

Academic and Career Planning 6 - 12 Scope and Sequence

**Note: some of the activities can be combined;

Topic/Activity	6th	7th	8th	9th	10th	11th	12th	Plan Component	Type of Activity
Review State/Local Assessment Results (Forward, Aspire, ACT, WorkKeys, STAR)	x	x	x	x	x	x		Education Planning	independent guided by teacher
Career Cruising How to Use	x								presentation
Career Matchmaker: Complete the first 39 questions of and save results	x							Self Awareness	Career Cruising
Intro to Academic and Career Planning	x								presentation
Learning Styles Inventory: Take and save results; review tips and learning strategies.	x							Self Awareness	Career Cruising
My Journal: Create an entry reflecting on learning style assessment	x							Self Awareness	Career Cruising
My Saved Careers: 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	x							Career Exploration	Career Cruising
Problem Solving and Decision Making		x	x			x		Life Skills	presentation
Stress Management and Coping		x	x					Life Skills	presentation
Career Clusters Explanation - overview		x						Career Exploration	presentation
Career Matchmaker: Complete 39 additional questions in and save results		x						Self Awareness	Career Cruising
Hobbies, Interests & Extracurricular: Review and add any new hobbies/interests and extracurricular activities to My Plan		x						Portfolio Development	Career Cruising
My Journal: Create an entry reflecting on why the career(s) and cluster(s) saved are a good fit.		x						Self Awareness	Career Cruising
My Saved Careers: Explore career profiles: Job Description, Working Conditions, Earnings, Education, and Sample Career Path sections. Save at least one additional career of interest to My Plan		x						Career Exploration	Career Cruising
My Saved Clusters: Under Careers, use the Career Clusters search to find different careers by favorite school subject. Save at least one Career Cluster of interest to My Plan		x						Career Exploration	Career Cruising
Understanding School resources		x						Education Planning	presentation
Local/Regional Business Presentation/Information		x	x	x	x	x		Career Exploration	presentation
Being Dependable, Productive and Taking Initiative for School Success			x	x				Life Skills	presentation
Career and Life Goals: Add at least one short-term and one long-term career/life goal in My Plan.			x					Self Awareness	Career Cruising
Career Matchmaker: Complete 38 additional questions (for a total of 116 answered questions) and save results.			x					Self Awareness	Career Cruising
Career Planning Activity: 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.)			x					Portfolio Development	Career Cruising
Course Planner: Based on careers of interest, activities, and goals, build a four-year high school course plan.			x					Education Planning	Career Cruising
Hobbies, Interests & Extracurricular: Add at least one hobby/interest and one extracurricular activity to My Plan.			x					Portfolio Development	Career Cruising
Learning Styles Inventory: Take the for a second time and save results; review tips and learning strategies.			x					Self Awareness	Career Cruising
My Journal: Write a entry that outlines a plan to meet one goal.			x					Self Awareness	Career Cruising
My Saved Careers: 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. Save at least one additional career of interest to My Plan.			x					Career Exploration	Career Cruising
My Saved Clusters: Use the Career Selector tool to research careers based on a variety of criteria. Explore careerprofiles: Job Description, Working Conditions, Earnings, Education, and Sample Career Path sections. Review My Saved Clusters and add new clusters of interest.			x					Career Exploration	Career Cruising
My Saved Schools: 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 Plan.			x					Education Planning	Career Cruising
My Skills: Complete the assessment and save results. Add at least one skill/ability in My Plan.			x					Self Awareness	Career Cruising

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Difference between 4 year, 2 year and technical college				x	x			Education Planning	presentation
Difference between course options, transcripted credit, youth options, AP				x	x			Education Planning	presentation
Options in Military Careers				x		x		Career Exploration	presentation
Career and Life Goals: Add or update short-term and long-term goals in My Plan. Add at least one short-term and one long-term career/life goal in My Plan.				x				Self Awareness	Career Cruisng
Career Matchmaker: Start a new assessment; answer at least 39 questions and save results.				x				Self Awareness	Career Cruisng
Course Planner: Based on careers of interest, skills, activities, and goals, complete grade 10 course selection using the Course Planner tool.				x				Education Planning	Career Cruisng
Experience/ Awards: Add at least one volunteer experience, work experience, award, or certificate and save to My Plan.				x				Portfolio Development	Career Cruisng
Hobbies, Interests & Extracurricular: Review and add any new hobbies/interests and extracurricular activities to My Plan				x				Portfolio Development	Career Cruisng
My Journal: Write an entry about saved careers. Is there a pattern or clear area or skill of interest?				x				Self Awareness	Career Cruisng
My Saved Careers: Explore Suitable for You? feedback from Career Matchmaker for careers that did not appear on the suggestion list. Save at least one additional career of interest and compare against saved careers from previous three grades.				x				Career Exploration	Career Cruisng
My Saved Clusters: Review saved Career Clusters and add any others of interest.				x				Career Exploration	Career Cruisng
My Skills: Add at least one additional skill or ability to My Plan.				x				Self Awareness	Career Cruisng
Under Education, review the College Planning Timeline				x				Education Planning	Career Cruisng
Understanding the Role of School Success				x	x			Life Skills	presentation
Time Management				x				Life Skills	presentation
Why Go to College, Tech School or Military				x				Education Planning	presentation
Career and Life Goals: Update short-term and long-term goals in My Plan.					x			Self Awareness	Career Cruisng
Career Clusters Explanation - in depth					x			Career Exploration	presentation
Career Matchmaker: Take a second assessment, answering at least 58 questions.					x			Self Awareness	Career Cruisng
Career Planning Activity: Complete one additional activity and record it in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.)					x			Career Exploration	Career Cruisng
Course Planner: Complete course selection for grade 11 using Course Planner. Look ahead to grade 12 courses and adjust as needed.					x			Education Planning	Career Cruisng
Hobbies, Interests & Extracurricular: Add at least one hobby/interest and one extracurricular activity to My Plan.					x			Portfolio Development	Career Cruisng
Learning Styles Inventory: Take the for a 3rd time & save results; review tips and learning strategies.					x			Self Awareness	Career Cruisng
My Journal: Look at skills needed for careers of interest and make a list of skills to work toward in My Journal.					x			Self Awareness	Career Cruisng
My Saved Careers: Review educational requirements for at least two career matches of interest. Use the Career Selector tool to find careers based on a variety of criteria. Save at least one additional career of interest to My Plan and compare saved careers from previous grades.					x			Career Exploration	Career Cruisng
My Saved Clusters: Review saved Career Clusters and add any others of interest.					x			Career Exploration	Career Cruisng
My Skills: Complete the My Skills assessment for a second time and save results. Add at least one additional skill or ability to My Plan.					x			Self Awareness	Career Cruisng
Under Education, review the College Planning Timeline					x			Education Planning	Career Cruisng

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Identifying Post Secondary Options						x	x	Education Planning	presentation
Soft Skills in the Work Place						x	x	Life Skills	presentation
Ability Profiler						x		Self Awareness	Career Cruisng
Career and Life Goals: Add or update short-term and long-term goals in My Plan.						x		Self Awareness	Career Cruisng
Career Matchmaker: Revisit latest Career Matchmaker assessment and answer additional 58 questions (for a total of 116).						x		Self Awareness	Career Cruisng
Career Planner: 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.)						x		Career Exploration	Career Cruisng
College Application s						x		Education Planning	presentation
Course Selection: Complete course selection for grade 12 using Course Planner.						x		Education Planning	Career Cruisng
Experience/ Awards: Review and add volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan.						x		Portfolio Development	Career Cruisng
FAFSA - Understanding Financial Aid						x		Education Planning	presentation
Hobbies, Interests & Extracurricular: Review and add any new hobbies/interests and extracurricular activities to My Plan						x		Portfolio Development	Career Cruisng
My Journal: Write about progress and next steps for short and long term goals.						x		Self Awareness	Career Cruisng
My Saved Careers: Review educational requirements for at least two career matches of interest. Save any new careers of interest to My Plan and compare against other saved careers						x		Career Exploration	Career Cruisng
My Saved Schools: Review and rank saved schools and majors. Complete the PostSecondary Plan and Personal College Profile.						x		Education Planning	Career Cruisng
Resume: Use the Resume Builder to create a resume and cover letter and attach to My Files.						x		Portfolio Development	Career Cruisng
School Selector: Complete School Selector questionnaire; save at least one school and one major of interest.						x		Education Planning	Career Cruisng
Skills and Ability: Add at least one additional skill or ability to My Plan.						x		Self Awareness	Career Cruisng
Transcript Review						x		Education Planning	independent guided by teacher
Under Education, review the College Planning Timeline						x		Education Planning	Career Cruisng
Understanding the Cost of College						x		Education Planning	presentation

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Career and Life Goals: Review and update short-term and long-term goals in My Plan.							x	Self Awareness	Career Cruisng
Career Matchmaker: Revisit latest assessment. Re-take if necessary and save results.							x	Self Awareness	Career Cruisng
Experience/ Awards: Review and add volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan.							x	Portfolio Development	Career Cruisng
Financial Aid Selector: Explore national and local scholarships using the Financial Aid Selector and save at least two of interest.							x	Education Planning	Career Cruisng
Hobbies, Interests & Extracurricular: Review and add any new hobbies/interests and extracurricular activities to My Plan							x	Portfolio Development	Career Cruisng
Look at National and Local Scholarships							x	Education Planning	Career Cruisng and Independent
My Journal: Write about progress and next steps for short and long term goals.							x	Self Awareness	Career Cruisng
My Saved Careers: Save any new careers of interest to My Plan and compare against other saved careers. Review career paths, attributes & abilities, interviews, and wage and outlook information in at least two career profiles of interest (either new or saved). Use Career Selector to gain more insights on what to look for in a career. Review Work Search: You & the Job Market section in the Employment Guide for important factors to consider in selecting a potential career.							x	Career Exploration	Career Cruisng
My Saved Schools: 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.							x	Education Planning	Career Cruisng
Post-Secondary Plan: Under Education, review the College Planning Timeline again and complete the Post-Secondary Plan.							x	Education Planning	Career Cruisng
Request transcripts and recommendation letters.							x	Education Planning	independent
Review Interview Skills and Work Search sections in the Employment Guide.							x	Life Skills	Career Cruisng
Review Post-Secondary Plan and Personal College Profile.							x	Education Planning	Career Cruisng
Set up College Application Tracker for each school where applying.							x	Education Planning	Career Cruisng
Set up scholarship and financial aid trackers.							x	Education Planning	Career Cruisng
Skills and Ability: Revisit the latest My Skills assessment results and add one skill or ability to My Plan (for a total of three).							x	Self Awareness	Career Cruisng
Resume: Update resume and cover letter and save new versions to My Files.							x	Portfolio Development	Career Cruisng