NAME _____ DATE _____

GRADE 9 GRADE 10 GRADE 11 GRADE 12

# 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 | |
|---|---|
| **Personal Goal:** | ✓ |
| **Steps:** | |
| | |
| **Academic Goal:** | ✓ |
| **Steps:** | |
| | |
| | |
| **Career 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**, **Connect 2 Business.**
- Finally, you can prepare for getting employed using **My Resumes, My Cover Letters** and **My References** found in **My Job Search Tools**.
- The information in **My Documents** will automatically show up in **My 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 |
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|---|---|
| • Advanced Placement (AP)<br>• Concurrent Enrollment<br>• Assessment scores | • International Baccalaureate (IB)<br>• CareerTech Certifications and Endorsements |
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| Service Learning and/or Work History | Employment Period Start – End |
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