



# ICAP Assignments

## Activity 1

Create an account on [OKCareerGuide](#) or update your account information.

1. If this is your first time to use [OKCareerGuide](#), follow the directions at the bottom of the ICAP Development Checklist. If you have an account but have transferred schools, log on and go to step 2.
2. In the **Top Task Bar**, upper right corner of the screen; at the top of the page, click on profile next to your avatar. The 5th pencil down will be **My School Information**, click on the pencil if you have changed schools or buildings and begin to type in your new school and click it when it pops up.
3. This would also be a good time to update your address and contact information.
4. If you have an account and are not new, check all the information and update anything that needs it, especially your grade level.

### Take or retake the assessments. [Interest, Skills and Work Values]

1. Take or retake Interests Assessment, Skill Confidence Assessment and Work Values Inventory.

### Check your ICAP Oklahoma progress.

1. Open ICAP Oklahoma in the **left hand navigation bar**. You will see five cards. [**Before Graduation, Grade 9, Grade 10, Grade 11 and Grade 12**]
2. You should notice some items checked off, especially in the **Personal Information**. You should have all items checked off in the **Grade 9** card and the card should be green.
3. When you have completed tasks within OK Career Guide, it will check them off on the cards. When a card is filled, it will turn green.
4. The **Before Graduation** card may not have anything checked but working with your instructor and any work-based experience you got during the summer may qualify if they match your ICAP.
5. You will be prompted each year to check your progress.

### Look at the composite report for the career interests and skills.

1. Find **My Portfolio** in the **top task bar**. Under **Assessments**, click on **Assessment Results**. Locate the **Interests and Skills Composite Report** to compare your interests and you skills.
2. Star anything that is of interest to you. List below the top five career pathways.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

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ICAP Assignments (continued)

e. \_\_\_\_\_

3. In the top corner of the Career Pathways screen, toggle to **View By: Top Career Clusters**. Star ★ anything that is of interest to you. List below the top five career clusters.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

4. Choose one of the top five clusters and click on it. Choose one of the pathways listed on the screen and star ★ it. Then click on the pathway you starred and choose five of the listed occupations that you would consider. Star ★ them and list them below.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

5. Mark any occupation that is  **Non-Traditional Gender Opportunity**  **National Bright Outlook** or  **National Green Economy** on the lines above.

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# ICAP Assignments Activity 2

Explore occupations and identify education needed to succeed.

1. Choose one of the occupations from above. Open **Explore Occupations** on the *left-hand navigation bar* of the page. The bottom selection in this section is **Occupations by Title**. Type in the title from above. Repeat this until you find the occupation you want to use in the next steps.
2. List the name of the occupation, **Business and Financial Operations** and some **Job Duties**.

\_\_\_\_\_ : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. There are several tabs across the top of the occupation. The following questions will refer to those tabs.
  - a. **Tasks & Conditions**, describe the working conditions and list 5 of the unique tasks you might have to perform.

- i. **Working Conditions** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ii. **Injuries and Illnesses** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- iii. **Tasks** :
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_



# ICAP Assignments (continued)

**b. Interest, Skills & Work Values**

i. **Interests:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ii. **Skills:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

iii. **Work Values:** \_\_\_\_\_



## ICAP Assignments (continued)

### c. Education & Experience

- i. Suggested College and Postsecondary Majors \_\_\_\_\_  
\_\_\_\_\_
- ii. Suggested Instructional Programs \_\_\_\_\_  
\_\_\_\_\_
- iii. Education and Experience Education- \_\_\_\_\_  
\_\_\_\_\_  
Training- \_\_\_\_\_  
\_\_\_\_\_  
Licenses, Certifications, and Registrations - \_\_\_\_\_  
\_\_\_\_\_

### d. Salary & Outlook

- i. Median Salary Statewide: \_\_\_\_\_

### e. Related Occupations

- i. List 3 **related occupations** that you might also consider:
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
- ii. List **Related Military Occupations**: \_\_\_\_\_  
\_\_\_\_\_

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## ICAP Assignments Activity 3

Prepare for postsecondary education and careers. 

1. Open  **Plan for Education** on the *left-hand navigation bar*. Go to the third selection, **Find Schools**. Click on **Filter Options** and apply the following filters.

- |                                     |                       |
|-------------------------------------|-----------------------|
| a. <b>Region:</b>                   | Any                   |
| b. <b>State:</b>                    | Oklahoma              |
| c. <b>ZIP Code:</b>                 | Leave empty           |
| d. <b>Distance:</b>                 | Leave empty           |
| e. <b>General Field of Study:</b>   | From occupation above |
| f. <b>Specific Major:</b>           | From occupation above |
| g. <b>Types of Degrees:</b>         | Select all            |
| h. <b>Tuition:</b>                  | Any                   |
| i. <b>On-Campus Room and Board:</b> | Leave empty           |

2. List the schools you found.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

3. Change filters or look at other careers.

4. Choose one of the schools that you got from your search. \_\_\_\_\_

5. Using the tabs across the top answer the following questions. [Academics, Majors, & Programs](#)

- a. Degree/Certificate Type(s) offered: \_\_\_\_\_  
\_\_\_\_\_
- b. Type(s) of instruction/programs offered: \_\_\_\_\_  
\_\_\_\_\_
- c. Special credits and learning opportunities: \_\_\_\_\_  
\_\_\_\_\_
- d. [Applications & Admissions](#) - Application fee: \_\_\_\_\_
- e. [Applications & Admissions](#) - Open admissions policy: \_\_\_\_\_
- f. [Cost & Financial Aid](#) - Tuition (academic year): \_\_\_\_\_
- g. [Cost & Financial Aid](#) - Other estimated expenses: \_\_\_\_\_  
\_\_\_\_\_



## ICAP Assignments (continued)

6. Prepare for postsecondary tests. Follow the links below for test prep.
  - a. March 2 Success: <https://www.march2success.com/>
  - b. ACT Academy: <https://academy.act.org/>
  - c. Practice PSAR/NMSQT and SAT: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice>
  - d. Khan Academy ACT Prep: <https://blog.prepscholar.com/khan-academy-act-prep>

### Take postsecondary tests. [pre-ACT / PSAT / ASVAB]

1. Returning to  **Plan for Education** on the *left-hand navigation bar*. Go to the fifth selection, **Prepare for College Entrance Exams**.
2. There are two practice exams available, ACT and SAT. Select the one that your school choice will accept.
3. Click on the link and create an account.
4. After you have taken the practice test; go to  **My Portfolio** and select **External Test Scores** under  **ADDITIONAL RESOURCES** and record your scores.
5. As a 10th grader you may also be given an assessment, make sure that assessment is also recorded in **External Test Scores**.



# ICAP Assignments

## Activity 4

### Review sample plans of study.

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.

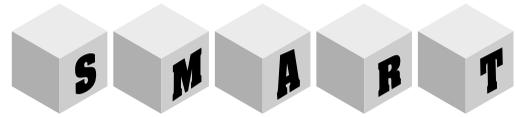
### Update your Education Plans and E-Profile based on enrollment for next year.

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. You will also use your **Sample Plans of Study**.
2. Find your 9th grade plan, then to the right locate the **Actions** column. Locate the Copy  symbol. Change the plan to 10th Grade, then click  this will open a plan for the tenth 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 10th Grade and 11th 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 eleventh 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 eleventh 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.



# ICAP Assignments

## Activity 5



### 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?

\_\_\_\_\_  
\_\_\_\_\_

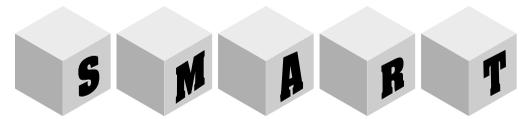
**Relevant:** Why is this goal significant to your life?

\_\_\_\_\_  
\_\_\_\_\_

**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

<hr/>	<hr/>

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.

- 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.
  - Academic Goal: \_\_\_\_\_
  - Career Goal: \_\_\_\_\_
  - Other Goal: \_\_\_\_\_
- 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.
  - Academic Goal: \_\_\_\_\_
  - Career Goal: \_\_\_\_\_
  - Other Goal: \_\_\_\_\_
- Save each goal and add as many steps as needed to complete the goal. Do not mark a goal complete until it is reached.
- 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.
  - Academic Goal: \_\_\_\_\_
  - Career Goal: \_\_\_\_\_
  - Other Goal: \_\_\_\_\_
- Save each goal and add as many steps as needed to complete the goal. Do not mark complete until the goal is reached.



# ICAP Assignments Activity 6

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

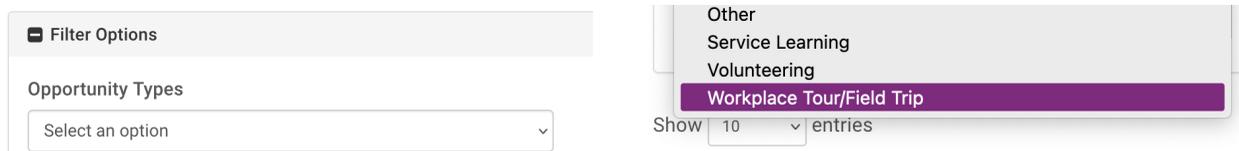
Find opportunities that align with your interests.

Recommended Opportunities

**All Opportunities**

Saved Opportunities

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



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## ICAP Assignments (continued)

- Then click the ▼ Apply Filter(s) 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.
- Click on the [Blue Title](#) to take part in the activity.
- The activity will open and look like the picture below.

### ODCTE Tech Center Tour ★

<b>Type</b> Workplace Tour/Field Trip	<b>Related Occupations</b> Installation, Maintenance, and Repair Workers, All Other	<b>Interested in this opportunity?</b>  <div style="background-color: #0056b3; color: white; padding: 10px; display: inline-block; border-radius: 5px;">Request to Participate</div>
<b>Start Date</b> 10/2/2024	<b>Industry</b> N/A	
<b>End Date</b> 12/13/2024	<b>Spots Available</b> 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

- 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.



- 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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## 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



# 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.
  - a.  Research the company or organization that you will visit.
  - b.  Assess how a workplace tour can support your ICAP goals.
  - c.  Find out how to dress and act appropriately at this particular workplace.
  - d.  Get **Work-Based Learning Permission** form signed.
  - e.  Turn in signed **Work-Based Learning Permission** form.
  - f.  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

Upload File

### 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



# 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**.

# GRADE 10

## 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.*

**Tour a local technology center, explore dual credit options and explore workforce certificate options.**

**Complete enrollment for technology center and junior year.**



# ICAP Assignments Activity 7

## 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"> <li>• Advanced Placement (AP)</li> <li>• Concurrent Enrollment</li> <li>• Assessment scores</li> </ul>	<ul style="list-style-type: none"> <li>• International Baccalaureate (IB)</li> <li>• CareerTech Certifications and Endorsements</li> </ul>	Service Learning and/or Work History	Employment Period Start – End



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# ICAP Assignments

## Activity 8

### 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  .
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.

# GRADE 10

## ICAP Assignments Activity 9

### 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.