GRADE 12

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 upper right corner of the screen at the top of the page, click on your name to find . The fifth 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.

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 10 and Grade 11 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.

If you took any additional assessments during the summer and received test results, record them in My Assessments.

GRADE 12

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	**Related Occupations**	**Interested in this opportunity?**
Employment (PT)	Food Servers, Nonrestaurant	
Start Date	**Industry**	
10/23/2024	Agriculture, Food, and Natural Resources	**Request to Participate**
End Date		
7/31/2025	**Spots Available**	
	1	

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Activity 2 (continued)

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

**Prepare to retake any postsecondary entrance exams.
[ACT / Work Keys / SAT / ASVAB]** 👤

    1. Prepare for postsecondary tests if you need to take or retake them. Locate **Plan for Education** in the *left-hand navigation bar.* Click on **Test Prep** and follow the links for **ACT** and **SAT Practice** test. Below are additional test prep links.

    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

Review high school, technology center and OK Promise requirements to ensure completion.

1. High School Graduation Resources:
https://sde.ok.gov/achieving-classroom-excellence-resources

2. College Requirements:
https://www.okcollegestart.org/College_Planning/Prepare_for_College/grades_to_make.aspx

3. Oklahoma Promise Requirements:
https://www.okhighered.org/okpromise/application-requirements.shtml

Complete the FAFSA application. 👤

1. Open **Plan for Education** 👤 in the *left-hand navigation bar* and locate **Learn About Financial Aid.**

2. Section **3** is about acquiring a federal student aid ID.

3. Follow the link and fill out the information. Make sure that you record your user name, password and ID number.

4. Section **4** is gathering information to fill out the FAFSA form.

5. You will need the following information:

    a. Your 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 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 the forms.*

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

        _____
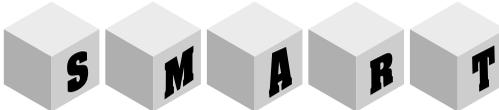
SMART

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?

_____

_____

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SMART Goal Worksheet
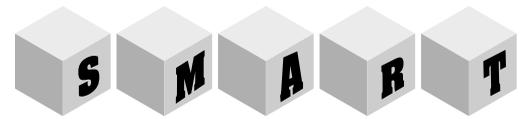
This goal is important because:

_____

_____

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

_____

_____

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 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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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.

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Activity 6

Participate in mock interviews.

1. Open **Plan for Work** in the *left-hand navigation bar* and select **Interview Process**.

2. Objectives Tab: What are the three objectives of the interview for the employee?

a._____

b._____

c._____

3. What are the three objectives of the interview for the future employer?

a._____

b._____

c._____

4. **Preparation Tab:** What are four things that you can do to prepare for an interview?

a._____

b._____

c._____

d._____

5. **Common Questions Tab:** Watch the videos about interview questions and list five questions you think will be the hardest to answer.

a._____

b._____

c._____

d._____

e._____

6. **Questions to Avoid Tab:** Watch the video and list five interview questions that are off limits.

a._____

b._____

c._____

d._____

e._____

7. **What to Wear Tab:** What are four things you should wear to an interview?

a._____

b._____

c._____

d._____

8. What are five things you should not wear to an interview?

a._____

b._____

c._____

d._____

e._____

9. **Stages Tab:** What are the five stages of an interview?

a._____

b._____

c._____

d._____

e._____

10. **Follow Up Tab:** What are six tips for following up after an interview?

a._____

b._____

c._____

d._____

e._____

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ICAP Assignments

Activity 7

Complete enrollment for technology center or college.

Update your written postsecondary and workforce goals. [My Ed Plan ▦]

1. Click on the pencil ✎ under ▦ **Education Plan**. After updating the basic information start updating your classes. Fill in as much for the **Post-Secondary Year 1** and **Post-Secondary Year 2** as you can.

2. If directed, print your plan. At least preview your plan to look for holes and to compare to the plans of study you printed or saved earlier.

3. Make sure that you check ✔ Submit For Approval .

Using your resume, E-Profile and Documents apply for scholarship, financial aid, college, technology center and/or jobs. 📁 🔍

Update your portfolio. [My e-Profile] [My Documents] 📁 🔍

1. Open **Documents** at the *top task bar* and upload any new documentation that supports your goal.

2. Select **e-Profile** by selecting it in the *top task bar* under 📁 **My Portfolio**. Add information about your favorites and assessment results. Include your resume, cover letter and any additional certifications or awards to your portfolio 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 E-Profile after high school as you gain more education and experience.

Update grade level at end of year and school to show you are transitioning OK Career Guide to Journey, the adult career system. ☰ **WARNING:** Once you change, you cannot go back.

If you use Clever or ClassLink the next page has specific instructions to follow once the school has unenrolled students from their Clever or ClassLink system.

1. Click on ☰ hamburger menu in the **top task bar** in the upper right corner of the screen to find account settings

2. Locate **My Current Grade Level** near the bottom of the page and click on the pencil ✏.

3. Under the list of grades is a question: Are you done with high school?

4. Click on the questions and you will see two boxes. The first is where you start typing.
   - a. School name
   - b. Work or employment center
   - c. Employment organization
   - d. Oklahoma resident if you are employed

5. If you are going to college, then in the second box choose one of the following.
   - a. Freshman
   - b. Sophomore
   - c. Junior
   - d. Senior
   - e. Graduate student

6. If you are doing anything other than college select **Out of School**.

Graduate!
Remember, graduation is a checkpoint. Not an end point.

Transitioning from Clever to adult Journey account

Here are the steps that students can follow as soon as their **Clever** account is **unenrolled:**

Prior **Clever** and users who wish to continue using Navigator can follow this easy process to keep access.

1. Visit **https://okcareerguide.kuder.com/landing-page.**
2. Click on **"6-12 Login"** and then **"Need Help Logging In?"**
3. Click on   **Transition from Clever.**
4. Input information from your **Clever-enabled account.**
5. Complete the form to transition your account.

Once that's done, students should update their profile information and make sure their email is up to date. There's an option in their settings to indicate they graduated, too. Once done, they'll use the **Adult Learner login** from now on and will need to make sure they save their login info. They can still reach out to us if they need help logging in, and the password/username resets are helping.

Transitioning from ClassLink to adult Journey account

Students can use the password reset feature, which won't require sending them an email. Once they answer their security question, they can change their password. Their username will still be their school email, but they can change their profile's email to whichever one they want. That would be useful if the student forgets their username later.

So, essentially, these would be the steps for a **Classlink** user:

1. Go to okcareerguide.kuder.com
2. Log in as a 6-12 student
3. Click "Forgot Password"
4. Put in your school email, then answer your security question
5. Update your password
6. Go to profile settings and update your email. Your username will still be your old school email and **must be changed.**

Graduate!
Remember, graduation is a checkpoint. Not an end point.

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