

# **Cadott Academic and Career Planning 2017-2018**



## **What is academic and career planning (ACP)?**

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills.

## **Why are we doing this?**

*PI 26.01 Applicability and purpose.*

(1) Under s. 121.02 (1) (m), Stats., every school board shall provide access to an education for employment program approved by the state superintendent. Under s. 115.28 (59), Stats., the state superintendent shall ensure that every school board is providing academic and career planning services to pupils enrolled in grades 6 to 12 in the school district beginning in the 2017-18 school year.

## **How will we implement the necessary changes?**

During the advisory period for grades 7-12 students will be working with their assigned advisors to accomplish the goals set out by this plan. Other parts of the career plan will be accomplished in the Career and Technical Education courses. For grade six the guidance department will work with the students to accomplish the goals set forth by this plan.

## **What will career cruising allow us to do?**

To provide a platform in which the Cadott Community School District can meet the ACP state requirement. This software provides students and educators with a tool to research various careers based on an interest inventory, learning styles, skill assessment, and ability inventory. This will also allow us to improve the scheduling process at the middle/ high school. Career cruising will also allow our students to apply for financial aid and research future educational opportunities.

## **How will this help our students?**

This career software will provide a tool in which students can identify how they learn, what their ability level is, and providing information on career opportunities. This software also provides an all in one location for class lists, scheduling, and post high school plans. In addition, those seniors will be able to apply for financial aid, research post-high school educational institutions, and identify the costs associated with each educational program.

## **How will this help our staff?**

The career cruising software has pre-package lessons for teachers to use during the advisory period to assist the students in their career planning. This software will also provide teachers an insight on what future classes may need to be added based off of future career plans. In addition, the software may provide an opportunity for the staff to identify educational weaknesses that may not have been noticed before through the ability and skill assessment. This will also improve the efficiency of scheduling and setting up students four year plan.

## **How will this integrate with what the students are already doing for future career planning?**

Student will be able to input their four year plan into the software. Students also will be able to upload artifacts into the program about career exploration or major class projects concerning their future.

Criteria	Grade Level						
	6	7	8	9	10	11	12
Career and Education Exploration							
Career Matchmaker	x	x	x	x	x	x	x
My Skills			x		x		
Ability Profiler	x		x				
Learning styles Inventory	x		X		x		
My saved careers	x	x	x	x	x	x	X
Minimum number of careers	1	2	3	4	4	4	4
Career Selector			X		x		
My Saved Schools			x			x	X
Minimum number of schools			1			2	3
School Selector						x	
Financial Aid Selector							x
4-Year Plan Selection			x	x	x	x	

### **Five Year Academic Career Plan (ACP) Revisions and Review**

*2017-2018*

Review of implementation, make changes based off of input from advisors.

*2018-2019*

Implementation of revisions from input of advisors after the 2017-2018 school year. Incorporate the Aspire program for the junior and seniors to boost local youth employment awareness. Seek input of the incorporation of the Aspire program from local businesses and advisors.

*2019-2020*

Implement the use of uploaded of artifacts in classes and make changes based off of the suggestions from advisors during the 2018-2019 school year. Review the benefits of the inclusion of the Aspire program and seek input on improvements.

*2020-2021*

Make changes to the use of Aspire for juniors and seniors based on the 2019-2020 input from advisors. Implement the first year of the portfolio project as a senior project required for graduation. Review the first examples of the portfolio project for improvement ideas for next year's seniors.

*2021- 2022*

Audit the existing academic and career plan for effectiveness to improve students career planning. Make changes as needed to each portion of the plan. Seek additional input for changes to the portfolio project.

Grade	Career Cruising Activities	Suggested Resources
6	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the first 39 questions of Career Matchmaker and save results</li> <li><input type="checkbox"/> Save at least one career of interest and review the At-A-Glance page and other areas of the career profile to get a better understanding of job requirements</li> <li><input type="checkbox"/> Complete the Learning Styles Inventory and save results</li> <li><input type="checkbox"/> Create a My Journal entry reflecting on learning style assessment</li> <li><input type="checkbox"/> Add at least one hobby/interest and one extracurricular activity to My Plan</li> </ul>	<p>My Plan Activity #2 - Saving Your Career Matchmaker Results</p> <p>Classroom Activity #3 - Using Career Matchmaker</p> <p>Classroom Activity #14 - Learning Styles</p> <p>My Plan Activity #8 - Activities &amp; Experiences</p>
7	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete 39 additional questions in Career Matchmaker and save results under Careers, use the Career Clusters search to find different careers by favorite school subject</li> <li><input type="checkbox"/> Save at least one Career Cluster of interest (My Saved Clusters) to My Plan</li> <li><input type="checkbox"/> Explore career profiles: Job Description, Working Conditions, Earnings, Education, and Sample Career Path sections</li> <li><input type="checkbox"/> Save at least one additional career of interest to My Plan</li> <li><input type="checkbox"/> Research one saved career of interest in detail and present findings to class</li> <li><input type="checkbox"/> Create a My Journal entry reflecting on why the career(s) and cluster(s) saved are a good fit</li> <li><input type="checkbox"/> Review and add any new hobbies/interests and extracurricular activities to My Plan</li> </ul> <p><b>The Real Game Suggestions</b>  Unit 1 – Making a Living, Sessions 1-3 (core), 4-5 (recommended)  Unit 2 – Quality of Life, Sessions 1 &amp; 2, 3-5 (recommended)</p>	<p>My Plan Activity #3 - Careers That Interest Me</p> <p>Classroom Activity #1 - School Subjects &amp; Careers</p> <p>Classroom Activity #2 - Using School Subjects in the Workplace</p> <p>Classroom Activity #9 - Career Interview Project</p>
8	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete 38 additional questions in Career Matchmaker (for a total of 116 answered questions) and save results</li> <li><input type="checkbox"/> Use the Career Selector tool to research careers based on a variety of criteria. Explore career profiles: Job Description, Working Conditions, Earnings, Education, and Sample Career Path sections</li> <li><input type="checkbox"/> Review My Saved Clusters and add new clusters of interest if applicable</li> <li><input type="checkbox"/> Save at least one additional career of interest to My Plan</li> <li><input type="checkbox"/> Complete one career planning activity and record in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.)</li> <li><input type="checkbox"/> Take the Learning Styles Inventory for a second time and save results; review tips and learning strategies</li> </ul>	<p>Classroom Activity #4 - Your Career Ideas &amp; Career Matchmaker</p> <p>Classroom Activity #5 - Using Career Selector</p> <p>My Plan Activity #7 - Career Preparation &amp; Planning</p> <p>Classroom Activity #14 - Learning Styles</p> <p>Classroom Activity #11 - Using My Skills</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the My Skills assessment and save results. Add at least one skill/ability in My Plan</li> <li><input type="checkbox"/> Explore the Suggested School Subject in a career profile of interest. Under Education, search for schools and save at least one school and major of interest in My Saved Schools</li> <li><input type="checkbox"/> Add at least one short-term and one long-term career/life goal in My Plan. Write a My Journal entry that outlines a plan to meet one goal</li> <li><input type="checkbox"/> Add at least one new hobby/interest and on extracurricular activity to My Plan</li> <li><input type="checkbox"/> Based on careers of interest, activities, and goals, build a four-year high school course plan using the Course Planner tool (emphasize that it can be changed as students' progress through school)</li> </ul> <p><b><u>The Real Game Suggestions</u></b>  Unit 3 – Changes and Choices, Session 1-4 (recommended)  Unit 4 – The Personal Journey, Sessions 1, 2 &amp; 5 (core), 3,4 &amp; 6 (recommended)</p>	Classroom Activity #12 - College Research Exercise  My Plan Activity #6 - High School Education Plan
9	<ul style="list-style-type: none"> <li><input type="checkbox"/> Start a new Career Matchmaker assessment; answer at least 39 questions and save results</li> <li><input type="checkbox"/> Explore Suitable for You? feedback from Career Matchmaker for careers that did not appear on the suggestion list</li> <li><input type="checkbox"/> Save at least one additional career of interest and compare against the three other saved careers from previous three grades.</li> <li><input type="checkbox"/> Write a My Journal entry about saved careers. Is there a pattern or clear area or skill of interest?</li> <li><input type="checkbox"/> Review saved Career Clusters and add any others of interest</li> <li><input type="checkbox"/> Add or update short-term and long-term goals in My Plan</li> <li><input type="checkbox"/> Under Education, review the College Planning Timeline</li> <li><input type="checkbox"/> Add at least one additional skill or ability to My Plan</li> <li><input type="checkbox"/> Add at least one short-term and one long-term career/life goal in My Plan</li> <li><input type="checkbox"/> Add at least one volunteer experience, work experience, award, or certificate and save to My Plan</li> <li><input type="checkbox"/> Review hobbies, interests, and extracurricular activities and add any new ones to My Plan</li> <li><input type="checkbox"/> Based on careers of interest, skills, activities, and goals, complete grade 10 course selection using the Course Planner tool</li> </ul>	Classroom Activity #3 - Using Career Matchmaker  Classroom Activity #6 – Comparing Careers  Classroom Activity #8 - Career Fair Project My Plan Activity #8 - Activities & Experiences My Plan Activity #6 - High School Education Plan
10	<ul style="list-style-type: none"> <li><input type="checkbox"/> Take a second Career Matchmaker assessment, answering at least 58 questions</li> <li><input type="checkbox"/> Save results and review educational requirements for at least two career matches of interest</li> </ul>	Classroom Activity #15 - Why Study This? A Cross-Curricular Game

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use the Career Selector tool to find careers based on a variety of criteria</li> <li><input type="checkbox"/> Review saved Career Clusters and add any others of interest</li> <li><input type="checkbox"/> Save at least one additional career of interest to My Plan and compare to four other saved careers from previous grades</li> <li><input type="checkbox"/> Take the Learning Styles Inventory for a third time and save results; review tips and learning strategies</li> <li><input type="checkbox"/> Complete the My Skills assessment for a second time and save results</li> <li><input type="checkbox"/> Add at least one additional skill or ability to My Plan</li> <li><input type="checkbox"/> Look at skills needed for careers of interest and make a list of skills to work toward in My Journal</li> <li><input type="checkbox"/> Update short-term and long-term goals in My Plan</li> <li><input type="checkbox"/> Complete one additional career planning activity and record it in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.)</li> <li><input type="checkbox"/> Add at least one hobby/interest and one extracurricular activity to My Plan</li> <li><input type="checkbox"/> Under Education, review the College Planning Timeline</li> <li><input type="checkbox"/> Complete course selection for grade 11 using Course Planner. Look ahead to grade 12 courses and adjust as needed</li> </ul> <p><b>The Be Real Game Suggestions</b>  Unit 1 – Time Travel: Exploring the Future, Sessions 1-6 (core), 7-9 (recommended)  Unit 2 – The Personal Journey: Creating My Future, Sessions 1-4 &amp; 6 (core), 5 &amp; 7 (recommended)</p>	<p>Classroom Activity #5 - Using Career Selector</p> <p>Classroom Activity #6 - Comparing Careers</p> <p>Classroom Activity #14 - Learning Styles</p> <p>Classroom Activity #10 - Discovering Your Work Skills</p> <p>Classroom Activity #12 - College Research Exercise My Plan  Activity #6 - High School Education Plan</p>
11	<ul style="list-style-type: none"> <li><input type="checkbox"/> Revisit latest Career Matchmaker assessment and answer additional 58 questions (for a total of 116)</li> <li><input type="checkbox"/> Save results and review educational requirements for at least two career matches of interest.</li> <li><input type="checkbox"/> Save any new careers of interest to My Plan and compare against other saved careers</li> <li><input type="checkbox"/> Complete School Selector questionnaire; save at least one school and one major of interest <input type="checkbox"/> Complete one additional career planning activity and record in My Plan (e.g., attend a career or college fair, job shadow, practice SAT/ACT, etc.)</li> <li><input type="checkbox"/> Use the Resume Builder to create a resume and cover letter and attach to My Files</li> <li><input type="checkbox"/> Add or update short-term and long-term goals in My Plan and write about progress and next steps in My Journal</li> <li><input type="checkbox"/> Under Education, review the College Planning Timeline</li> </ul>	<p>Classroom Activity #4 - Your Career Ideas and Career Matchmaker</p> <p>My Plan Activity #4 - Schools that Interest Me</p> <p>My Plan Activity #7 - Career Preparation &amp; Planning My Plan</p> <p>Activity #9 - Using the Resume Builder Classroom Activity #13 - Finding the Right College</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan</li> <li><input type="checkbox"/> Add at least one additional skill or ability to My Plan</li> <li><input type="checkbox"/> Complete course selection for grade 12 using Course Planner</li> </ul>	
12	<ul style="list-style-type: none"> <li><input type="checkbox"/> Revisit latest Career Matchmaker assessment. Re-take if necessary and save results</li> <li><input type="checkbox"/> Save any new careers of interest to My Plan and compare against other saved careers</li> <li><input type="checkbox"/> Review career paths, attributes &amp; abilities, interviews, and wage and outlook information in at least two career profiles of interest (either new or saved).</li> <li><input type="checkbox"/> Use Career Selector to gain more insights on what to look for in a career.</li> <li><input type="checkbox"/> Revisit the latest My Skills assessment results and add one skill or ability to My Plan (for a total of three)</li> <li><input type="checkbox"/> Review Saved Schools and School Selector results (retake if needed). Add at least one school/major of interest (for a total of three) and update ranking of saved schools</li> <li><input type="checkbox"/> Explore national and local scholarships using the Financial Aid Selector and save at least two of Interest</li> <li><input type="checkbox"/> Under Education, review the College Planning Timeline again and complete the Post-Secondary Plan</li> <li><input type="checkbox"/> Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan</li> <li><input type="checkbox"/> Review and update short-term and long-term goals in My Plan and write about progress and next steps in My Journal</li> <li><input type="checkbox"/> Update resume and cover letter and save new versions to My Files</li> <li><input type="checkbox"/> Review Work Search: You &amp; the Job Market section in the Employment Guide for important factors to consider in selecting a potential career</li> </ul>	<p>Classroom Activity #6 - Comparing Careers</p> <p>Classroom Activity #5 - Using Career Selector</p> <p>Classroom Activity #11 - Using My Skills My Plan Activity #4 - Schools That Interest Me</p> <p>Classroom Activity #13 - Finding the Right College My Plan Activity #5 - Scholarships and Financial Aid My Plan Activity #9 - Using the Resume Builder</p>