



# ICAP Assignments

## Activity 1

Create an account [OKCareerGuide.org](https://OKCareerGuide.org) on or update your account information.

1. If this is your first time to use [OKCareerGuide.org](https://OKCareerGuide.org), 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 upper right corner of the screen at the top of the page, click on your name to find **Account Settings**. 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. Open **ICAP Oklahoma** in the left menu. You will see at least six cards. [**Personal Info, Assessments, Goals, Job Search Tools, Education Plan** and **Work-Based Learning**]
2. You should notice some items checked off, especially in the **Personal Info**. You should have items checked off in the **Assessments, Goals, Job Search** and **Education Plan** cards.
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 **Work-Based Learning** 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.

**Explore Majors based on assessments.**

1. Open **Explore Majors** in the left menu. 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. \_\_\_\_\_



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## Activity 2

### Explore Schools based on Majors.

1. Open **Plan for Education** . Click on **Filter Options** and use the majors from above to fill in **General Field of Study** and **Specific Major**. Apply filters. Star  any schools you want to learn more about. Repeat the process as many times 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. **Types of instruction/programs offered:** \_\_\_\_\_  
\_\_\_\_\_
- b. **Special credits and learning opportunities:** \_\_\_\_\_
- c. **Degree/certificate types offered:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. **Application Fee:** \_\_\_\_\_
- e. **Open Admissions Policy:** \_\_\_\_\_
- f. **Tuition (academic year):** \_\_\_\_\_
- g. **Other estimated expenses:** \_\_\_\_\_

4. Repeat the process for all schools in which you are interested.

### Search for Scholarships and Grants.

- 1. Open **Plan for Education**  in the left menu. 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.



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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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## Activity 3

Learn about financial aid. 


1. Open **Plan for Education**  in the left menu 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: \_\_\_\_\_



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## Activity 4

Research internships, job shadow and obtain dual credit and certificates.  

1. Open **Connect 2 Business**  in the left menu. Click on **Search for Businesses**.
2. You are looking for a business or job that matches the ICAP plan you established in **My Ed Plans**.
3. Open the **Filter Options** then select your cluster. You can narrow the search more by adding regions, cities or keywords. Apply filters and look at the results. Change filters as needed.
4. You will need to do an internship/job shadow some time before you graduate.
5. Record below the information of at least three industries that you could contact.

a. Name of Industry: \_\_\_\_\_

    i. Phone: \_\_\_\_\_

    ii. Address: \_\_\_\_\_

    iii. Website: \_\_\_\_\_

b. Name of Industry: \_\_\_\_\_

    i. Phone: \_\_\_\_\_

    ii. Address: \_\_\_\_\_


    iii. Website: \_\_\_\_\_

c. Name of Industry: \_\_\_\_\_

    i. Phone: \_\_\_\_\_

    ii. Address: \_\_\_\_\_

    iii. Website: \_\_\_\_\_

6. If no industries are listed that match your ICAP you will have to do research outside of the program to complete the task above.
7. Return to **Plan for Education** . Select **Find Schools** and choose the five schools you listed in previous lessons. See if they offer dual credit and certificates for your area of study and list them below.



School	Dual Credit	Certificate



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## Activity 5

### Update or start your resume and cover letter. [My Job Search Tools]



1. Review **Resume Help**. [Handout]
2. Review the two types of resumes, chronological and functional. [handouts]
3. After reading **Resume Help**, collect the information you will need to start or update your resume.
4. Open **My Job Search Tools** and click on **My Resumes**. Click **New Resume** to start a new resume or click on the pencil  to edit.
5. Fill in or update the basic info then add as many sections as you can.
6. When you are finished save and then preview in the different styles.
7. You will update your resume each year.
8. Click on **My Cover Letter** and view the sample cover letters and video.
9. Click on  and start a cover letter. Address it to one of the schools or scholarship offers to which you are applying.
10. It is also good to have references. Click on **My 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. Download the ICAP Work-Based Learning Tool Kit. Read through the Job Shadowing Business Handbook.



# ICAP Assignments

## Activity 6

**Update your Goals.** 

1. Locate **My Goals**  on the left side of the screen. Click on the pencil  and update your goals to reflect your current direction in life. Update your **High School Goal** to update a goal for each category. Write those goals below.
  - a. **Academic goal:** \_\_\_\_\_
  - b. **Career goal:** \_\_\_\_\_
  - c. **Personal goal:** \_\_\_\_\_  
\_\_\_\_\_
  - d. **Other goal:** \_\_\_\_\_
2. Save each goal and add as many steps as needed to complete it. Do not mark a goal complete until you reach it.
3. Repeat for **After Graduation Goals**.
  - a. **Academic goal:** \_\_\_\_\_
  - b. **Career goal:** \_\_\_\_\_
  - c. **Personal goal:** \_\_\_\_\_  
\_\_\_\_\_
  - d. **Other goal:** \_\_\_\_\_
4. Save each goal and add as many steps as needed to complete it. Do not mark a goal complete until you reach it.

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



# ICAP Assignments

## Activity 7

Prepare for postsecondary education and careers.

1. Open **Plan for Education** on the left side of the page. Under **Find Schools** locate the school(s) that you plan to attend and see what tests 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>

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

### Update your written postsecondary and workforce goals along with your intentional sequence of courses. [My Ed Plans]

- 1. Under **My Ed Plans**, click on **College Prep/Work Ready** and **Core Curriculum** and review and or print to use with your plan.
- 2. Click on the pencil . After updating the basic information start updating your classes. If your school has not uploaded its course information acquire a list of classes offered. Fill in as much as possible for your senior year. Consider filling in information for the 13th and 14th years.
- 3. If directed, print your plan. At least preview your plan to look for any holes and compare to the plans of study you printed or saved earlier.
- 4. Make sure that you save your plan .





# ICAP Assignments


## Activity 8

**Update your portfolio. [My e-Profile] [My Documents]**  

1. Open **My Documents** at the bottom of the left menu. Upload any new documentation that support your goal.
2. Select **My e-Profile** at the bottom of the left menu. Update and add information about your favorites and assessment results. Include your resume, cover letter and 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. You will update your portfolio each year.

**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. Update your grade level at the end of the year.**  Account Settings

1. Click on your name in the upper right corner of the screen to find account settings. At the bottom, click on the pencil  next to **My Parent Account(s)** and fill out information.
2. In the same location, locate your grade level and change to your new grade level at the end of the year.

**If you receive test results before school is out, record them in My 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 **My e-Profile** and **My Documents**. If you have changed your **Plan of Study** based on WBL or research within [OKCareerGuide.org](http://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.