



GRADE 12

ICAP Assignments

Activity 1

Create an account [OKCareerGuide](#) on 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  **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.

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. By your graduation you should have completed all cards in the ICAP section, including the specialty cards created by your school.


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

GRADE 12

ICAP Assignments

Activity 2

Plan for your work-based learning service learning experience [Career Exploration Activities: Job Shadow, Career Mentoring, Service Learning] and/or work environment activities [Career Preparation Activities: Work Experience, Internship, Apprenticeship] that relate to your ICAP.  Set a date for the completion.

1. If you have not done so already, you will need to complete your WBL experience in service learning and/or work environment activities. They must align with your ICAP.
2. In **Connect 2 Business**  in the left menu, select **Search for Opportunities** then open the filter options to find the best match for your ICAP.
3. Download the ICAP Work-Based Learning Tool Kit. Identify the WBL tools you will need. [Job Shadow, Career Mentoring, Service Learning, Work Experience, Internship, Apprenticeship]
4. Review the checklist for **Before** the service learning experience and/or work environment activities.
5. Review the checklist for **During** the service learning experience and/or work environment activities.
6. Review the checklist for **After** the service learning experience and/or work environment activities.

Take or retake the interest assessment as needed.  

1. If needed take or retake Interests Assessment, Skill Confidence Assessment. Base your answers on everything you have done prior to your senior year.

GRADE 12

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 retake them. 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>

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 menu 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.

GRADE
12


ICAP Assignments

Activity 4

Update your goals.

1. In **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** and then 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.

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 put into or update your resume.
4. Open **My Resume** in **My Job Search Tools**. Click **New Resume** or click the pencil  to edit a resume.
5. Fill in or update the basic info then add as many sections as you can.
6. When you are finished save and preview your resume in the different styles.
7. You will continue to update your resume after you leave high school.
8. Click on **My Cover Letter** and view the sample cover letters and video.
9. Click on [+ Create a New Cover Letter](#) and start a cover letter. Address it to one of the schools or scholarships to which you are applying.



ICAP Assignments (continued)

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 as well as the following information:

- a. **Full Name:** _____
- b. **Job Title:** _____
- c. **Street Address:** _____
- d. **City:** _____
- e. **State:** _____
- f. **Phone Number:** _____
- g. **Email Address:** _____



GRADE
12

ICAP Assignments

Activity 5

Using your resume, e-Profile and documents apply for scholarship, financial aid, college, technology center and/or jobs.   

1. Open **My Documents** at the bottom of the left menu and upload any new documentation that supports your goal.
2. Start your **e-Profile** by selecting it at the bottom of the left menu. Work your way through and update information, adding 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.



ICAP Assignments

Activity 6

Participate in mock interviews. 📅

1. Open **Plan for Work** 📅 in the left menu and select **Interview Process**.
2. What are the three objectives of the interview for the future employee?

a. _____
b. _____
c. _____

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

a. _____
b. _____
c. _____

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

a. _____
b. _____
c. _____
d. _____

5. Watch the videos about interview questions and list five questions you think will be the hardest to answer.

a. _____
b. _____
c. _____
d. _____
e. _____

6. Watch the video and list five interview questions that are off limits.

a. _____
b. _____
c. _____
d. _____
e. _____



ICAP Assignments (continued)

7. 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. What are the five stages of an interview?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

10. What are five tips for following up after an interview?



- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

GRADE 12

ICAP Assignments Activity 7

Complete enrollment for technology center or college.

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

1. Click on the pencil  under **My Ed Plans**. After updating the basic information start updating your classes. Fill in as much for the 13th and 14th years 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  .

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

1. Open **My Documents** at the bottom of the left menu and upload any new documentation that supports your goal.
2. Select **e-Profile** at the bottom of the left menu. 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 this each year.

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

1. Click on your name 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.