# 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** located in the top right of the page, click on ☰ hamburger menu next to your avatar. The 5th pencil down will be **My School Information**, click on the pencil ✏ 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 as needed. Update your work values inventory.** 📖 📄

1. Take or retake the **Interests Assessment** and **Skill Confidence Assessment**. Base your answers on everything you have done prior to your junior year. This is a good time to do the **Work Values Inventory** again also.

**Check your ICAP Oklahoma progress.** 🎓

1. Locate 🎓 **ICAP Oklahoma** in the *left-hand navigation bar* and click to open. You will see at least five cards: **Before Graduation, Grade 9, Grade 10, Grade 11, Grade 12**.

2. You should notice some items checked off, especially in the **Before Graduation** card. When you have completed tasks within OKCareerGuide, it will check them off on the cards. When the card is filled, it will turn green.

3. If you have items in your Grade 9 and Grade 10 cards that are unchecked, check with your ICAP advisor to see what needs to be done.

4. You will be prompted each year to check your progress.

**Explore majors based on assessments.** 📖 ⭐

1. Open 📖 **Explore Majors** in the *Left-Hand Navigation Bar.* Choose **Majors Suggested by Assessment Results.** Star ⭐ all majors that have checks matching all three assessments. Record below the top five majors listed.

   a._____

   b._____

   c._____

   d._____

   e._____

# GRADE 11

# ICAP Assignments
# Activity 2

**Work-Based Learning** 📋

**Work Based Learning Opportunity** 📋

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 |
|---|---|---|

◻ Filter Options

Opportunity Types | City | State
Select an option | Select an option | OK

Search Opportunities

Search Opportunities | ⟲ Reset | ✔ Apply Filter(s)

4. It will open up in **Explore Opportunities.** The first tab **Recommended Opportunities** will be selected. Look at the Opportunity's you have stared ⭐.

5. As a Junior you should be looking at Work-Based Learning opportunities that match your ICAP.

6. Click on the Blue Title to take part in the activity. Do this for each activity that supports your ICAP.

7. The activity will open and look like the picture below.

**Type**
Employment (PT)

**Related Occupations**
Food Servers, Nonrestaurant

**Start Date**
10/23/2024

**Industry**
Agriculture, Food, and Natural Resources

**End Date**
7/31/2025

**Spots Available**
1

**Interested in this opportunity?**

**Request to Participate**

8. 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.

**Request to Participate**

9. 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 your soon.

**Opportunity Requested**

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

10. Repeat this for each activity that supports your ICAP.

11. Using **Activity 6** from **Grade 10** activities, follow the steps to complete your Work-Based Learning activity.

# ICAP Assignments
# Activity 3

**Explore schools based on majors.** 👤 ⭐

1. Open **Plan For Education** 👤 , and select **find Schools.** Click on the **Filter Options** and only enter:
   • **State:** Oklahoma
   • **Choose a general Field of Study:** Look back to **Activity 1** and **Grade 9** Activity.
   • **Available Majors:** from **Activity 1.**

2. Click the **Apply Filter(s)** button ✔ Apply Filter(s) . Star ⭐ any schools you want to learn more about. Repeat the process as may time as needed to cover all the majors you have starred. List below the top five choices of schools you want to research.

a._____

b._____

c._____

d._____

e._____

2. Choose one of the schools from your search. _____

3. Using the tabs across the top answer the following questions.

   a. **Degree/Certificate Type(s) offered:** _____

   _____

   b. Type(s) of instruction/programs offered: _____

   c. **Special credits and learning opportunities:** _____

   _____

   _____

   d. **Degree/Certificate Areas Awarded:** _____

   _____

   _____

   e. **Application Fee:** _____

   f. **Open Admission Policy:** _____

   g. **Tuition (academic year):** _____

   h. **Other estimated expenses:** _____

4. Repeat the process for all schools in which you are interested. *[Use additional paper as needed]*

**Prepare for postsecondary education and careers.**

1. Open **Plan for Education** on the *Left-Hand Navigation Bar.* Under **Find Schools** locate the school(s) that were starred ⭐ from above and see what test they require for entry.

2. List your school choices below and the tests required for entry:

| School | Entry Exam |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

3. 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

**Search for scholarships and grants.** 👤 ⭐

1. Open **Plan for Education** 👤 in the *Left-Hand Navigation Bar.* Click on **Search for Scholarships and Grants.** Open **Filter Options** ➕ and fill out as many as possible, including the **More Options** section. Applying filters, see what you get. If you get no results, adjust your filters.

2. Read your results to make sure they apply to you and the school you plan to attend.

3. Star ⭐ all the grants and scholarships for which you are interested in applying.

4. List below the top 10 scholarships that would meet your needs.

    a.

    b.

    c.

    d.

    e.

    f.

    g.

    h.

    i.

    j.

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# ICAP Assignments

## Activity 4

**Learn about financial aid.**

1. Open **Plan for Education** 👤 in the *Left-Hand navigation Bar* and locate **Learn About Financial Aid**.

2. **Section 1** is about estimating student loan debt and payments. Using the total cost from the colleges from past lessons, follow the link and fill in the loan calculator then hit **Calculate**.

3. What will be your cumulative payments? _____

4. What will be your total interest paid? _____

5. **Section 2** looks at different ways to finance school. Follow the link and add to your list of scholarship and grants you wish to pursue.

6. **Section 3** is about acquiring a **Federal Student Aid ID**. Follow the link and fill out the information. Make sure that you record your user name, password and ID number.

7. **Section 4** is gathering information to fill out the FAFSA form. You will need to collect the following information:

   a. Social Security number and your parents' Social Security numbers:

   _____

   b. Your driver´s license number if you have one: _____

   c. Your alien registration number if you are not a U.S. citizen._____

   d. Two-year-old federal tax information or tax returns (including IRS W-2 information) for yourself and for your parents. *You will need the actual returns or copies of the returns.*

   e. Records of untaxed income, such as Social Security benefits and welfare benefits for yourself and your parents. *You will need the actual benefits forms or copies of them.*

   f. Information on savings, investments and business and farm assets for yourself and your parents.

   _____

8. Complete the application in **Section 5** with the help of a counselor or someone else who has navigated through the FAFSA site.

9. In **Section 6** learn how to read the **Student Aid Report**.

10. The SAR will automatically send a form stating that you are applying for financial aid. If you have not heard back in four to six weeks follow up with a phone call.

    a. Date when you should start calling: _____

**Establishing Professional Communication.**

You have just looked at schools, scholarships and FAFSA. All of these require you to use an email to communicate. Once you leave school your school email will become inactive. In order to remain in contact with the above mentioned organizations as well as future employers you need a professional email.

Believe it or not, your email address can have a big impact on your career. A CareerBuilder survey found that 35% of employers are less likely to interview job seekers with unprofessional email addresses. And in the business world, an amateurish email address can make you look inexperienced and even untrustworthy.

**Tips to Create a Professional Email Address**

Although creating a professional email address isn't a tough task, here are some things that you should keep in mind:

1. **Keep it Short:** Don't make your professional email address too long. If you have a very long name, use a shorter version that's easy to recall.
2. **Make it Pronounceable:** There will be times when you'll have to read your email address out loud to someone, either on the phone or in person, so you should try to make your professional email address as pronounceable as possible.
3. **Avoid Diacritics:** Even if the spelling of your full name uses a Diacritic or accents, you should avoid using them in your email address.
4. **Use Your Real Name:** The foundation of any good professional email address is your name.
5. **Keep It Simple and Easy to Read:** Avoid long or complicated email addresses with hyphens, underscores, or strings of numbers.
6. **Use a Reputable Email Provider:** When choosing an email provider, stick with well-known, reputable services like Gmail, Google Workspace, Outlook, or iCloud.
7. **Avoid Slang and Jokes:** Resist the urge to get cute or clever with your professional email address.
8. **Consider Your Target Audience:** As with all professional communication, it's important to keep your audience in mind when creating an email address.
9. **Brainstorm and Get Feedback:** Sometimes it's hard to come up with the perfect email username on your own.

**Professional Email Address Format**

The most standard and recommended form of a professional email address is of course the firstname.lastname@domain.com format. But there are some other ways you can get a professional email address, such as:

• firstnameinitial.lastname@domain.com
• firstnameinitiallastname@domain.com
• firstname.lastnameinitial@domain.com
• firstnamelastnameinitial@domain.com
• firstname@domain.com
• lastname.firstname@domain.com

**Create 3 sample email addresses and show them to your instructor.**
1. _____@**domain.com**
2. _____@**domain.com**
3. _____@**domain.com**

**8 tips for writing a professional email**

1. Include the topic in the subject line.
2. Address the recipient properly.
3. Keep it focused.
4. Include your signature.
5. Proofread.
6. Avoid a casual tone.
7. Watch your words.
8. Make any directions clear, don't assume recipient knows specifics

# ICAP Assignments
## Activity 5

**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 _____

**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 | |
|---|---|
| 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 | • Advanced Placement (AP) • Concurrent Enrollment • Assessment scores | • International Baccalaureate (IB) • CareerTech Certifications and Endorsements | Service Learning and/or Work History | Employment Period Start – End |
|---|---|---|---|---|---|
| | | | | | |
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# ICAP Assignments (continued)

**Update or start your resume and cover letter. [Job Search Tools]** 📁 ✏️

1. In the **Top Task Bar** 📁 select **Resumes** under **Job Search tools.** ✏️

2. Review **Resume Help.** [Handout]

3. Using the **"High School Mapping Sheet"** information to complete your resume.

4. Review the two types of resumes, chronological and functional. [Handout]

5. After reading **Resume Help** collect the information you will need to start or update your resume.

6. Open **Job Search Tools** and click on **Resumes.** Click **New Resume** to start a new resume or click on the pencil 🖊 to edit.

7. Fill in or update the basic information then add as many sections as you can.

8. When you are finished save and then preview in the different styles.

9. You will update your resume each year.

10. Click on **Cover Letter** and view the sample cover letters and video.

a. 📄 View Sample Cover Letters

b. 🎥 View A Cover Letter Format Video 🗐

10. Click on [ **+ Create a New Cover Letter** ] and start a cover letter. Address it to one of the schoools or scholarship offers to which your are applying.

11. It is also good to have references. Click on **References** and fill out information. You will need to have individuals' permission to use them as references, along with the following information:

    a. Full Name: _____

    b. Job Title: _____

    c. Street Address: _____

    d. City: _____

    e. State: _____

    f. Phone Number: _____

    g. Email Address: _____

11. When you fill out the information and put in your references email, next to the blank is a mail ✉ button. Select it and you can send your reference an email letting them know you are using them as a reference for a specific job application.

# ICAP Assignments

# Activity 6

## 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?

_____

_____

## GRADE 11

This goal is important because:

_____

_____

The benefits of achieving this goal will be:

_____

_____

Take Action!                    Potential Obstacles                    Potential Solutions

_____          _____

_____          _____

_____          _____

_____          _____

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

_____

_____

# SMART Goal Worksheet
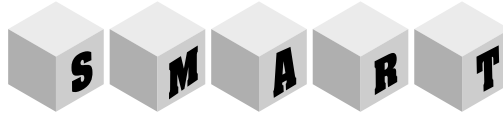
**Set Goals.** 📁 🔎

1. 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.

    a. Academic Goal: _____

    b. Career Goal: _____

    d. Other Goal: _____

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 tenth grade. Write your goals below.

    a. Academic Goal: _____

    b. Career 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: _____

    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.

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# ICAP Assignments
## Activity 7

*Complete enrollment for technology center, concurrent college courses and senior year.*

*Take postsecondary tests. [ACT /SAT/ ASVAB]*

**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 11th grade plan, then to the right locate the Actions column. Locate the Copy  symbol. Change the  plan to 12th Grade, then click **✔ Copy Plan** this will open a plan for the twelfth grade that still has every thing you did last year. Your may also choose to start a new plan by clicking on **+ Add a New Plan** 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 **🖫 Save** . If you have a complete schedule for eleventh grade, click on **✔ Submit For Approval** . 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 7

**Using resume, e-Profile and documents, apply for scholarships and grants and ask for postsecondary information.**

**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: _____

**If you receive test results before school is out, record them in External Assessment Scores.** ▪ ▤

**Complete Work-Based Learning Experience.**

1.  If you have not already done so, read through **Continuum of Work-Base Learning.** [Handout]

2.  If you have completed your WBL experience, document it in e-Profile and Documents. If you have changed your **Plan of Study** based on WBL or research within OKCareerGuide.org, you will need to plan to complete another WBL experience that matches your new plan of study.

3.  If you have not completed a WBL experience, work with your instructor to select one. Acquire the proper paperwork and check sheets before graduation.

**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.

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