

GRADE

9

ICAP Assignments

Activity 1


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 menu and click to open. You will see at least six cards: Personal Info, Assessments, Goals, Job Search Tools, Education Plan and Work-Based Learning.
2. You should notice some items checked off, especially in the personal items. When you have completed tasks within OK Career Guide, 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 menu select **Explore Occupations** to open a list of occupations generated by your assessments. Take time to look at all of them and star  any that you might like.




GRADE

9

ICAP Assignments

Activity 2

Explore career clusters and identify pathways.  

-  Open My Assessments in the left menu and select My Assessment Results. Click on the latest Career Interest Assessment to complete the questions below.
- List the top five career pathways.
 - _____
 - _____
 - _____
 - _____
 - _____
- Click on view by [National Career Cluster Ranking](#) and list the top five clusters.
 - _____
 - _____
 - _____
 - _____
 - _____
-  Return to **My Assessments Results** 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.
 - _____
 - _____
 - _____
 - _____
 - _____
-  Returning to **My Assessments Results** look at your [Work Values Results](#) and list the top five values.
 - _____
 - _____
 - _____
 - _____
 - _____
- Click on [Occupations to Explore](#). List five of the occupations you are interested in exploring and star ★ them.
 - _____
 - _____
 - _____
 - _____
 - _____




GRADE

9

ICAP Assignments

Activity 3

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

1. Look at the results of the three assessment. 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. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

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 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 16 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.

Set Goals.

1. On the left side of the screen locate **My Goals**.  Select **Add Goal**. Under **Goal Type**, select **Current Goal** then make a goal for each category. Write those goals below:

- a. Academic Goal: _____
- b. Career Goal: _____
- c. Personal Goal: _____
- d. Other Goal: _____

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

GRADE

9

ICAP Assignments

Activity 4

Review your options after high school.

1. On the left side under **Plan for Education** you will find **Options 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. [My Ed Plans]

1. Under My Ed Plans, 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 [+ Add a New Plan](#). 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.


GRADE

9

ICAP Assignments

Activity 5

Create your first resume. [My Job Search Tools]

1. Click on **My Job Search Tools**  on the left menu and select **My Resumes**. Read through **Resume Help**. [Handouts from instructor]
2. Look at the two types of resumes, chronological and functional.
3. After reading **Resume Help** collect the information you will need to put into your resume.
4. Open **My Job Search Tools** and click on **My Resumes**, then click [+ Create a New Resume](#).
5. Fill in the basic information, and then add as many sections as you can.
6. When you are finished, save and preview your resume in the different styles.
7. Update your resume each year.

Create your portfolio. [My e-Profile] [My Documents]

1. Open **My Documents** at the bottom of the left menu and 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 in the left menu. 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.

GRADE

9



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 My Ed Plans and My e-Profile based on enrollment for next year.

1. Under the **My Ed Plans**  open and review your plan. Make changes as needed and save.
2. Then you will need to submit your plan for approval, at the bottom of your plan next to the save button is Submit For Approval, click this only when you are ready because you will not be able to adjust until it has been approved.
3. You can still print a copy of your plan to discuss with your ICAP advisor.
4. Under the **My e-Profile**  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 interest or hobbies.
5. Remember to document anything you do during the summer including any part-time jobs.

Invite your parents or guardians to create an account. Account Settings

1. In the upper right corner of the page click on your name to find account 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 information.

Update your grade level at the end of school year. Account Settings

1. In the same location, locate your grade level and change to your new grade level at end of year.

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 **My e-Profile** and **My Documents**.