

GRADE

8

Pre-ICAP Assignments

Activity 1

Create an account on  **OKCareerGuide**.  Account Settings

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 settings 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 menu and find them under **Take an 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 interests 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 interest to your skills. [My Next Steps](#)

1. On the right side of the screen is [My Next Steps](#). 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 Assessments** and choosing **My Assessment Results**. It is in the center of that page.
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: _____

GRADE

8

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: _____

GRADE

8

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. _____

GRADE






8

Pre-ICAP Assignments Activity 3

Review sample plans of study. [My Next Steps](#) 

1. On the right side of the screen is [My Next Steps](#). 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) from **Activity 1**. 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 **My Ed Plans**.

Update My Ed Plans.

1. Open  **My Ed Plans** in the left menu. 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 the plan you created and submitted last year. If it was rejected, you can click on the pencil  in the [Actions](#) column and start adding to your plan. If it was approved then you will need to copy  the plan and rename for eighth grade.
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  **Save**. If you have a complete schedule for ninth grade, click on  **Submit For Approval**. 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 accomplished.

Explore the continuum of Work-Based Learning.

1. Get the **ICAP Work-Based Learning Timeline and Definitions**. Because you have chosen a path-way 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 completed any of these things in the occupation or path-way 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?



GRADE

8



Pre-ICAP Assignments

Activity 4


Documenting your skills and accomplishments.

1. Open  **My Documents** at the bottom of the left menu. Click  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. _____

Start a resume.

1. Click on **My Job Search Tools**  in the left menu and select **My Resumes**.
2. Click .
3. 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.
4. When finished, save the different sections and then save the entire resume and select preview at the top of the page.
5. You will update your resume each year.

Review the ICAP Oklahoma cards.

1. Click on  **ICAP Oklahoma** in the left menu 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 ICAP that you will need to complete by your senior year.
2. 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 selected above? If so, mark them on the **Work-Based Learning** card and make sure you have uploaded documentation into your documents.


GRADE

8

Pre-ICAP Assignments

Activity 5

Set goals.

1. Click **My Goals**  on the left side of the screen and review your goals from sixth and seventh grades. If you completed them, check complete. If you did not, they will become 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. Personal 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: _____
 - c. Personal 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.

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

1. Click on your name in the upper right corner to find account settings. At the bottom of the account settings page click on the pencil to the right of "My Parent Account(s)" and fill out information.
2. Write your parent code here: _____

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 the end of year. You can also update any other information that has changed.
2. In **My School Information**, update to the school you will be attending in ninth grade.
3. 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.