

## School District of Loyal

### Academic Career Planning

<b>Grade Level</b>	<b>Course</b>	<b>Activity</b>	<b>Tool</b>	<b>ACP Stage: Know Explore Plan Go</b>
5	5th Grade Guidance	Explore Career Clusters and Careers through weekly activities	Career websites and resources	Explore
6	6th Grade Guidance	Explore Career Clusters and Careers through weekly activities	Xello and other career websites	Explore
6	Computer Lab	Introduction to Simple Resume	MS Word	Plan
6	Computer Lab	Compare Salary Spreadsheet/Chart	MS Excel	Explore
6	Computer Lab	Compare Job Outlook Spreadsheet/Chart	MS Excel	Explore
7	Health 7	Goal Setting	Discussion/Classroom Activities	Know
7	Leadership 7	SMART goals	Discussion/Classroom Activities	Know
7	Leadership 7	Begin "My Activities & Experiences"	Word Form	Plan
7	Leadership 7	Introduction to Professional Resumes	Microsoft Word	Plan
7	Social Studies 7	NTC, Wausau, Career Fest (February)	Field Trip/Journal Reflections	Explore
8	Exploring Careers 8	Understand LHS graduation requirements	Mrs. Scherer presentations	Know
8	Exploring Careers 8	Create a Four-Year LHS Course Plan	MS Excel or Word tables/Upload to Xello	Plan

8	Exploring Careers 8	Assessments: Matchmaker	Career Cruising	Know
8	Exploring Careers 8	Create tables comparing career outlook	Excel or Word Tables	Explore
8	Exploring Careers 8	Create tables comparing salary	Excel or Word Tables	Explore
8	Exploring Careers 8	Update Resumes	MS Word	Plan
8	Exploring Careers 9	Job Applications	Paper/Online	Plan
8	Exploring Finance/Civics	Reality Store (March, ½ day)	Field Trip/Journal	Plan
8	Civics	Eau Claire Career Ventures (May)	Field Trip/Journal Reflections	Explore
8, 9, 10, 11	Study Hall/GIT	Modify sequence of courses as needed	Four Year Plans	Go
9	Health 9	Modify Goals	Discussion/Classroom Activities	Know/Go
9	Computer Applications	Update "My Experiences and Activities"	Word Form	Plan
9	Computer Applications	Create tables comparing tuition	Excel or Word Tables	Explore
9	Computer Applications	Create living expenses tables	Excel or Word Tables	Plan
9	Computer Applications	Formatting/Create Cover Letter	MS Word	Plan
9	Computer Applications	Update/Format Resume	MS Word	Plan
10	English 10	Modify Personal Goals	Reflection Responses/Xello	Know/Go
10	English 10	Compare/Contrast Post-Secondary Options, to include: <ul style="list-style-type: none"> <li>● College curriculum</li> <li>● Tuition</li> <li>● Length of programs</li> <li>● Campus Life</li> </ul>	Speech/Presentations	Explore
10	English 10	Assessments: Myers-Briggs test, Enneagram test, possibly other personality/career-type assessments	Written Reflections, other Websites	Know

10	English 10	Update "My Experiences and Activities" Fall AND Spring	Word Form	Plan
10	English 10	Updating Resume	MS Word	Plan
10	English 10	Updating Personal Cover Letter	MS Word	Plan
10	English 10	Career Information with Reflections	Xello plus journal entry	Explore and Know
11	School Counselor	Individual Career Planning Meetings	College Websites	Plan
11	Junior Class	ASVAB	Multiple-Aptitude Battery Exam	Know
11	English 11	Attend Education Fair with Personal Reflection	Field Trip/Journal Activity	Explore and Know
11	English 11	Visit university campus and technical college campus	Field Trip/Journal Activity	
11	English 11	<p>Career Portfolio to include:</p> <ul style="list-style-type: none"> <li>● Exploring Post-Secondary Options through research</li> <li>● Examination of Career Options in Correlation with Personal Characteristics</li> <li>● College/Career Personal Reflection</li> <li>● SMART (<u>S</u>pecific, <u>M</u>easurable, <u>A</u>ttainable, <u>R</u>ealistic, <u>T</u>imely) Goals</li> <li>● Sample College Courses List</li> <li>● Sample Careers Related to College Program</li> <li>● Dream Career Essay</li> <li>● Job-Seeker Action Verbs Listing and Demonstrative Sentence Use</li> <li>● Cover Letter/Letter of Introduction</li> <li>● Letter of Recommendation Data Sheet</li> </ul>	MS Word Career Portfolio	Explore, Know and Plan

		<ul style="list-style-type: none"> <li>● Networking Brainstorm</li> <li>● Soft Skills Assessment and Self-Reflection</li> <li>● Sample College Application</li> <li>● Sample Job Application</li> <li>● Personal References</li> <li>● Personal Thank You Note</li> </ul>		
11	English 11	Update "My Activities and Experiences" in Fall AND Spring	Career Cruising My Plan	Plan
11	Personal Finance	Job Shadows with Reflection	Individual Field Trips and Journal	Explore and Know
11	Personal Finance	Job Campaign to include: <ul style="list-style-type: none"> <li>● Personal References List</li> <li>● Final Resume</li> <li>● Job Application</li> <li>● Interview Thank You Letter</li> </ul>	MS Word	Plan
11	Personal Finance	Mock Interviews	Individual scheduled in-school appointments	Plan
11	Personal Finance	College Expenses: <ul style="list-style-type: none"> <li>● Understanding the FAFSA</li> <li>● Understanding Financial Aid</li> <li>● Understanding Student Loans</li> <li>● Costs of and Paying for College</li> </ul>	FAFSA4caster Xello College Websites, etc.	Plan
11	Personal Finance	Budgeting/Living Expenses	Excel Spreadsheets BudgetCalculator	Plan
12	Guidance	Individual Career Planning Meetings	College Websites	Plan
12	RTI	Showcasing ACP--possible graduation requirement--must meet certain standards on a given rubric		