

## CREATING AN IMPLEMENTATION PLAN

As an administrator, teacher or counselor, you help students connect short-term school goals to their long-term vision for the future. Helping students become aware of their personal strengths, talents, interests and academic habits cannot only lead them to rewarding opportunities in their career choices but also help meet the evolving needs of the workforce.

We realize one of your challenges as an educator is finding time to fit career development activities into your class or school schedule. The following pages can help you overcome this challenge by providing a step-by-step guide to creating an implementation plan along with a worksheet to help you organize and prepare your plan.

"The new career management paradigm is not about making the right occupational choice. It's about equipping people with the competencies (skills, knowledge and attitudes) to make the myriad of choices with which adults are confronted continuously, in all aspects of their adult lives, lifelong."

Phil Jarvis, 'Food for Thought' for Working Connection



## STEP 1: SET GOALS

It is important to think about what you want to accomplish and the results you would like to see for your school, your staff and your students.

### Ensure STUDENTS...

- Develop an electronic career portfolio.
- Complete career assessments.
- Develop a graduation plan.
- Research and choose high school courses relevant to postsecondary options.
- Set SMART goals and action plans.
- Complete interest and/or learning style assessments.
- Are aware of postsecondary options and requirements.
- Set a financial plan/budget.
- Are prepared to complete a job search.
- Self-assess and reflect on their learning.
- Explore and develop a potential career path.
- Who are at-risk are engaged.
- Are aware of the transferable skills needed to succeed in today's labor market.
- Will complete a career research project.
- Create and continually update a Personal Learning Plan (PLP).
- Have the opportunity to share their PLP's and information with parents/guardians.
- With special needs have with the necessary assistance.
- Will prepare for standardized tests (PSAT, SAT, ACT, etc.)
- Learn to work effectively in teams.
- Other: \_\_\_\_\_

### Ensure STAFF...

- Implement a structured schoolwide career planning program.
- Provide structure to a career course or careers unit.
- Assist students in self-directed career exploration.
- Make the most of limited career development time.
- Guide students through the college application process.
- Assist counselors in providing career counseling for all students.
- Assist students in self-directed education and career planning.
- Provide a better understanding of student postsecondary plans, interests and learning styles.
- Are better able to connect students with similar interests.
- Introduce career planning across the curriculum.
- Provide useful resources and materials to careers teachers.
- Implement a consistent curriculum in careers courses.
- Make the most of limited and structured career planning time.
- Provide students with opportunities for experiential learning.
- Provide students with opportunities for PSEO or dual enrollment options.
- Involve and engage parents in career planning.
- Increase student engagement and success in school.
- Improve school retention and graduation rates.
- Involve community members to help students with their career readiness preparation.
- Other: \_\_\_\_\_



## STEP 2: ACTION PLAN

You've established your goals, now it's time to think about what needs to be done to ensure you meet those goals. You'll need to consider goals not only for your students but also for your staff.

### Have STUDENTS...

- Develop and complete My Portfolio.
- Research and make informed decisions about their high school courses.
- Complete their High School Plan (Course Planner).
- Add goals and action plans (Career Plan—Set Goals).
- Share their goals during parent/teacher interactions.
- Complete a Personal Learning Plan (My Portfolio).
- Complete an interest and or learning styles assessment (CCI, Interest Profiler, IDEAS, Reality Check, SKILLS, Learning Styles Survey, Work Importance Locator).
- Explore and save their favorite schools (My Portfolio).
- Explore and save their favorite career cluster (My Portfolio).
- Explore and save their favorite occupations (My Portfolio).
- Explore and save their favorite Programs of Study (My Portfolio).
- Explore and save financial aid opportunities (My Portfolio).
- Document their hobbies and interests (Resume Creator).
- Document their skills (Resume Creator).
- Document their volunteer experience (Resume Creator).
- Document their extracurricular activities (Resume Creator).
- Document their work experiences (Resume Creator).
- Document their awards or certificates (Resume Creator).
- Create a resume (Resume Creator).
- Participate in mock interviews (Employment—Job Interviews).
- Write a cover letter (Employment-Applications and Resumes).
- Have students track their applications to college (Application Tracker).
- Track their scholarship applications (Application Tracker).
- Complete MCIS checklist(s).
- Meet with their counselor to plan next steps.
- Attend and track career fair participation (Application Tracker).
- Search for jobs related to their favorite occupations (US Jobs, etc.).
- Complete test prep activities/lessons (Peterson I).
- Prepare for advanced placement exams (Peterson II).
- Research criteria for work experience placements.
- Complete a career project.
- Present on a career of interest to the class.
- Participate in experiential learning activities and document in your PLP.
- Participate in College Knowledge Month activities.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## STEP 2: ACTION PLAN

### Have STAFF....

- Implement career planning tools consistently in career classes.
  - Invite members of the community to speak with students.
  - Offer school or grade-specific career planning assemblies and/or workshops.
  - Introduce career planning tools to parents via various options.
  - Introduce career planning tools to school staff at a staff meeting.
  - Track completion of yearly education and career planning expectations for students in each grade.
  - Run reports on student postsecondary plans, interests and learning styles.
  - Open school computer lab(s) to allow for independent research.
  - Introduce career planning tools to district personnel to encourage inter-school and inter-community sessions for post-secondary and career options.
  - Create a career fair—invite guests based on student interests.
  - Plan a visit to local college/university/training site.
  - Organize job shadowing opportunities.
  - Request a Junior Achievement Program.
- Prepare and offer College Knowledge Month activities.
  - Cultivate College Partnerships.
  - Create a bulletin board, newsletter, blog, Web page to communicate scholarships, financial aid and other postsecondary opportunities to students and parents.
  - Invite college students to talk with students about postsecondary opportunities.
  - Offer students experiential learning opportunities.
  - Middle School staff in the spring of each year, transfer all portfolios for 8 or 9th grade students moving to the high school.
  - Senior High School staff add a reminder to a calendar to notify seniors in the spring before graduation to change their MCIS password and update their email address in MCIS. Hide all senior portfolios in May or June.



## STEP 3: THE DETAILS

You've set goals and created an action plan, now you need to work on the details. You will want to consider time-lines, personnel, types of resources required and measures of success.

### Timelines

- One class per week for the entire term
- Career week in [month]
- Every Monday for the entire school year
- To be completed at home by students
- Yearly expectations met by [date]
- Each morning in advisory
- During after-school clubs
- During open access to school computer labs
- During work sessions, lunch hour and study blocks
- During classroom subjects (math, science, arts, etc.)

### Accountability

- School Counselors
- Vice Principal
- Principal
- District staff
- Subject teachers
- Parents
- Student leaders
- Special Education teachers
- Students
- Community
- Career teachers
- Work Experience teachers
- Career Advisors
- Other

### Required Resources

- Training for staff
- Computer lab
- Mobile lab
- Tablets
- Internet access
- Classroom activities and/or lesson plans
- Teacher-created activities
- Support documents for staff
- Support materials for parents
- MCIS Optional Modules (IDEAS, Peterson's Test Preparation)

### Measure Success

- By completion of yearly expectations
- By quality of student reflections and work submitted
- By quality of student presentations
- By submission of student course plans
- By meeting with students to assess their readiness
- By MCIS usage at your site
- By student engagement
- By student feedback and exit surveys
- By staff feedback
- By graduation/retention rates



## STEP 4: CAREER DEVELOPMENT RESOURCES

Now that you've set goals, created an action plan and worked on the details, it's time to determine the career development activities and lessons you want to use with your students. Minnesota CIS is a dynamic and comprehensive online education and career development tool integrating information about self-awareness, specific careers, educational options and job readiness skills.

### MCIS JUNIOR MODULES

#### **Plan**

- Who am I?**
  - Learn About Me
  - Explore my community
  - Focus on my school and activities
  - Think about my network
- Where am I going?**
  - Career cluster activities
  - Occupation activities
  - Learn about the workplace
  - Make decisions
  - Make plans
  - Make a career action plan
- How do I get there?**
  - Develop employability skills
  - Become a volunteer
  - Plan for high school
  - Think about life after high school

#### **Research**

- Occupations
- Career Clusters
- Pay for Your Education
- Apprenticeship
- College and Career Schools
- Military Service
- On-the-Job Training

#### **Explore**

- Career Cluster Inventory
- IDEAS\*\*
- Reality Check

#### **My Portfolio**

- Career Plan Report
- Course Planner
- Checklists
- Resume Creator
- College Entrance/ASVAB/GED\*
- Advance Academic Tests\*\*
- Civil Service and Citizenship Test\*\*

### MCIS MODULES

#### **Plan**

- Getting Started\*
- Looking Deeper\*
- Next Steps\*
- Course Planner
- Checklist (MCIS system-wide or custom)
- Think about what you will study
- Start a financial aid plan
- Tools to help you plan your education
- Application Tracker

#### **Assessments**

- Career Cluster Inventory
- Interest Profiler
- IDEAS\*\*
- SKILLS
- Work Importance Locator
- Learning Styles Survey
- Reality Check
- Assessment Link

## **Occupations**

- Choosing Occupations
- Occupation Titles Index
- Career Clusters
- Green Jobs
- Occupation Sort
- Occupation Filter

## **Education**

- Programs of Study
- Apprenticeship
- Minnesota and US Schools
- School Sort
- Compare Schools
- Paying for School
- Financial Aid Sort

## **Employment**

- Before Your Search
- Social Networks
- Informational Interviews

- Applications and Resumes
- Job Interviews
- Job Offers
- Employment Laws
- Good Work Habits
- Know Who is on Your Team
- Keep Learning
- Overcoming Barriers
- Resolve Problems
- Employability Survey
- Entrepreneurial Assessment Form

## **My Portfolio**

- Resume Creator
- Combined Assessment Report
- Personal Learning Plan
- College Entrance/ASVAB/GED\*\*
- Advanced Academic Tests\*\*
- Civil Service and Citizenship Test\*\*

## **SITE ADMINISTRATION**

- Reports
- Portfolio Management
- Customize Course Planner and Checklists
- Parent Accounts
- Site Resources

## **MATERIALS**

- Career Implementation Framework
- Scavenger Hunts
- MCIS Curriculum

## **SUPPORT OPTIONS**

### In-Person Training

- Book a staff training session

### Distance Training—webinars

\*Set Goals (personal, academic, career, improvement/enrichment); Education Plans; Experiential Learning Plans; Financial Aid Plans; Action Plan and Supports

\*\*Optional module. Contact MCIS for more information and pricing.



### **CONTACT MCIS:**

**Email:** [mcis.team@state.mn.us](mailto:mcis.team@state.mn.us)

**Call:** 651-582-8321 or 800-599-6247



# Minnesota Career Information System

Your school name here

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## Goals (Top 10):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_



<p><b>ACTION PLAN</b></p> <p>What are we going to do?</p>	<p><b>TIMELINE</b></p> <p>When are we going to schedule the activity/project?</p>	<p><b>ACCOUNTABILITY</b></p> <p>Who will be responsible?</p>	<p><b>RESOURCES</b></p> <p>What parts of MCIS, or other tools will we need?</p>	<p><b>MEASURE SUCCESS</b></p> <p>How will we measure success?</p>

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