

# INDIVIDUAL CAREER AND ACADEMIC PLAN RUBRIC

Each level builds upon the previous level. It is assumed all services in the previous level are continued as the rubric works upward. This rubric provides basic guidelines to assist in rating the current status of your school's implementation of students' Individual Career and Academic Plan (ICAP). This self-rating tool can assist school personnel in setting systemic goals. It can highlight what level is being implemented and it can be used as a benchmarking tool for improvement.

Performance Element	1 Novice	2 Emerging	3 Developing	4 Meets Standard	5 Well-Developed/Advanced
<b>Recommended Requirements</b>	High school graduation checklist	High School graduation checklist reviewed with students with an identified career interest; basic self-directed 9-12 grade career exploration	Individual career and academic plan with an identified career pathway reviewed and updated annually; includes options for postsecondary education/training related to career pathway	ICAP that includes an intentional sequence of courses with written postsecondary & workforce goals related to the student's career pathway; ICAP reviewed & updated annually with students and parents	Students can speak about the options, requirements and benefits of their 6-8 year ICAP. Students expected to complete a rigorous academic core as well as rigorous career tech courses. A copy of the ICAP, either written or electronic, follows the student to the tech center and postsecondary education/training
<b>Staff Involvement</b>	Counselors provide career information when requested to do so by student or parent	Counselors and other student services staff randomly provide career awareness to students as time allows	Counselors, other student services staff and teachers independently provide career awareness to students without collaborating with other school staff	Counselors, other student services staff, teachers, school advisers/mentors and parents work with students on school wide ICAP system	Counselors, other student services staff, teachers, school advisers/mentors, parents, technology center and postsecondary (tech center, university/college, military) student services jointly plan and work with students on school wide ICAP system
<b>Grade Level Group or Individual Participation</b>	No current, consistent activities for students	8th grade orientation to the high school	8th grade orientation - Group advisement sessions for 9th -12th grade students	Adviser/Advisee Program available for grades 8-12 with individual and/or small group advisement	Adviser/Advisee Program available for grades 7-12 with individual advisement including a Career Planning Conference with student/parent/adviser
<b>Parental Involvement</b>	Enrollment and assessment information sent home to parents	Enrollment and assessment information sent home to parents; Regularly scheduled Parent Teacher Conference days	Enrollment and assessment information sent home or students take information to parents and parent's signature required for enrollment purposes; Career Planning Conferences held	Career Planning Conference including student, parent(s), and school staff (during scheduled time) to develop/review/update all 5 requirements of the student's ICAP	All parents meet with student and school staff at a Career Planning Conference to develop/review/update all 5 requirements of the student's ICAP; A parent signature is required for the student to be enrolled and before class changes can be made
<b>Academic and Interest Assessments</b>	Pre-ACT given and results sent to parents; No other career assessments are given	Pre-ACT, OK Career Guide or other career assessments used to begin career exploration process	Student assessment results given and interpreted to the students/parents	Student assessments/ interest inventories/ academic results interpreted with parent/student to discuss course options and post-secondary plans; Assessment results used in development of ICAP	Student assessments/interest inventories and academic results interpreted with parent & student to discuss life/career goals, course options, and hobby preferences to develop and review ICAP
<b>Work Environment Experiences</b>	Students used as office aides and teacher aides	Students allowed to leave school for 1 hour to work	Students attend career field trips, and visit technology centers and postsecondary institutions	Students workplace experiences have apprenticeships, internships, or have mentorships included in their ICAP	Schools work with technology centers, local businesses, postsecondary institutions, and the military to provide work environment opportunities for all students

*CareerTech has a Tool for You!*



This tool can help:

- Learn about career interests, skills and values
- Create an Individual Career and Academic Plan and set career goals (ICAP)
- Research and link to schools
- Locate scholarships
- Build resumes and cover letters and learn about the job search process



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Career & Academic Connections



## *House Bill 2155 – The ICAP Bill*

**Signed by Governor – Effective Nov. 1, 2017**

### • Individual Career & Academic Plans (ICAPs) include:

- 1) Career and college interest surveys
- 2) Written post-secondary and workforce goals, and information of progress towards them
- 3) Intentional sequence of courses that reflects progress toward the post-secondary goal
- 4) Academic progress, including...
  - 1) courses taken
  - 2) assessment scores
  - 3) any remediation, credit recovery, Advanced Placement (AP), International Baccalaureate (IB)
  - 4) concurrent enrollment credits earned
  - 5) career certificates, certifications, endorsements
- 5) Experience in service learning and/or work environment activities

**OKCareerGuide is a great tool to help you implement the ICAP**

CAC website - [www.okcareer.tech/cac](http://www.okcareer.tech/cac)

OKCareerGuide website - [okcareerguide.com](http://okcareerguide.com)