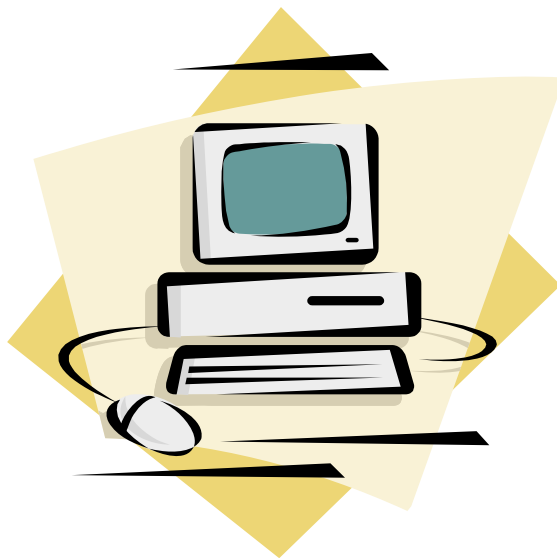


Career and Academic Planner



Tri-County RVTHS
Guidance Department
September 2006

Objective

The objective of the Tri-County RVTHS Career and Academic Planner is to provide students with a sequential program of career development education consistent with the Vocational Technical Education Frameworks (VTE) and The Massachusetts Model for Comprehensive School Counseling Programs. The Plan adheres to the following benchmarks of each:

Vocational Technical Education Frameworks

Strand 4: Employability.

4.A.02a: Assess interest areas to determine potential career pathways, including career ladders

4.A.03a: Develop a career plan with alternatives

The Massachusetts Model for Comprehensive School Counseling Programs

W1-4: Skills in evaluating career plans and decisions in relation to aptitudes, values, and interests

W2-2: Knowledge of how and where to access career and labor market information

W2-3: Skills to both utilize and evaluate career information, resources, and experts in career planning

W5: Knowledge of all aspects of an industry, service, trade, or occupation

PS1-2: Skills in relating individual learning styles, interests, abilities, and aptitudes

Student Outcomes

By meeting these objectives students will accomplish the following:

- Complete a Career Interest Inventory
- Complete a Learning Style Inventory and achieve familiarity with their learning style
- Participate in four years of academic planning consistent with their career goals and pathway
- Develop a prioritized list of work values necessary for successful employability
- Identify a career plan and develop a personalized pathway
- Research their career objective developing an understanding of occupational choice, outlook, education / on the job training, and related careers
- Understand the value of community service, work experience, and school involvement for high school transitional purposes
- Prepare to transition from high school to career

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Career and Academic Planner

Grade 9

Create Your Career Planner

Directions:

1. Go to the following website: www.bridges.com
(You may not have to login as the information may be saved on the computer.)
2. If you need to Login:
Type the following Site ID: **0101093**
Access Password: **county** (lowercase)
3. Click on the **Choices Planner** Icon
4. You will need to create a Portfolio. Click on the **Your Portfolio** box to the right. Now click on: [Create a portfolio](#). Follow the Instructions as listed.
5. Your Portfolio Name and Password will be the following:

Portfolio Name: First Initial / Last Name
Portfolio Password: Student ID #

For Example: Joe Smith = Portfolio Name: JSmith
6. If you have already created a portfolio, just enter your portfolio name and password.



Interest Inventory Worksheet

Directions:

- Click on the Choices Planner Icon →
- Now click on **Interest Profiler** that is listed in the WORK section.
- Before you get started...Answer the following questions:



I. Pre-Activity:

1. Please check the box that best describes you
 - Someone who enjoys helping people
 - Someone who enjoys creating and expressing yourself through art
 - Someone who enjoys hands-on activities
 - Someone who enjoys the challenge of analyzing and working through problems
 - Someone who prefers a neat and organized routine
 - Someone who enjoys competition and persuading people

2. Please list 5 occupations that currently interest you.

3. Begin the Interest Profile by clicking on: **Start Answering Questions**
Please be sure to complete the entire profile.
4. Now click choose an **Interest Area** and print the Occupation List.
This is located at the bottom of the screen. (Realistic, Investigative, Artistic, Social, Enterprising or Conventional.)

Interest Inventory Worksheet *(continued)*

II. Post-Activity:

1. Are the results of the interest profile the same as the results you predicted in the Pre-Activity?

yes

no

Explain: _____

2. Do any of the occupations match the occupations you listed prior to taking the interest inventory?

yes

no

Explain: _____

3. Besides the results of your interest inventory, what are other factors that you will need to consider in choosing a shop?

4. - Click on "Home" at the top of your screen.
- Click on "Your Portfolio"
- Click on "All About You"
- Under "Work Interest Areas", click on today's date to check if your interest profiler has been saved

What's Your Learning Style?

Purpose:

- To learn about learning styles
- To understand the differences between auditory, visual and kinesthetic learners to identify your own learning style
- To identify your own learning style

There are 3 basic types of learning styles: visual, auditory, and kinesthetic. To learn, we depend on our senses to process the information around us. Most people tend to use one of their senses more than the others. Today's lesson will help you determine which of these learning styles you rely on the most.

Activity:

At the following website, www.usd.edu/trio/tut/ts/style.html, there is a series of 16 questions that are related to the 3 main learning styles. Read the question and select the answer that closest fits your answer. Don't think about the question too much. Go with your first choice. After you answer each of these questions, just click on the submit button at the bottom of the page. The computer will evaluate the results and display how many of each answer you selected.

Once the computer has evaluated your answers, it will show your primary learning style. Sometimes people have 2 or 3 that all have about the same number of choices. Some people depend on 2 or more types of learning styles.

1. Click on: www.usd.edu/trio/tut/ts/style.html
2. In the middle of the page, click on "Taking the Inventory"
3. "Submit query"
4. What type of learner are you? _____
5. Next click to see summary of the different styles.

What's Your Learning Style? *(continued)*

6. Write down 3 items under your learning style that best describes you:

7. How might knowing your learning style help you in both your academic studies and in your shop selection:

8. Portfolio:

- Sign onto www.bridges.com
- Site ID: 0101093, password: county (if signing on for first time)
- Click on the choices planner icon
- Go to your portfolio using your portfolio name (first initial / last name), and password (student ID)
- Go to "All About You"
- Go to the "Your Journal" tab on the left
- "Add a new journal entry"
- Write down your answers to # 4, 6, 7 above
- Click on "Save your journal entry"

Create Your Academic Plan for Grade 10

PART I :

A) At course selection time for the following year do the following:

1. Go to the following website: www.careerclusters.org
2. Click on “Free Career Cluster Sample Plans of Study” in the middle of the page.
3. Click on the Career Cluster that most closely resembles your career area.
4. Review the recommended academic courses for your grade level. Remember these are recommended courses, not required courses.
5. Print the academic plan for your personal records.

B) Review the “Pathway Grid” for your trade and grade level.

PART II :

Go to www.bridges.com.

Sign in (first initial / last name).

Enter password (student ID #).

Go to Planner → Portfolio → All About You → Courses You Have Taken → Add Courses.

1. Type in “Grade Level 9” and put in your current courses. Save and add.
2. Type in your selected courses for Grade 10.

Career and Academic Planner

Grade 10

Create Your Career Planner

Directions:

1. Go to the following website: www.bridges.com
(You may not have to login as the information may be saved on the computer.)
2. If you need to Login:
Type the following Site ID: **0101093**
Access Password: **county** (lowercase)
3. Click on the **Choices Planner** Icon
4. You will need to create a Portfolio. Click on the **Your Portfolio** box to the right. Now click on: [Create a portfolio](#). Follow the Instructions as listed.



5. Your Portfolio Name and Password will be the following:

Portfolio Name: First Initial / Last Name

Portfolio Password: Student ID #

For Example: Joe Smith = Portfolio Name: JSmith

6. If you have already created a portfolio, just enter your portfolio name and password.

Work Values Sorter

Directions:

Go to the following website: www.bridges.com

If signing on for the first time: Site ID: 0101093

Access password: county

Go to the student sign in: Portfolio name: first initial/last name

Password: student ID#

or

“Create a New Portfolio” using the above name and password.

Go to the Choices Planner Icon.

Click on Word Values Sorter on the left.

Pre-Activity:

1. Please rank the following 1 – 6 (one being the most important) as things that are important to you in a job:

My boss is supportive of me and helps me.

I get praised and recognized when I do a good job.

I am given the opportunity to achieve

The working conditions and work environment is excellent.

I am encouraged to develop good working relationships with my co-workers.

I am given the opportunity to work independently or alone when I want.

Work Values Sorter *(continued)*

2. Click on Work Values Sorter on left and complete the Work Values Inventory.

3. View your results.

4. List your top two work values below:

5. Are your work values the same as those predicted in the pre-activity?

Yes _____ No _____

6. View Careers Matching Your Work Values.

7. Click Careers that match your highest work value or do a career search by writing in your career choice on the bottom left.

8. Does your career choice match your work values?

Yes _____ No _____

9. Click on the green “Your Portfolio” tab at the top of the screen.

10. Click on “All About You”.

11. Click on “Your Journal” on left and then “Add a new journal entry”.

12. A. Put down your top two work values #4 above in your journal.

B. Write down your career choice.

C. Briefly write down why your work value is important to you in your journal.

D. Click “Save”.

Career Planner Worksheet

Directions:

1. Click on the Choices Planner Icon
2. Click on: **Your Portfolio**
3. Click on **All About You**
4. Click on the tab: **Your Plans** (on the left side of the screen)
5. Click on **Create a New Career Plan**
6. Click on **Start Your Plan Now**
 - You may choose to click on one of the careers listed.
(These careers are a result of the Interest Profile you completed in Grade 9.)
 - or-**
 - You may choose to search a career that you are currently interested in by writing about career in “Search for a Career”.
7. Click on the career and read “What they do”. If this is what you’d like to do, select ADD to your plan.
8. Now you will:
 - a) Confirm your career choice (save and continue)
 - b) Confirm your high school course plan (save and continue)
 - c) Choose one of the following:
 - An educational path
 - On the job training
9. Complete attached worksheet.



A. What is your occupational choice? _____

B. Which high school courses are you currently taking that are applicable to your occupational course plan?

C. How do you expect to prepare for your career? (check one)

- College _____
- Work _____
- Military _____

Are you comfortable with this plan? (*Circle your answer*)

Yes

No

Unsure

Click on "All About You". Scroll down to "your experiences"
Enter your experiences by clicking on "Type" list.

- D.
- Click on "Your portfolio"
 - Click on "All about you"
 - Click on "Your journal"
 - Add a new journal entry
 - Write down the answers to questions A,B,C in your journal

Create Your Academic Plan for Grade 11

PART I :

- A)** At course selection time for the following year do the following:
1. Go to the following website: www.careerclusters.org
 2. Click on “Free Career Cluster Sample Plans of Study” in the middle of the page.
 3. Click on the Career Cluster that most closely resembles your career area.
 4. Review the recommended academic courses for your grade level. Remember these are recommended courses, not required courses.
 5. Print the academic plan for your personal records.
- B)** Review the “Pathway Grid” for your trade and grade level.

PART II :

Go to www.bridges.com.

Sign in (first initial / last name).

Enter password (student ID #).

Go to Planner → Portfolio → All About You → Courses You Have Taken → Add Courses.

1. Review “Courses You Have Taken” making sure that your grade 9 and 10 courses are correct. Change any that are incorrect.
2. Type in your selected courses for Grade 11.

Career and Academic Planner

Grade 11

Create Your Career Planner

Directions:

1. Go to the following website: www.bridges.com
(You may not have to login as the information may be saved on the computer.)
2. If you need to Login:
Type the following Site ID: **0101093**
Access Password: **county** (lowercase)
3. Click on the **Choices Planner** Icon
4. You will need to create a Portfolio. Click on the **Your Portfolio** box to the right. Now click on: [Create a portfolio](#). Follow the Instructions as listed.
5. Your Portfolio Name and Password will be the following:



Portfolio Name: First Initial / Last Name
Portfolio Password: Student ID #

For Example: Joe Smith = Portfolio Name: JSmith

6. If you have already created a portfolio, just enter your portfolio name and password.

Career Explorer Worksheet

Directions:

Research a career related to your vocational shop and answer the questions listed below.

Follow the following steps:

- Go to: www.echoices.com signing in using:
- Access ID: 0101093 and Password: county
- Click on the “choices Explorer” icon
- On the “Work” icon, click on “Find other ways to Explore Careers”
- Scroll down to “Find Careers By” and choose “Alphabetical List”
- Choose a career related to your vocational shop
- Answer the questions below:

1. What career have you chosen to research? _____
2. Read the section labeled “What They Do”. Describe what the career you have chosen does.

Click on the “Salary and Outlook” tab; answer the questions below:

3. What is the average hourly earnings for this particular career field? _____
4. What is the Employment Status Outlook for this particular career plan? _____
5. What is the estimated growth rate in this field between the years 2000 and 2010? _____

Click on the “Education” tab and answer the following questions:

6. What is the education requirement to work in this field?

Career Explorer Worksheet *(continued)*

Click on the “Interview” tab and answer the questions below:

7. According to this article, what can you do to improve your education and better your chances to obtain a position in this field?

8. View the “Related Majors” section (found on the right hand side of the screen). Click on the majors that are related to this career field. **List the Careers that are related to this field in the order that interests you from most to least.**

9. List which high school courses are important to work in this field. Also, list what Experience & Interests are important in this particular field.

Go to your Portfolio

Go to “your journal”

Add a new journal entry

Summarize the following in your Portfolio:

- A. Occupational choice
- B. Brief description of the job
- C. Salary
- D. Outlook
- E. Education required
- F. Related careers
- G. Important high school subjects

Your Experiences

Pre-Activity:

1. List three things you think are important to get into college or get the job you want after graduation:

2. Go to www.bridges.com

Sign in (first initial / last name).

Enter password (student ID #).

Go to: Planner → Portfolio → All About You – Your Experiences

3. Click on Add Experiences and “type” on the right of the page.

Do any of these categories match your “important things” from #1 above?

Yes _____

No _____

4. Please add your work experience, volunteer experience, sports participation in the “when, where and description” section. Save and repeat after each entry.

5. Why do you think documenting these experiences are important? Answer: Referring to this at a later date will help you develop a resume, activity sheet, or help your guidance counselor write you a letter of recommendation.

Create Your Academic Plan for Grade 12

PART I :

A) At course selection time for the following year do the following:

1. Go to the following website: www.careerclusters.org
2. Click on “Free Career Cluster Sample Plans of Study” in the middle of the page.
3. Click on the Career Cluster that most closely resembles your career area.
4. Review the recommended academic courses for your grade level. Remember these are recommended courses, not required courses.
5. Print the academic plan for your personal records.

B) Review the “Pathway Grid” for your trade and grade level.

PART II :

Go to www.bridges.com.

Sign in (first initial / last name).

Enter password (student ID #).

Go to Planner → Portfolio → All About You → Courses You Have Taken → Add Courses.

1. Review “Courses you have taken” that your grade 9, 10, and 11 courses are correct. Change any that are incorrect.
2. Type in your selected courses for Grade 12.

Career and Academic Planner

Grade 12

Create Your Career Planner

Directions:

1. Go to the following website: www.bridges.com
(You may not have to login as the information may be saved on the computer.)

2. If you need to Login:
Type the following Site ID: **0101093**
Access Password: **county** (lowercase)



3. Click on the **Choices Planner** Icon

4. You will need to create a Portfolio. Click on the **Your Portfolio** box to the right. Now click on: [Create a portfolio](#). Follow the Instructions as listed.

5. Your Portfolio Name and Password will be the following:

Portfolio Name: First Initial / Last Name

Portfolio Password: Student ID #

For Example: Joe Smith = Portfolio Name: JSmith

6. If you have already created a portfolio, just enter your portfolio name and password.

I. Complete Your Academic Planner

1. Go to the following website: www.careerclusters.org
2. Click on “Free Career Cluster Sample Plans of Study” in the middle of the page.
3. Click on the Career Cluster that most closely resembles your career area.
4. Review the recommended academic courses for your grade level. Remember these are recommended courses, not required courses.
5. Print the academic plan for your personal records.
6. Go to www.bridges.com.
Sign in (first initial / last name).
Enter password (student ID #).
Go to Planner → Portfolio → All About You → Courses You Have Selected.
7. Compare your courses with the recommended courses above.

II. Complete Your Activity Profile

1. Go to planner → Portfolio → All About You → Add Experiences
2. To complete a resume, college activity sheet, a college application, or job application – information about work is very important.
 - A. Complete your work and activity information by highlighting “type” and entering the “when, where, and description”.
 - B. Save after each entry.

III. Complete a College Search

1. Go to Planner → School finder under “learn”.
2. Click on “Key Facts” and enter “State(s)” where you’d like to attend college and complete the profile.
3. Click on “Programs Offered” selecting “choose specific programs” next to the Program Group that you are most interested in. Complete remainder of the page.
4. Click on your list of schools.
5. Go to your Portfolio → All About You → Your Journal → Add a New Journal Entry.
6. Write down any colleges that you are interested in based on your college search.
7. Click on “Save Your Journal Entry”.

IV. Complete a Scholarship Search

1. Go to Planner → Scholarship Search
2. Complete Profile and create scholarship list
3. Click on any scholarship that interests you. Print.

V. Meet with your Guidance Counselor to discuss how Sections II and III above can be utilized for job and college applications.