

GRADE 9

ICAP Assignments

Activity 1

If this is the first time in OKCareerGuide, it is recommended that you use Grade 6, Activity 2 to create an account.

The student version (Navigator) will open. If you used OKCareerGuide in middle school it will look a little different with more options.

- The Home page has several sections that will be used through out the curriculum.
 - On the left side is the **Left Hand Navigation Bar**, which now consists of:
 - Take assessments
 - Explore Occupations
 - Explore Majors
 - Plan for Work
 - Find a Job
 - ICAP Oklahoma
 - Education Plan
 - Work Based Learning
 - The **Top Task Bars** on the left has My Portfolio, Messages Languages Profile settings
 - On the **Right Side Pop-Outs** of the page are My Next Steps , My Notes .
 - In the middle of the page after your assessments are:
 - o Quick Links
 - o Recommended Resources
 - o Messages
 - o Notes

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Activity 1 *continued*





Take assessments.

1. Take or retake **Interests Assessment** and **Skill Confidence Assessment**.
2. Take the **Work Values Inventory Assessment**. Take your time and assess your values of work.

Check your ICAP Oklahoma progress.

1. Locate  **ICAP Oklahoma** in the *left-hand navigation bar* and click to open. You will see at least five cards: **Before Graduation, Grade 9, Grade 10, Grade 11, Grade 12**.
2. You should notice some items checked off, especially in the **Before Graduation** card. When you have completed tasks within OKCareerGuide, it will check them off on the cards. When the card is filled, it will turn green.
3. You will be prompted each year to check your progress.

Explore occupations in the top five pathways from your assessments.

1. In the *left-hand navigation bar* menu select  **Explore Occupations** then choose **Occupations Suggested By Assessment Results**. Take time to look at all of them and star  any that you might like. Take note of any occupations that have 2 or more green  checks.
2. Locate the Key  button under the Filter Options at the top of the page. The Key symbols will show up on several of the jobs, read what they represent and require.

 **National Bright Outlook**

 **National Green Economy**

  **Non-Traditional Gender Opportunity**









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Activity 2

Explore career clusters and identify pathways. 

1. On the same page at the top in the center is  **Assessments**. Click the **Results**  button under the **Interests** assessment. Use the Interest Assessment to complete the questions below.
2. List the **Top Career Pathways**.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
3. Click on view by **National Career Cluster Ranking** and list the top five clusters.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
4. Return to  **Assessments** on the  **Home** page and look at your **Skills Confidence** assessment **Results** . List the top five career pathways. You can also click on **National Career Cluster Ranking** and see if it differs from above.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
5. Returning to  **Assessments Results** look at your **Work Values**  and list the top five values.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
6. Click on **Occupations to Explore** tab at top of page. List five of the occupations you are interested in exploring and star  them.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

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Activity 3

Make a tentative selection of the pathway(s) from your highest interest. 📖 ★

1. Look at the **Results** of the three assessments. To the left of each result is a star ★. Take some time and look through the results from above and star ★ two or more of the pathways, clusters, work values and occupations. List your star ★ choices below.

- a. _____ interests
- b. _____ interests
- c. _____ interests
- d. _____ Skills
- e. _____ Skills
- f. _____ Skills
- g. _____ Work Values
- h. _____ Work Values
- i. _____ Work Values
- j. _____ Occupations

Review sample plans of study. **My Next Steps**

1. Based on your **National Career Clusters** you identified earlier, we will look at plans of study to help you create your own individual career and academic plan. On the **right side pop-outs** of the home page, find **My Next Steps**. Find the one that says **Review Sample Plans of Study** and click on it. This will take you to [Sample Education Plans by Sixteen National Career Clusters](#). Click on a cluster that matches your choices to open a page with the cluster and pathways.

Following your teacher's direction open as many of the **plans of study** that you want and either print or save after sharing with your teacher.

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Activity 4



SMART Goal Worksheet

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached this goal?

Achievable: Is achieving this goal realistic with effort and commitment?
Do you have the resources to achieve this goal? If not, how will you get them?

Relevant: Why is this goal significant to your life?

Timely: When will you achieve this goal?

SMART Goal Worksheet



This goal is important because:

The benefits of achieving this goal will be:

Take Action!

Potential Obstacles

Potential Solutions

_____	_____
_____	_____
_____	_____
_____	_____

Who are the people you will ask to help you?



Specific Action Steps: *What steps need to be taken to get you to your goal?*

What?

Expected Completion Date

Completed

Set Goals.

1. Click **My Portfolio**  in the **top task bar**. Then select **Goals** under **Additional Resources**  and review your goals from eighth grade. If you completed them, check complete. If not use them to write ninth grade goals.
 - a. Academic Goal: _____
 - b. Career Goal: _____
 - d. Other Goal: _____
2. Select **Add Goal**. Under **Goal Type**, select **Current Goal** and make a goal for each category. They should be things you will finish this year or possibly the summer before tenth grade. Write your goals below.
 - a. Academic Goal: _____
 - b. Career Goal: _____
 - d. Other Goal: _____
3. Save each goal and add as many steps as needed to complete the goal. Do not mark a goal complete until it is reached.
4. Select **Add Goal**. Under **Goal Type**, select **High School Goal** and make a goal for each category. They should be things you will finish during ninth or 10th grade. Write those goals below.
 - a. Academic Goal: _____
 - b. Career Goal: _____
 - d. Other Goal: _____

5. Save each goal and add as many steps as needed to complete the goal. Do not mark complete until the goal is reached.


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Activity 4 *continued*

Review your options after high school.

1. On the **left-hand navigation bar** under  **Plan for Education** you will find **My Plans After High School**. There will be five options. Click on the blueprint after each option to look at options based on your assessments.
2. Which option had the most occupations? _____
3. Which option had the least occupations? _____
4. Which option did you select? _____
5. Why? _____
6. How many of the options already had occupations starred? _____

Review high school graduation, college entrance and Oklahoma Promise requirements.

High School Graduation Resources

<https://sde.ok.gov/achieving-classroom-excellence-resources>





College Requirements

https://www.okcollegestart.org/College_Planning/Prepare_for_College/grades_to_make.aspx

Oklahoma Promise Requirements

<https://www.okhighered.org/okpromise/application-requirements.shtml>

Start completing your written postsecondary and workforce goals along with your intentional sequence of courses. [Education Plan]

1. Under  Education Plan in the **left-hand navigation bar**, click on [College Prep/Work Ready](#) and [Core Curriculum](#) and review or print to use with your plan.
2. Start your new plan by clicking on . After filling out the basic information start selecting your classes. If your school has not uploaded its course information, get a list of classes offered. Start with the classes you are taking this year, then go to 10th, 11th and 12th grades. Proceed as directed by your teacher. When you are finished make sure that you save your work and submit it for approval.
3. If directed, print your plan. Before doing so, preview your plan and look for any holes that remain and compare it to the plans of study you printed or saved earlier.
4. Scroll down to the bottom and make sure you click . If you have a complete schedule for tenth grade, click on . You will not be able to edit this plan unless it is disapproved. however, next year you can change any classes that changed during the year.



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Activity 5

Home Work Assignment

Mapping Out a Plan.

1. Have your instructor get you the “**High School Mapping Sheet**”. (shown below)
2. Take this home and spend some time discussing with parents the information that will be collected at the bottom of the sheet.

NAME _____ DATE _____



How Do I Prepare for My Career?

Mapping Out a Plan – Goals in Navigator

If you take a road trip, you probably program a GPS to help map the route you will take to reach your destination. An Individual Career Academic Plan, or ICAP, serves the same purpose. You program the courses or steps you need to take to meet your career goals.

What happens if you change your mind? No problem. Just like the GPS system, you can recalculate the courses and steps you need to get you on track for your new career choice.

Individual Career Academic Plan	
Academic Goal:	✓
Steps:	
Career Goal:	✓
Steps:	
Other Goal:	✓
Steps:	

- Career Exploration and planning in OKCareerGuide is as simple as **Take an Assessment, Explore Occupations, Explore Majors, Plan for Education**. This leads to looking at future employment with **Plan for Work, Find a Job, Work Based Learning**.
- Finally, you can prepare for getting employed using **Resumes, Cover Letters** and **My References** found in **Job Search Tools**.
- The information in **Documents** will automatically show up in **E-Profile**.
- Visit **OKCareerGuide.org** to start creating a portfolio.

The information below will help you in your academic and career planning and help you complete your ICAP before graduation.

Clubs, Organizations, Volunteer Work, Hobbies – In and Out of School	Year(s) of Participation Start – End	<ul style="list-style-type: none"> • Advanced Placement (AP) • Concurrent Enrollment • Assessment scores 	<ul style="list-style-type: none"> • International Baccalaureate (IB) • CareerTech Certifications and Endorsements 	Service Learning and/or Work History	Employment Period Start – End

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Activity 5 *continued*

Home Work Assignment

Start a resume.

1. Click on  **My Portfolio**, then under  **Job Search Tools**, select **Resumes**
2. Using the “**High School Mapping Sheet**” information to complete your resume.
3. At the bottom of the page select  **+ Create a New Resume** .
4. Starting with a chronological format and a basic style, fill in the basic info, and then add as many sections as you can. Within the sections you can tell about things you have documented in your documents. You can also list jobs/chores along with clubs/organizations and how long you have been involved with them.
5. When finished, save the different sections and then save the entire resume and select preview at the top of the page.
6. You will update your resume each year.
7. You have a copy of the ICAP WBL Timeline and Definitions handout. Have you finished any of the activities on the timeline that match the occupation you have starred ? If so, make sure you have uploaded

Create your portfolio. [E-Profile] [Documents]

1. Open  **My Portfolio** in the **top task bar** and under  **ADDITIONAL RESOURCES** at the bottom select **Documents**. Upload any document that shows your skills or work toward your goal, including pictures, video and audio.
2. Start your **E-Profile** by selecting it at the same location as **Documents**. Fill it out, adding information about your favorites and assessment results. Include your resume and add to your portfolio any additional certifications or awards that showcase your skills or educational progress toward your goals.
3. Save your work.
4. Make sure to preview before you publish.
5. Update your portfolio each year.

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ICAP Assignments

Activity 6

Complete enrollment for Technology Center and sophomore year.

1. If you are taking advantage of the STEM programs at the Technology Center you can check your progress or even start your enrollment at a Technology Center go to the following web site:
<https://www.okcareertech.org/technology-centers>.
2. On the left hand menu locate your local Technology Center or use the map to locate the Technology Center and click on the one that serves you.
3. Follow the web link to the Technology Center to get contact information and registration deadlines.

Update your Education Plans and E-Profile based on enrollment for next year.   

1. Open  **Education Plans** in the *left-hand navigation bar*. At the top, find [College Prep/Work Ready](#) and [Core Curriculum](#). You should have printed or saved both documents last year. If you did not, do so now and keep them handy to complete this assignment.
2. Find your 8th grade plan, then to the right locate the **Actions** column. Locate the Copy  symbol. Change the plan to 9th Grade, then click  this will open a plan for the ninth grade that still has every thing your did last year. You may also choose to start a new plan by clicking on and start from scratch.
3. You can still print a copy of your plan to discuss with your ICAP advisor.
4. Click on the + by 9th Grade and 10th Grade and make any changes to make sure it is up to date. You will need your sample education plans and your plan of study along with your tenth grade enrollment form.
5. Using all of these documents fill out as much of your high school courses that you can, including any postsecondary courses that are listed on your plan of study.
6. Scroll down to the bottom and make sure you click . If you have a complete schedule for ninth grade, click on . You will not be able to edit this plan unless it is disapproved.
7. Under  **My Portfolio** go to the  **ADDITIONAL RESOURCES** and open **E-Profile** and upload any projects that you did during your Freshman year whether they were in school or out of school, whether they were sports or academics. You can even upload documentation of interests or hobbies.
8. Remember to document anything you do during the summer including any part-time jobs.

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Activity 7

Work-Based Learning 

Work Based Learning Opportunity

1. Navigate to the **left-hand navigation bar** and find **Work Based Learning**.
2. Click the WBL menu item and it will open up and reveal four items. Choose **Explore Opportunities**.
3. The following Page will open for you to see.

Explore Opportunities Explore Businesses

Explore Opportunities

Find opportunities that align with your interests.

Recommended Opportunities All Opportunities Saved Opportunities

Filter Options

Opportunity Types: City: State:

Search Opportunities:

4. It will open up in **Explore Opportunities**. The first tab **Recommended Opportunities** will be selected. Look at the Opportunity's and star ★ any of them that you are interested in.
5. Next at the top click on Explore Businesses.
6. It will open up in **Explore Opportunities**. The first tab, **Recommended Opportunities** will be selected. Look at the Opportunities and star ★ any of them that you are interested in
7. Next at the top click on **Explore Businesses**. In the **Filter Options**, select Industry and use your National Cluster results from Activity 2 to select an industry.
8. At the bottom of the page you will see Business Names. Click on the business and look at profiles of several then star ★ any that are close to you or that you are interested in.
9. Based on the profiles and the business that you starred, Write a short summary [250 words] why you might like to do a work-based learning activity with this business or someday work there.

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Activity 7 *continued*

Explore the continuum of WBL.

1. Using the handout **ICAP WBL Definitions and Recommendations**, read through the different levels of work-based learning.
2. If you have or plan to do industry tours/fieldtrips, guest speakers/informational interviews or career fair to become aware of career opportunities, request **Guides for WBL** from your instructor to document your experience.
3. Look at the **Guides for WBL** considered what should be done before, during and after so that you may get the most out of your experience and properly document events in your **E-Profile** and **My Documents**.

Invite your parents or guardians to create an account. ☰

1. In the top task bar upper right corner of the screen, click on ☰ next to your avatar. You will find and select Profile settings. At the bottom of the page for account settings you will find My Parent Account(s). Click on the pencil  at the right and fill out the information.
2. Write your parent code here: _____

Update your grade level at the end of school year. ☰

1. In the same location, locate your grade level and change if needed to your new grade level at the end of the year.
2. If you have not been happy with the cluster or pathways that you are seeing, go under **My School Information** and change **My Expected Level of Education** to a two- or four-year degree.