on administering self-assessment, scoring, and workshop designs)
- Self-Assessment, \$15.00
- Participant Workbook, \$20.00
- Bundle: Self-Assessment and Participant Workbook, \$25.00
- PowerPoint not available to supplement lecture

## **Career Development and Planning: A Comprehensive Approach, 2<sup>nd</sup> edition**

Authors: Robert Reardon, Janet Lenz, James Sampson & Gary Peterson

### Focus

- Comprehensive: Career Planning and Employment Information
- Many theories mentioned, in-depth discussion of John Holland's RIASEC theory, but focuses specifically on the Cognitive-Information Processing Theory created by the authors.
- Orientation is both practical and theoretical; incorporates CIP theory into activities and exercises

### Background

- First published in 2000 and is currently in its 2<sup>nd</sup> edition
- Total of 297 references
- Briefly mentions the experience of the authors, but no real bibliographic information provided
- First author has taught the course more than 45 times

### Content

- Total of 336 pages
- No photos
- Assignments/Learning Activities
  - Activities/Assignments: 10
  - Tables/Figures: 53
- Exercises and Activities are briefly discussed in text, but are included in appendices
- Text is broken into three parts. Part 1: Career Concepts and Applications, Part 2: Social Conditions Affecting Career Development, Part 3: Implementing a Strategic Career Plan
- Chapters include: Introduction to Career Planning; Knowing about Myself; Knowing about My Options; Career Decision Making; Thinking about My Career Decision; Career in a Changing World; Working in the New Global Economy; Organizational Culture and Effective Work; Alternative Ways to Work; Career and Family Roles; Launching an Employment Campaign; Written Communications in Job Hunting; Negotiating and Evaluating Job Offers; The First Job and Early Career Moves
- Brief discussion of various assessments, and some activities relating to the SDS, CTI and CACGs in appendices

### Instructional Support & Price

- Cost of Book: \$70
  - Instructional manual (test bank, PowerPoint slides, more learning activities, career portfolio, CACGS, etc.): available upon adoption
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# **Understanding Careers: The Metaphors of Working Lives**

Author: Kerr Inkson

## Focus

- Intended audience: advanced undergraduate and graduate courses in personal and career development, and career management
- Several theories are interwoven with the metaphors: Super, Holland, Gottfredson, Levinson, Krumboltz
- Organized around metaphors for career

## Background

- First edition, July 7, 2006 by Sage Publications
- 650+ references ranging from 1909-in press
- Author information available
- Unsure if author has taught course

## Content

- Total of 297 pages including references
- No photos used
- Activities:
  - Reflection questions after each chapter
  - Specific information for career counselors after each chapter
  - Tables/Figures: 22
  - Case studies: 50
- Each chapter contains case studies as examples
- Describes career in terms of nine key metaphors: Careers as Inheritances, Careers as Cycles, Careers as Action, Careers as Fit, Careers as Journeys, Careers as Roles, Careers as Relationships, Careers as Resources, and Careers as Stories
- Includes interwoven information on career decision making, job hunting strategies such as networking, occupational information, balancing work and life roles, and organizational structures
- Mentions assessments such as the SDS, MBTI, and NEO Personality Inventory

## Instructional Support and Price

- Cost of book: \$42.95
- Powerpoint displays (price unavailable)
- Website (price unavailable)
- Additional discussion questions (price unavailable)
- Instructor's manual on CD which includes class exercises (price unavailable)

\*All support materials available on Sage website

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## **Professionalism: Real Skills for Workplace Success**

Authors: Lydia E. Anderson and Sandra B. Bolt

### Focus

- Intended audience: individuals transitioning from college to work
- No specific theoretical orientation – more based on the experiences of the authors
- Focus is very practical – geared towards hitting main points of the working environment

### Background

- First edition, 2008 by Prentice Hall
- No references in the text or on Prentice Hall website
- Information provided in the text and online about the authors' qualifications and educational background
- Both authors are tenured at Fresno City College and teach courses related to the text material

### Content

- 240 pages including glossary and index
- Few black and white pictures
- Assignments/Learning Activities
  - Activities/Assignments: Average of 3 to 4 per chapter, total of 65+
  - Tables/Figures: Average of 2 per chapter, total of 32+
- Students are encouraged to use the text as a workbook
- The book is organized into modules focusing on different parts of one's professional growth (ex: Self Management, Workplace Basics, etc.)
- Chapters are further broken down into topics related to their respective modules:
  - Chapters 1-4 in Module 1: Self Management
  - Chapters 5-8 in Module 2: Workplace Basics
  - Chapters 9-12 in Module 3: Relationships
  - Chapters 13-16 in Module 4: Quality and the Future
- Websites are mentioned at the end of each related chapter
  - Examples include: [www.deepermind.com/20maslow.htm](http://www.deepermind.com/20maslow.htm),  
[www.career.fsu.edu/ccis/guides/write\\_eff.html](http://www.career.fsu.edu/ccis/guides/write_eff.html),  
[www.cathcart.com/art\\_grow\\_business.htm](http://www.cathcart.com/art_grow_business.htm)

### Instructional Support and Price

- Cost of text: \$48.67
- Website (student resources): no price listed
- Online instructor's manual with tests: no price listed
- Online PowerPoint available: no listed price for access

## **Coming Alive from Nine to Five in a 24/7 World, 7<sup>th</sup> edition**

Authors: Betty Neville Michelozzi, Linda J. Surrell, Robert I. Cobez

### Focus

- Comprehensive: Career Planning and Employment Information
- Several theories mentioned, does not appear to be focused on one main theory (Holland, Jung, Maslow, etc.)
- Orientation is practical; many activities used to apply information

### Background

- First published in 1980 and is currently in its 7<sup>th</sup> edition
- Total of 318 references ranging from 1954 to 2003
- Separate section "About the Authors" contains a paragraph about each author
- Unsure whether authors have taught the course

### Content

- Total of 343 pages
- Black and white illustrations
- Assignments/Learning Activities
  - Activities/Assignments: 55
  - Tables/Figures: 15
- Exercises and activities incorporated into text
- Chapters are not grouped together in sections
- Chapters include: Needs, Wants, and Values: Spotlighting YOU; Personality And Performance: Pieces Of The Puzzle; The Career Connection: Finding Your Job Satisfiers; Work: Challenges, Options, and Opportunities; Workplaces/Workstyles: Companies That Work; Timestyles/Workstyles: Alternatives That Work; The Job Hunt: Tools For Breaking and Entering; Decisions, Decisions: What's Your Next Move?; Work Affects The Soul: The Final Analysis
- Contains self assessment activities throughout text

### Instructional Support and Price

- Cost of Book: \$50.63
  - Instructor's Manual: Price not listed
    - CD-Rom – includes Manual and Power Points
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## **Career Trek**

Author: Troy Nielson

### Focus

- Comprehensive: Career Planning and Employment Information
- Theorists mentioned include Holland, Super, Parsons, but does not appear focused on one theory
- Orientation is very practical, with little emphasis on theory

### Background

- 1<sup>st</sup> edition, May 2, 2007 by Prentice Hall
- Approximately 84 references ranging from 1909-2007
- Author information unavailable
- Unsure if author has taught course

### Content

- Total of 216 pages including index
- Black and white photos
- Activities:
  - “Trek Tasks”: hands-on exercises in every chapter
  - “Trek List”: summarizes each chapter and helps students understand main concepts
- Exercises include a Trait Analysis, Strengths Profile, Career Success Map Questionnaire (CSMQ)
- Book is divided into four sections: Trek Overview, Base Camp, Ascending the Mountain, and Reaching the Summit
- Chapters include: Finding Your Fit, Passion, and Smile; Who Are You?; What is in Your Pack?; Researching the Corporate Terrain; Effective Job Search; Interview Execution; Rules for Career Success; and Career Decisions
- Mentions assessments such as the MBTI and the Perceived Career Success Survey

### Instructional Support and Price

- Cost of book: \$25.33
  - Various value packs available through Prentice Hall website (price unavailable)
  - Premier Annual Planner 2007-2008 (price unavailable)
  - Student Reflection Journal (price unavailable)
  - Instructor’s Manual (available July, 2007; price unavailable)
  - Online Instructor’s Manual (available July, 2007; price unavailable)
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## CAREER TEXTS

### *Prentice Hall Texts*

- Anderson, L. E. & Bolt, S. B. (2008). *Professionalism: Real Skills for Workplace Success* (1st ed.). **City, State:** Prentice Hall.
- Barker, J., & Kellen, J. (1998). *Career Planning: A Developmental Approach* (1<sup>st</sup> ed.). Prentice Hall. \$41.00
- Bradbury, M. J., & Wheeler, J. (1999). *Majors Exploration: A Search and Find Guide for College and Career Direction*. Prentice Hall.  
\$31.00
- Breidenbach, M. E. (2001). *Career Development: Life and Career Strategies and Technologies* (4<sup>th</sup> ed.). Prentice Hall. \$40.00
- Brolin, D., & Loyd, R. (2004). *Career Development and Transition Services: A Functional Life Skills Approach* (4<sup>th</sup> ed.). Prentice Hall. \$96.33
- Brown, L. M. (2007). *Resume Writing Made Easy: A Practical Guide to Resume Preparation and Job Search* (8<sup>th</sup> ed.). Prentice Hall.  
\$21.33
- Carter, C., Izumo, G., & Kravits, S. (2001). *The Career Tool Kit: Skills for Success* (3<sup>rd</sup> ed.). Prentice Hall. \$45.33
- DiMarco, C. (1997). *Career Transitions: A Journey of Survival and Growth*. Prentice Hall. \$32.00
- Ducat, D. (2002). *Turning Points: Your Career Decision-Making Guide* (2<sup>nd</sup> ed.). Prentice Hall. \$46.67
- Dupuy, G. M., & Dupuy, D. H. (2004). *Career Preparation: Transition Guide for College Students*. Prentice Hall. \$24.67
- Gordon, V. N. (2004). *Selecting a College Major: Exploration and Decision Making* (5<sup>th</sup> ed.). Prentice Hall. \$20.67
- Hanna, S. L. (2005). *Career by Design: Communicating Your Way to Success* (3<sup>rd</sup> ed.). Prentice Hall. \$34.67
- Harris-Tuck, L. H., Price, A., & Robertson, M. (2004). *Career Patterns: A Kaleidoscope of Possibilities* (2<sup>nd</sup> ed.). Prentice Hall. \$31.00
- Johnston, S. M. (2006). *The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making* (4<sup>th</sup> ed.). Prentice Hall. \$25.33
- Kang, L., & Albion, M. (2006). *Passion at Work: How to Find Work You Love and Live the Time of Your Life*. Prentice Hall. \$24.99
- Lamarre, H. (2006). *Career Focus: A Personal Job Search Guide* (3<sup>rd</sup> ed.). Prentice Hall. \$30.67
- Luzzo, D. A. (2002). *Making Career Decisions That Count: A Practical Guide* (2<sup>nd</sup> ed.). Prentice Hall. \$30.00
- Nelson, D. B. (2003). *Emotional Intelligence: Achieving Academic and Career Success*. Prentice Hall. \$18.67
- Nielson, T. (2007). *Career Trek*. Prentice Hall. \$25.33
- Niles, S. (2005). *Career Development in the 21<sup>st</sup> Century* (2<sup>nd</sup> ed.). Prentice Hall. \$80.00
- Robbins, C. R. (2002). *The Job Searcher's Handbook* (2<sup>nd</sup> ed.). Prentice Hall. \$24.00
- Sears, S. J., & Gordon, V. N. (2002). *Building Your Career: A Guide to Your Future* (3<sup>rd</sup> ed.). Prentice Hall. \$34.67



Stebleton, M., Henle, M., & Harris, C. (2006). *Hired! The Job-Hunting/Career-Planning Guide* (3<sup>rd</sup> ed.). Prentice Hall. \$35.00

Sukiennik, D., Bendat, W., & Raufman, L. (2007). *The Career Fitness Program* (8<sup>th</sup> ed.). Prentice Hall. \$44.00

### ***McGraw Hill Texts***

Ferret, S. (2003). *Peak Performance: Success in College & Beyond Developing a Career Portfolio* (4<sup>th</sup> ed.). McGraw Hill.

Ferret, S. (2003). *Strategies: Getting and Keeping the Job You Want* (2<sup>nd</sup> ed.). McGraw Hill. \$37.67

Langford, D. R. (2001). *Introduction to Professional Practice: A Student Text/Workbook Designed to Enhance the Cooperative Education Experience* (4<sup>th</sup> ed.). McGraw Hill. \$35.94

Magnasco, J. (1997). *From Classroom to Career* (1<sup>st</sup> ed.). McGraw Hill. \$47.81

Michelozzi, B. (2004). *Coming Alive from Nine to Five in a 24/7 World: A Career Search Handbook for the 21<sup>st</sup> Century* (7<sup>th</sup> ed.). McGraw Hill. \$50.63

Pace, J. (2006). *Professional Development Series: Books 1-4* (1<sup>st</sup> ed.). McGraw Hill.

Yena, D. J. (2007). *Career Directions* (4<sup>th</sup> ed.). McGraw Hill. \$48.67

### ***Houghton Mifflin Texts***

Greene, S. D., & Martel, M. C. L. (2008). *The Ultimate Job Hunter's Guidebook*. (5<sup>th</sup> ed) Houghton Mifflin Company. \$49.16

### ***Thomson Learning Texts***

Bailey, L. (2007). *Working* (4<sup>th</sup> ed.). Thomson Learning. \$63.86

Barksdale, K., & Rutter, M. (2000). *Online Resume and Job Search Text/CD – 10 – Hour Series*. Thomson Learning. \$26.95

Carney, C. G., & Wells, C. F. (1999). *Working Well, Living Well – Discover the Career Within You*. Thomson Learning. \$54.95

Farr, J.M. (2006). *Landing Your Dream Job* (1<sup>st</sup> ed.). Thomson Delmar. \$24.95

Hess, P.M. (1999). *Career Success: Right Here, Right Now!* (1<sup>st</sup> ed.). Thomson Delmar. \$54.95

Jordan, A., & Whaley, L. (2003). *Discovering Your Career*. Thomson Learning. \$57.95

Levitt, J.G. (2006). *Your Career: How to Make it Happen* (6<sup>th</sup> ed.). Thomson Learning. \$48.56

Lock, R. D. (2005). *Taking Charge of Your Career Direction: Career Planning Guide, Book 1* (5<sup>th</sup> ed.). Thomson Learning. \$57.95

Lock, R. D. (2005). *Job Search: Career Planning Guide, Book 2* (5<sup>th</sup> ed.). Thomson Learning. \$57.95

Pigford, L. (2001). *The Successful Interview and Beyond* (1<sup>st</sup> ed.). Thomson Delmar. \$39.95

Reardon, R.C., Lenz, J.G., Sampson, J.P., & Peterson, G.W. (2006). *Career Development and Planning: A Comprehensive Approach*

(2<sup>nd</sup> ed.). Thomson Learning. \$70

Ryan, J., & Ryan, R. (2001). Career Success: A Lifetime Investment. Thomson Learning. \$41.95

Wallace, H. R., & Masters, L. A. (2006). Personal Development for Life and Work (9<sup>th</sup> ed.). Thomson Learning. \$50.95

***Kendall Hunt Texts (Table of Contents Provided on Website)***

Beilke, I.T. (2007). Career Motivation and Self Concept: The Icon Track to Your Future (5th ed.) Kendall Hunt. \$63.00

Borchard, D., & Bonner, C.L. & Musich, S. (2005) Your Career Planner (9th ed.) Kendall Hunt. \$49.95

Hecklinger, F.J., & Black, B.M. (2006) Training for Life: A Practical Guide to Career and Life Planning (9th ed.) Kendall Hunt.  
\$44.95

Madigan, M., & Dietrich, N. (2002). SDEV 125: A Guide to Career Planning (1st ed.). Kendall Hunt \$41.95

Powell, R. (2004). Career Planning Strategies: Hire Me! (5th ed.). Kendall Hunt \$49.95

Scanlan, J.B. (2006). Careers In Action (2nd ed.). Kendall Hunt \$49.95

Taylor, D.S. (1999). Career Work Experience: A Career Development Workbook (3rd ed.). Kendall Hunt \$36.70

***Sage Texts***

Inkson, K. (2007). Understanding Careers: The Metaphors of Working Lives (1<sup>st</sup> ed.). Sage Publications \$42.95

***Wiley Texts***

Schein, E. (2006). Career Anchors: Self Assessment (3<sup>rd</sup> ed.). Wiley. \$15.00

Schein, E. (2006). Career Anchors: Participant Workbook (3<sup>rd</sup> ed.). Wiley. \$20.00

Schein, E. (2006). Career Anchors: Facilitator's Guide Package (3<sup>rd</sup> ed.). Wiley. \$50.00

\*Prices may vary\*