



Minnesota Career Information System Completion Plan

| MCIS MODULES | GRADE LEVEL | | | | | | | |
|---|-------------|---|---|---|---|----|----|----|
| CAREER AND EDUCATION EXPLORATION | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| SORT AND ASSESSMENT RESULTS | | | | | | | | |
| Career Cluster Inventory | | | | | | | | |
| Interest Profiler | | | | | | | | |
| IDEAS* | | | | | | | | |
| Workplace Employability Skills | | | | | | | | |
| SKILLS | | | | | | | | |
| Work Importance Locator | | | | | | | | |
| Learning Styles Survey | | | | | | | | |
| Reality Check | | | | | | | | |
| Entrepreneurial Career Assessment Form | | | | | | | | |
| Employability Skills Survey | | | | | | | | |
| FAVORITES | | | | | | | | |
| Favorite occupations | | | | | | | | |
| <i>Minimum number of occupations</i> | | | | | | | | |
| Favorite programs of study | | | | | | | | |
| <i>Minimum number of programs of study</i> | | | | | | | | |
| Favorite Minnesota Postsecondary Schools and/or Colleges and Universities | | | | | | | | |
| <i>Minimum number of schools</i> | | | | | | | | |
| Favorite Financial Aid | | | | | | | | |
| <i>Minimum number of scholarships</i> | | | | | | | | |
| Favorite Career Cluster | | | | | | | | |

*Optional modules. Contact MCIS for more information and pricing.

| COURSE PLANNER | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--|---|---|---|---|---|----|----|----|
| Course Plan: Grade 8 | | | | | | | | |
| <i>Minimum number of credits</i> | | | | | | | | |
| Course Plan: Grade 9 | | | | | | | | |
| <i>Minimum number of credits</i> | | | | | | | | |
| Course Plan: Grade 10 | | | | | | | | |
| <i>Minimum number of credits</i> | | | | | | | | |
| Course Plan: Grade 11 | | | | | | | | |
| <i>Minimum number of credits</i> | | | | | | | | |
| Course Plan: Grade 12 | | | | | | | | |
| <i>Minimum number of credits</i> | | | | | | | | |
| MCIS JUNIOR CAREER PLAN REPORT | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| List five things you like to do. | | | | | | | | |
| List one thing you want to learn to do. | | | | | | | | |
| List three qualities that help you be successful in school, community and home. | | | | | | | | |
| List one personal quality you want to improve on to be more successful. | | | | | | | | |
| List one thing you want to do in the future. | | | | | | | | |
| Name five skills you like to use. | | | | | | | | |
| List two people who helped you learn these skills. | | | | | | | | |
| List one thing you want to learn to do. | | | | | | | | |
| List the names of two businesses in your community you want to learn more about. | | | | | | | | |
| List three things a town must have for you to live there. | | | | | | | | |
| List activities, clubs or hobbies you want to try before high school. | | | | | | | | |
| Favorite career cluster(s). | | | | | | | | |
| List four or five working conditions most important to you. | | | | | | | | |
| List rewards you want from work. | | | | | | | | |
| Write down your career goal. | | | | | | | | |
| List courses you will take in high school to achieve your goal. | | | | | | | | |
| List what you will do after high school to achieve your career goal. | | | | | | | | |

| CIS CAREER PLAN REPORT | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|----|----|----|
| KNOW MYSELF | | | | | | | | |
| Reflection on personal characteristics, interests and preferences | | | | | | | | |
| Reflection on career assessment results | | | | | | | | |
| Reflection on favorite career cluster | | | | | | | | |
| RESEARCH MY OPTIONS | | | | | | | | |
| Reflection on favorite occupation(s) | | | | | | | | |
| Preparation requirements for favorite occupation(s) | | | | | | | | |
| EVALUATE MY OPTIONS | | | | | | | | |
| Reflection on career research | | | | | | | | |
| Reflection on setting goals and making decisions | | | | | | | | |
| SET GOALS | | | | | | | | |
| Personal goals | | | | | | | | |
| Academic goals | | | | | | | | |
| Career goals | | | | | | | | |
| Plans for improvement and enrichment | | | | | | | | |
| MY EDUCATION PLANS | | | | | | | | |
| Education plans after high school | | | | | | | | |
| High school courses | | | | | | | | |
| Extracurricular activities | | | | | | | | |
| Other education plans | | | | | | | | |
| MY EXPERIENTIAL LEARNING PLANS | | | | | | | | |
| Experiential learning plans worksheet | | | | | | | | |
| Expert Presenters | | | | | | | | |
| Tours and Field Trips | | | | | | | | |
| Entrepreneurship | | | | | | | | |
| Community Based Learning | | | | | | | | |
| Work-Based Learning | | | | | | | | |
| Exploration/Job shadowing | | | | | | | | |
| Service Learning Internships | | | | | | | | |
| Cooperative Education | | | | | | | | |
| Mentoring/eMentoring | | | | | | | | |
| Youth Apprenticeship | | | | | | | | |
| Pre-Apprenticeship | | | | | | | | |
| Internship | | | | | | | | |
| Community service learning | | | | | | | | |

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| MY FINANCIAL PLANS | | | | | | | | |
| Financial plans now | | | | | | | | |
| Financial goals | | | | | | | | |
| Reflection on financial research | | | | | | | | |
| MY ACTION PLAN AND SUPPORTS | | | | | | | | |
| Action plan now | | | | | | | | |
| Long-range plans | | | | | | | | |
| Support system | | | | | | | | |
| RESUME CREATOR | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| EDUCATION AND TRAINING | | | | | | | | |
| Education history | | | | | | | | |
| Licenses and certificates | | | | | | | | |
| Workshops and training | | | | | | | | |
| Standardized tests | | | | | | | | |
| PAID AND UNPAID WORK | | | | | | | | |
| Work History | | | | | | | | |
| Volunteer experience/community service | | | | | | | | |
| <i>Minimum number of hours</i> | | | | | | | | |
| ACHIEVEMENTS, ACTIVITIES AND SKILLS | | | | | | | | |
| Achievements (awards, certificates, scholarly work or presentations) | | | | | | | | |
| Activities (clubs, community service, leadership, etc.) | | | | | | | | |
| <i>Minimum number of activities</i> | | | | | | | | |
| Skills (equipment, language, software, etc.) | | | | | | | | |
| <i>Minimum number of skills</i> | | | | | | | | |
| CONTACT INFORMATION AND REFERENCES | | | | | | | | |
| Personal information | | | | | | | | |
| References | | | | | | | | |
| APPLICATION TRACKER | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| BEFORE APPLYING | | | | | | | | |
| Track entrance exams (ACT/SAT) | | | | | | | | |
| Meet with advisor and counselors | | | | | | | | |
| <i>Minimum number of meetings</i> | | | | | | | | |
| Apply for scholarships | | | | | | | | |
| <i>Minimum number of applications</i> | | | | | | | | |
| Visit schools and/or training programs | | | | | | | | |
| Go to college/career fairs | | | | | | | | |

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|--|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| APPLY | | | | | | | | |
| Track applications | | | | | | | | |
| Submit FAFSA | | | | | | | | |
| Set up Parchment Account (if necessary) | | | | | | | | |
| Request transcripts | | | | | | | | |
| AFTER APPLYING | | | | | | | | |
| Track acceptance | | | | | | | | |
| Track financial aid status and deadline | | | | | | | | |
| Track housing application | | | | | | | | |
| OTHER CAREER PLANNING ACTIVITIES | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Complete or update cover letter | | | | | | | | |
| Complete or update interviewing skills | | | | | | | | |
| Practice interviewing | | | | | | | | |
| Review PLP with Counselor, parent and/or guardian | | | | | | | | |
| Run a Career Plan Report | | | | | | | | |
| Practice for SAT/ACT (Peterson's Test Prep I)* | | | | | | | | |
| Practice for ACCUPLACER (CPST)* | | | | | | | | |
| Practice for Advanced Placement exams (Peterson's Test Prep II)* | | | | | | | | |
| Practice for Civics Exam (Peterson's Civil)* | | | | | | | | |
| Preparing for College Checklist (Choosing a School, Prepare Yourself, High School Preparation) | | | | | | | | |

CONTACT MCIS:

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