

CA – 2 Career/Guidance Plan	Communication Arts Embedded Credit
Arcadia Valley Career and Technology Center	Last Update: September 2004
Honors Grade – Individual Career Portfolio (“ICP”) Completed, Three Kuder Assessments Completed and Copies of Results Inserted in the ICP, Records of Attendance for Visits from Recruiters for 4 or more Programs.	Passing Grade – Individual Career Portfolio (“ICP”) Completed, Records of Attendance for Visits from Recruiters for less than 4 Programs.

OBJECTIVE: Student will develop a Career/Guidance Plan during attendance at the Arcadia Valley Career and Technology Center.

Introduction:

Developing a Career/Guidance plan while attending a Career and Technology Center is vital to making the most of one’s vocational training. The Career/Guidance Plan is the ‘map’ a student will use to take skill training to successful employment at a high-wage job, enrollment at a vocational, or technical, training facility, or enrollment at a two- or four-year institution of higher learning. Although the training at the Career and Technology Center is specialized, the skill of developing a Career/Guidance Plan is applicable for all areas of academic study.

The Career/Guidance Plan is a ‘fluid’ document. A ‘fluid’ document is one that is flexible and open for revision as the individual gains knowledge about a specific area of training. A student should use the Career/Guidance Plan as a guide for future study and planning. Flexibility is a must in this arena as interests and opportunities are under constant influence for change. Thus, an individual’s Career/Guidance Plan must be reviewed and/or revised regularly to keep up with changes in interests, opportunities, and/or advancements.

It is highly recommended that all Career and Technology Center students develop a Career/Guidance Plan during the Junior year. Additionally, all students are encouraged through the Embedded Credit program to make revisions during the student’s Senior year. This developed plan and revision make-up the base for successful completion of the Career/Guidance Plan for the Communication Arts Embedded Credit. Students are encouraged to make additional revisions, as necessary, during the Junior and Senior year. As stated earlier, the Career/Guidance Plan is a working document that needs to be reviewed and revised as applicable.

The additional revisions are not necessary for successful completion of the Communication Arts Embedded Credit; however, they will be a strong example to a potential employer of the student’s commitment to excellence and training. A student portfolio should contain the Junior and Senior year Career/Guidance Plans and any additional revisions that were completed during the student’s Junior and Senior year.

Change is not negative when it comes to developing a plan for future use of vocational training skills. In fact, change will be necessary to ensure that one’s plans meet the ever-changing demands of skill-trained jobs. A well-documented Career/Guidance Plan reflects strong skills in planning, adapting and flexibility. These are all skills most employers are seeking in potential candidates for positions they have available.

Career/Guidance Planning Program

Step-By-Step Instructions for Completing the Career/Guidance Plan

1. Obtain the “Individual Career Portfolio” from the Arcadia Valley Career and Technology Center during your junior year.
2. Start completing the folder information as presented. Sections that need to be completed for credit include:
 - a. “My Career Research”
 - b. “My Extracurricular Activities”
 - c. “My Employability Skills”
 - d. “My Individual Career Plan”
 - e. “My Education Plan”
3. More detail on these sections that is important to remember.
 - a. “My Career Research” – this section covers many activities that you may participate in already with your attendance at the Arcadia Valley Career and Technology Center.
 - i. Interviewing on your own, or as part of your classroom instruction, is an item that you can use to answer several of the questions in this section. Keep an on-going record of all interviews you have participated in during your time attending the Career and Technology Center in your “Individual Career Portfolio”.
 - ii. Job shadowing is also possible for Career and Technology Center students and will be a good resource in completing this section. Keep a copy of any evaluations and assessments that were made of you in this type of position and place in your “Individual Career Portfolio”.
 - iii. Career information software is used quite often in the Career and Technology Center. It is also part of the work that your high school’s guidance counselor may do with you in guidance programs. Currently, all of the sending schools for the Arcadia Valley Career and Technology Center are utilizing the “Kuder Program”. This program is available in, and outside, of school for all students. With your user name and password you can complete three assessments (“Kuder Career Search with Person Match”; “Kuder Skills Assessment”; and “Super’s Work Values Inventory – Revised”) and satisfy any requirements for this check box on the form. When one of these assessments is completed print the results and add them to your “Individual Career Portfolio”.
 - iv. Career Resource Centers are available through the Career and Technology Center, your local high school and any technical, two- and four-year institutions of higher learning. Keep any information you receive from these centers for your portfolio and this folder.
 - v. Job Fairs are available through your high school’s guidance counseling office and are usually attended by students in their junior and senior year. Keep any information you receive from these fairs for your portfolio and this folder.
 - vi. The Internet is also a good resource for reviewing various career possibilities. When researching possible career choices on the Internet, keep a copy of information that you deem important and place it in your “Individual Career Portfolio”.

- b. “My Extracurricular Activities” – this section tracks awards and recognition that you have received during your school experience. There are two main sections to keep up-to-date:
 - i. “Activity/Office” for each year grades seven through twelve.
 - ii. “Honors and Awards” for all awards received, especially during high school year.
 - c. “My Employability Skills” – this section helps you to record skill areas that will be important for the training area you are participating in. There are two main areas on the form to complete.
 - i. “My Work Experience” – by recording your employment as it occurs it will be much easier to complete job applications and/or update your resume. Take the time to complete one of the boxes for each job you have during your time in high school. If you need additional space, please attach additional sheets.
 - ii. “Skills Employers Seek” – each year individual students should be aware of the skills and achievements she/he is gaining. On an individual sheet of paper the students should track evidence of achievement in various areas. Possible sources for these listed skills could be: classroom experience, job for which you were paid, volunteer activities, extracurricular activities, etc. Keep a running record of your training in the eight areas listed on the “Individual Career Portfolio”.
 - d. “My Individual Career Plan” – this section is personal information you record so that it remains at your fingertips for job interviews, college recruiting visits, job applications, etc. Completion is simply a matter of expressing your interests in writing.
 - e. “My Educational Plan” – this section is required by most schools and you probably completed a document that has this information when you were in 8th grade; however, few students update the document as they move along through high school. Sometimes what we plan to accomplish and what we actually accomplish are very different. Take time to get a copy of your “Six-Year Plan” and update this record on the back of the “Individual Career Portfolio” with what you actually accomplished. You may even surprise yourself.
4. Complete the following assessments from the Kuder Program (see <http://www.mo.kuder.com>):
 - a. “Kuder Career Search with Person Match”
 - b. “Kuder Skills Assessment”
 - c. “Super’s Work Values Inventory – Revised”
 5. Complete a Recruiter Report Sheet for all programs you attend where someone is presenting information about a high-wage job, technical school, two- and four-year college, or armed forces. Insert the form into the “Individual Career Portfolio”.