


GRADE

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Pre-ICAP Assignments

Activity 1

Create an account on  OKCareerGuide

1. If you have not created an account, follow the steps at the bottom of the checklist.
2. When you are logged in, go to the account  **Profile** and update any personal information that is needed, including grade level.





Take or retake the Career Interests Assessment and Skills Confidence Assessment.

1. Find the **Career Interests Assessment** and **Skills Confidence Assessment** in the center  of the page or go to the **left-hand navigation bar** and find them under **Take Assessment**. 
2. After two years in middle school you have had a chance to explore new classes sparking new interests and building new skills. If you have already taken both assessments, jot down your top five from both assessments before you retake them.
3. Start the assessments and remember to answer based on the skills and abilities you have now.
4. When you have finished both assessments, compare the new results with what you jotted down before you retook the assessments. Make note of any differences and list them below for both assessments:

a. Interests: _____

b. Skills: _____

Compare your interests to your skills.

1. On the **right side pop-outs** choose . The second step says, **“Pay attention to how your interests and skills compare to each other.”**
2. Click on the second step to see a composite report. You can also get there by going to **My Portfolio** , **Assessments**  and choosing **Assessment Results. Interests and Skills Composite Report**. 
3. Looking at the composite report, list below the five pathways and compare your interests and skills. Were they low, medium or high? Also identify the national cluster under which the path falls.

a. Pathway 1: _____

i. Interest: [Circle one] Low - Medium - High

ii. Skill: [Circle one] Low - Medium - High

A. National cluster: _____

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Pre-ICAP Assignments (continued)

b. Pathway 2: _____

i. Interest: [Circle one] Low - Medium - High

ii. Skill: [Circle one] Low - Medium - High

A. National cluster: _____

c. Pathway 3: _____

i. Interest: [Circle one] Low - Medium - High

ii. Skill: [Circle one] Low - Medium - High

A. National cluster: _____

d. Pathway 4: _____

i. Interest: [Circle one] Low - Medium - High

ii. Skill: [Circle one] Low - Medium - High

A. National cluster: _____

e. Pathway 5: _____

i. Interest: [Circle one] Low - Medium - High

ii. Skill: [Circle one] Low - Medium - High

A. National cluster: _____


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Pre-ICAP Assignments

Activity 2

Explore Occupations suggested by a pathway. 



1. If you are not still in your composite report follow the steps above and return to your composite report.
2. Click on each of the five pathways and view the occupations for each. Star  any of the occupations that interest you. At this time you are going to be asked to make a choice of a possible career pathway. *[You can change anytime in the future.]* List that pathway below.

3. Click on the pathway of your choice. When it opens, you will see a list of occupations chosen for you based on your composite report.

4. List three of the occupations that you starred.

- a. _____
- b. _____
- c. _____

Explore Programs of Study

1. Return back to your pathway. Find **Filter Options** at the top of the page. Click on **Programs of Study** and . Star  any of the programs of study that interest you. List your three favorite programs below:

- a. _____
- b. _____
- c. _____

2. Scroll to the top of the page and look at the pathway name. To the left of the name is an icon. Describe the color and shape or draw it.

- a. _____

3. Click on one of your starred programs and list the schools the offer that program.


- a. _____

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Pre-ICAP Assignments Activity 3

Review sample plans of study.  

1. On the right side of the screen is . The fourth step says, “ **Review Sample Plans of Study.**”
2. Click on it to see [Sample Education Plans by 16 National Career Clusters.](#)
3. Remembering back to **Activity 1**, select the icon(s) that matches your pathway(s). Your pathway should be listed within the page that opens. Under the pathway will be a **Plan of Study**. Click on [PDF](#) and download the document to print or save to your personal drive. You will need **Plan of Study** for **Education Plans**.

Update Education Plans.

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 7th Grade plan, then to the right locate the [Actions](#) column. Locate the Copy  symbol. Change the plan name to **8th Grade**, then click  this will open a plan for eighth grade that still has every thing you did last year.
3. Select the copy, open it and change the name.
4. Click on the + by **7th Grade** and **8th 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 ninth 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. Next year we will look at how to copy and create a new plan starting with what you have already done.

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Pre-ICAP Assignments Activity 4

Work-Based Learning

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

4. Select the **Explore Businesses** tab and the following screen will appear.

Explore Businesses



Explore businesses and their details.


All Businesses

Saved Businesses

Filter Options

Industry	Location	Search Businesses
Select an option	Select an option	Search Businesses

5. There will be a filter options that opens, use the National Career Cluster information from **Activity 1** and put in the top cluster under **Industry** box.
6. The next box to filter is **Location**, pull down and select your city or one that is close to where you live.
7. Click the  apply filter button to reveal your results.
8. List some of the business that you found that match below.

9. If you like any of the businesses, click the star , and it will turn yellow so you can find it later.

Explore the continuum of work-based learning.

1. Get the **ICAP Work-Based Learning Timeline and Definitions**. Because you have chosen a pathway and a possible career, you need to look into some WBL activities to make sure that you really like this choice.
2. Looking at the top five WBL criteria, have you done any of these things in the occupation or pathway you have chosen? **[Circle one] Yes - No**
3. Which of the top 5 WBL criteria might you be able to complete this year or the summer before ninth grade?

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Pre-ICAP Assignments

Activity 4 (Extension activity)

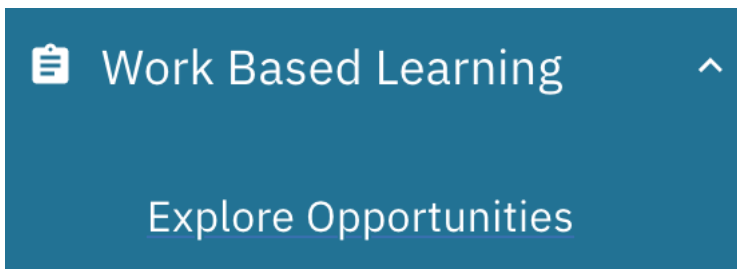
Work-Based Learning 

If your Technology Center offers an Eight Grade Tour to all eight graders in their sending schools.

Work Based Learning Opportunity

ASSIGNMENT 1

1. In the *left-hand navigation bar* open  **Work Based Learning** and choose **Explore Opportunities**.



2. The **Explore Opportunities** page will open, then select **All Opportunities**.

Explore Opportunities

Explore Businesses

Explore Opportunities

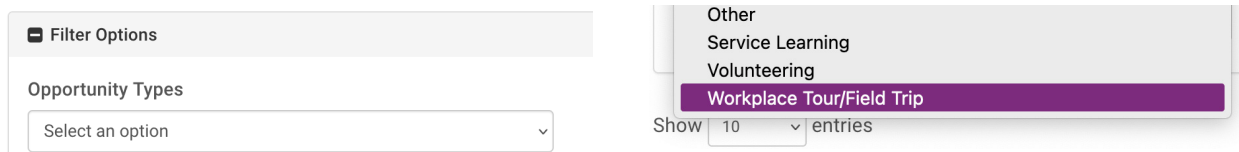
Find opportunities that align with your interests.

Recommended Opportunities

All Opportunities

Saved Opportunities


3. In the **Filter Options** area under **Opportunity Types** select **Workplace Tour/Field Trip**




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Pre-ICAP Assignments (continued)

4. Then click the  button, and you should see your Technology Center listed with an activity for 8th grade students. Your instructor will give you the exact title of the activity.
5. Click on the [Blue Title](#) to take part in the activity.
6. The activity will open and look like the picture below.

ODCTE Tech Center Tour

Type Workplace Tour/Field Trip	Related Occupations Installation, Maintenance, and Repair Workers, All Other	Interested in this opportunity? 
Start Date 10/2/2024	Industry N/A	
End Date 12/13/2024	Spots Available 2	

Opportunity Description

Tour Tech center and see programs that match your career goals.

Application Instructions

Sign up in OKCG

Location

1309 E Cedar Dr
Stillwater, OK 740757902

Website:

Employees:

Contact Details

Name:
Nathan Brubaker

Email:
natbru75@gmail.com

Phone:
405-642-1933

7. Review the activity and check with instructor to make sure you have the correct event selected. At this point you will need to click the large blue button.



8. You will see a note that your request has been sent and that you will receive a notification at your email. The page behind the note will also show the **Opportunity Requested** and the Admin will contact you soon.








A Work-Based Learning Admin has received your request to participate in this opportunity. They will contact you soon.

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Pre-ICAP Assignments (continued)

ASSIGNMENT 2

1. After the Work-Based Learning Admin has approve your opportunity, it will show up in your top menu bar in **Messages**.  You will know you have a message by the red dot.
2. Clicking on Messages  and you will see your activity listed with a red dot beside it. Click on the activity to view the message, at the bottom of the message you will click on [View Opportunity](#). The other way to view the opportunity is to go to the **left-hand navigation bar**, within  **Work Based Learning**, under **Manage Opportunities**.
3. Your will now see your activity with the status of In **Progress**. There will also be 4 parts to the opportunity. See Page below.
 - a. **Pre-opportunity research**
 - b. **WBL Opportunity**
 - c. **Post-Opportunity Evaluation**
 - d. **Time Entries**

ODCTE Tech Center Tour



In Progress

Details

Time Entries

Pre-opportunity research

Learn something about the company, business, type of work. May include an advising meeting

Pre-opportunity research

WBL Opportunity

Description: Experiential learning where the student works with a school advisor and an employer/ business advisor or community partner to get hands-on experience

WBL Opportunity

Post-Opportunity Evaluation

Description: Student reflects on what they learned

Submit Opportunity

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Pre-ICAP Assignments (continued)

ASSIGNMENT 2

4. For the **Pre-opportunity research** you should receive several items from your instructor. First is the **“Student Checklist”** and **“Tour/Field Trips Permission Form”**.
5. Your instructor will guide you through the **Before the Workplace Tour** activities.
- Research the company or organization that you will visit.
 - Assess how a workplace tour can support your ICAP goals.
 - Find out how to dress and act appropriately at this particular workplace.
 - Get **Work-Based Learning Permission** form signed.
 - Turn in signed **Work-Based Learning Permission** form.
 - Develop questions with teacher about the work, career opportunities and connections to academics at this workplace.
6. When you have finished the **Pre-opportunity research** you will click on the box next to **Pre-opportunity research**. Pre-opportunity research This will open a window that you can choose the date finished as well as upload research, permission form or questions to ask during the activity.

Before

Pre-opportunity research

Learn something about the company, business, type of work. May include an advising meeting

completed date

mm / dd / yyyy



Upload File

Browse... No file selected.

✕ Cancel

Confirm

After

Pre-opportunity research

Learn something about the company, business, type of work. May include an advising meeting

Pre-opportunity research


Completed on 10/2/2024

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Pre-ICAP Assignments (continued)

ASSIGNMENT 3

1. During the tour follow some of the following tips from your **“Student Checklist”**.
2. **During the Workplace Tour**
 - a. Pay close attention to safety issues at the workplace.
 - b. Know your prearranged small groups to experience the most of tour.
 - c. Think about what you need to know to determine if careers in this industry are for you.
 - d. Listen carefully as other students are asking questions so as not to repeat questions.
 - e. Prepare to maximize your learning by listening and learning from tour guide.
Take notes to document experience.
3. After returning from your activity log in to OKCG and return to  Work Based Learning and Manage Opportunities. Click on the box next to **WBL Opportunity**.
 WBL Opportunity This will open a window that you can choose the date finished as well as upload notes, reflections or questions asked during the activity.

Before

WBL Opportunity

Description: Experiential learning where the student works with a school advisor and an employer/ business advisor or community partner to get hands-on experience


WBL Opportunity


After

WBL Opportunity

Description: Experiential learning where the student works with a school advisor and an employer/ business advisor or community partner to get hands-on experience

WBL Opportunity



 Completed on 10/2/2024

4. This is also when you will enter time spent on this activity. Click on either the [Add Time](#) button  or the Time Entries tab at the top of the page.
5. The New Time Entry will have a place for a title, date, duration, and file upload. This could include photos handouts, applications, or additional evaluations. There is also a **Related Requirement** where you can choose what you uploaded in **Upload File**.

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ASSIGNMENT 4

1. After the Tour consider using your **“Student Checklist”**.
 - a. Use your notes for individual and group reflection exercises.
 - b. Participate in classroom activities that will help you think about the value of the workplace tour.
 - c. Write thank you-notes to workplace host. Electronic methods are acceptable.
Discuss the next step in learning about careers.
 - d. Complete a **Work-Based Learning Program Evaluation**.
2. The last activity will be to complete a **Post-Opportunity Evaluation**. Clicking on the blue  button. This will open a Post-Opportunity Evaluation.
3. Select the answer that best describes your experience, then click the  button.

Before

Post-Opportunity Evaluation


Description: Student reflects on what they learned



After

Post-Opportunity Evaluation

Description: Student reflects on what they learned

 Completed on 10/2/2024

4. Upon completion you will get the following message.





You have submitted your opportunity to the Work-Based Learning Admin. They will review all the information provided to ensure completion.




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Pre-ICAP Assignments

Activity 5

Documenting your skills and accomplishments.


1. Open  **My Portfolio** in the *top task bar*. At the bottom under  **Additional Resources**, click on Documents. At the bottom click on  and upload any digital files that show your skills or work toward your goal, including pictures and video/audio. This is where you will document any WBL activities you have done along with any CTSO involvement [FFA, FCCLA, TSA, SkillsUSA, BPA, DECA, HOSA], and any other club or organization you have been a part of in or out of school. It could include sports and summer camps going back to sixth grade or before.
2. Make sure that you use a descriptive name, especially if you have done or received the same award more than once.
3. List three items you uploaded.

a. _____

b. _____

c. _____

Review the Pre ICAP cards.

1. Click on  **Pre ICAP** in the *left-hand navigation bar* to see ICAP cards. There will be more checks and the **Personal Info** card should be all green. This is a list of the basic parts of the Pre ICAP that you will need to complete by the end of your eighth grade year.

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Pre-ICAP Assignments

Activity 6 (Extension activity)

Home Work Assignment

Mapping Out a Plan

1. Have your instructor get you the “**Middle 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 _____

6 7 8

How Do I Explore a Future 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. Exploration prior to making an Individual Career Academic Plan, or ICAP, serves the same purpose. You explore possible directions or steps you need to take to meet your 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.

- ▶ Career exploration and planning in OKCareerGuide is as simple as **Take an Assessment, Explore Occupations, Plan for Education.**
- ▶ You are never too young to start documenting your accomplishments. This can be done in **My Documents**, which can lead to an electronic portfolio called **My e-Profile** when you get into high school.
- ▶ Visit OKCareerGuide.org to start exploring.

The information below will help you in your exploration and career planning.




Clubs, Organizations, Volunteer Work, Hobbies - In and Out of School	Year(s) of Participation Start - End	Jobs or Chores That You Have Done:		Favorite Subjects, Sports and Activities	Grade Taken 6-7-8
		Paid	Not Paid		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Pre - Individual Career Academic Plan

Other Goal:	<input type="checkbox"/>
Steps:	
Academic Goal:	<input type="checkbox"/>
Steps:	
Career Goal:	<input type="checkbox"/>
Steps:	

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Start a resume.

1. Click on  **My Portfolio**, then under  **Job Search Tools**, select **Resumes**
2. Using the “**Middle 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 time line that match the occupation you have starred ★? If so, make sure you have uploaded documentation into your documents. You will also put these activities into your resume.

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Pre-ICAP Assignments Activity 7

Goals



Setting goals can be a great way to challenge yourself to make healthy lifestyle changes. Set yourself up for success by making your goals SMART!

SPECIFIC

What is your goal?

MEASURABLE

How will you keep track of your progress?

ATTAINABLE

How will you achieve your goal?
Make a plan!

RELEVANT

How will this goal help you?

TIMELY

When will you achieve this goal?



My goal is: _____
e.g. To drink more water! I will aim for 6 cups per day



I will track my progress by: _____
e.g. I will track my progress by logging how many glasses I drink each day in my phone or planner



I will achieve this goal by doing the following: _____
e.g. 1. Keep a clear bottle with me so I can tell how much I've had 2. Set an alarm to remind myself to drink every 2 hours



This goal helps me because: _____
e.g. This goal will help me to be healthier, have more energy, and help my skin



I will complete this goal by (date): _____
e.g. I will achieve my goal by February 15th

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Pre-ICAP Assignments Activity 7 Continued

Goals



SMART GOAL

Academic Goal:	How I will achieve my goal:
Career Goal:	
Other Goal:	I will achieve my goal by:



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Pre-ICAP Assignments

Activity 8

Set goals.

1. Click **My Portfolio**  in the **top task bar**. Then select **Goals** under **Additional Resources**  and review your goals from sixth and seventh grades. If you completed them, check complete. If not use to write eighth grade goals.
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 ninth grade. Write your goals below.
 - a. Academic Goal: _____
 - b. Career Goal: _____
 - c. 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: _____
 - c. 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.

Invite your parents or guardians to create an account.

1. In the 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 to your new grade level at the end of year. You can also update any other information that has changed.
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.