

**Kimberly High School Student
Guidebook:
Academic and Career Planning**



Know • Explore • Plan • Go!

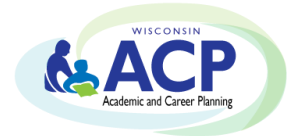
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*****Important: Be sure to turn in the Syllabus Consent Statement (found on page two) to your Advisor by the end of September. This is a requirement of ACP.**

Academic & Career Planning

Expectations & Syllabus



Advisor name

Room #

Big Idea

ACP is intended to equip students and their families with the tools necessary to make more informed choices about postsecondary education and training as it leads to careers.

It is part of DPI's overall vision for every student to graduate high school, college, and career ready. That means students must be competent both socially and emotionally. We want our students to be strong critical thinkers, collaborate and solve real-world problems, and persevere when things aren't quite going their way. When put together, it's about making them productive adults with satisfying careers. (<https://dpi.wi.gov/acp>)

Learner Targets & Outcomes

ACP is an ongoing **process** to actively engage students to:

- ☐ develop an understanding of his or her self
- ☐ create a vision of his or her future
- ☐ develop individual goals
- ☐ prepare a personal plan for achieving the vision and goals

ACP is a **product** that documents and reflects students':

- ☐ coursework, learning and assessment results
- ☐ post-secondary plans aligned to career goals & financial reality
- ☐ record of college and career readiness skills. (<https://dpi.wi.gov/acp>)

Expectations:

- ☐ Required Materials: computer, writing utensil, positive attitude, open mind, 100% session attendance, and any other materials required by your specific advisor at each grade level.
- ☐ EMAIL will be used as a regular communication tool – you will need to check this tool weekly to be sure you are keeping up on your ACP work. It is essential to check your school email frequently.
- ☐ Display KASD Community Values and follow school rules
- ☐ Completion of all lessons and assignments and documentation of these materials to be housed in Career Cruising.

Kimberly High School Global Traits

It is expected that throughout the ACP process you practice and build on the KHS Global Traits.

- ☐ Honesty & Integrity
- ☐ Respect (for your peers, your advisor, and all who interact with you on your ACP)
- ☐ Kindness
- ☐ Responsibility (completing ALL ACP assignments and activities on time and documenting them properly)

Assessment: How will we measure progress towards and completion of stated goal(s)?

- ☐ Monthly completion and documentation of ACP lessons and activities in your Career Cruising account.
- ☐ Any additional communication required by your ACP advisor.

☐ Portfolio is complete in Career Cruising prior to April 15 of your graduation year.

Course Communication:

Email: _____@kimberly.k12.wi.us *(Preferred and most timely means of communication)*

Phone: 920-687-3024 x _____ (Before or after school, during lunch hours, or ELT time)

Syllabus Consent Statement. I have read and understand the expectations listed above in addition to those outlined in the syllabus. (Return this portion to your ACP advisor within one week of receipt.)

Course **Academic and Career Planning** Advisor _____

Student Name (Print) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Name(s) (print) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Email(s) _____

Parent/Guardian Phone Numbers _____ (home)

_____ (cell)

Calendar of Meeting Dates

2018-2019

ACP meetings will occur on the third Tuesday of every month between 1st and 2nd block. The dates are listed below:

September 18, 2018

October 16, 2018

November 20, 2018

December 18, 2018

January 15, 2019

February 19, 2019

March 19, 2019

April 23, 2019 (later due to spring break)

2018-2019 ACP Advisors

9th Grade Advisors	10th Grade Advisors	11th Grade Advisors	12th Grade Advisors
Anderson, Staci (rm 1148)	Albers, Heather (rm 0042)	Buss, Andrea (rm 1212)	Bandt, Ryan (rm 2068)
Aumann, Josie (rm 1183)	Bohlman, Alyssa (rm 0045)	De Koch, Ben (rm 2083)	Brown, Brad (rm 2013)
Cullen, Troy (rm 2069)	Boots, Jennifer (rm 1052)	Fisher, Lynn (rm 2011)	Buchinger, Tammy (rm 2059)
Drephal, Mandy (rm 0028)	Bowers, Marshall (rm 1184)	Glenn, Shannon (2045)	Gall, Craig (music suite)
Ellestad, April (rm 0032)	Breese, Jack (rm 1089)	Goethals, Dan (rm 1250)	Geyman, Jon (rm 0008)
Fontecchio, Kacey (rm 1209)	Cleaver, John (rm 2024)	Haase, Cassie (rm 1153)	Guthrie, Danielle (rm 2017)
Hogan, Devin (rm 2035)	Cops, Danielle (rm 0045)	Heling, Mike (rm 0010)	Heling, Katie (rm 2051)
Hoh, Matt (rm 0022)	Dollevoet, Stacy (rm 2018)	Hietpas, Angela (rm 1174)	Hoffman, Karen (rm 2012)
Holtien, Dave (rm 2064)	Engelland, Ben (rm 1201)	Janota, Kevin (rm 1160)	Holschuh, Joe (rm 1199)
Koller, Monica (rm 1141)	Greeninger, Pete (rm 1196)	Jones, Steve (rm 0021)	Jansen, Kelly (rm 1142)
Mangin, Jason (Gym)	Hagmann, Trent (LMC)	Kasper, Marsha (rm 2029)	Klitzke, Brad (rm 0015)
McConnell, Kate (rm 0033)	Hietpas, Andrea (rm 2037)	Knutson, Carrie (rm 0026)	Kroncke, Greg (s. services)
Nieuwenhuis, Jeff (rm 0004)	Hinske, Ryan (rm 1143)	Koenig, Katie (rm 2065)	Krull, Cathy (LGI)
Popke, John (rm 1046)	Holtermann, Kayla (rm 1198)	Kostroski, Randy (rm 1138)	Lueneburg, Greg (rm 2030)
Ramponi, Amy (rm 0007)	Jones, Carrie (Malin Ctr.)	Loomis, Jenny (rm 1197)	Masanz, Steve (rm 1161)
Reader, Julie (rm 2080)	Kierszh, Chelsea (rm 2021)	Matsche, Dean (Gym)	Reis, Stacie (rm 0040)
Schaefer, Heather (rm.1166)	Nokes, Lauren (rm 2066)	Nji, Julie/ Hardy, Kristine(rm 0029)	Ringler, Kim (rm 0024)
Smith, Luke (rm 1164)	Paruch, Kristine (1207)	Peters, Nic (rm 2044)	Sahr, Kris (rm 2039)
Stellato, Mike (const. shop)	Phelan, Katie (rm 2047)	Pierson, Melissa (rm 0009)	Scherg, Kendra (rm 1155)
Van Berkel, Gina (rm 1172)	Shrode, Stacy (rm 2034)	Selker, Ted (rm 1149)	Smith, Ryan (rm 2071)
Voissem, Kayla (rm 2078)	Simon, Dean (rm 2050)	Schaaf, Tony (rm 2042)	Sutton, Andrew (rm 0006)
Vosters, Jayne (rm 0016)	Turriff, Shannon (rm 0031)	Sutton, Kayla (rm 2052)	Wickman, Pam (rm 1158)
Wise, Miki (rm 1194)	VanderPas, Cyndi (rm 1175)	Trempe, Dave (rm 2022)	Wierschke, Laura (rm 2023)
Wurtz, Lucky (rm 2063)	Wilson, Amy (rm 1177)	Weyer, Mike (rm 2020)	Yunk, Sarah (rm 1176)
Yunk, Phil (Smart Room)	Wimberly, Adam (rm 0005)	Wilbert, Michael (rm 1200)	Zellmer, Carla (LMC)

9th Grade Lessons and Activities

September

Welcome to high school! You are embarking on an exciting adventure over the next four years. Take advantage of all available resources here at YOUR high school to learn more about yourself, your careers of interest, and your plans for after you graduate. Your advisor will help guide you through this process, but ultimately, you are responsible for making the most of your high school career.

In today's lesson, your instructor will help you get to know others here in your peer group. You'll discuss your transition to high school, answer questions you may have, and get to know clubs and activities offered here at the high school.

Activities:

1. At the high school, we will meet monthly in our ACP groups. Those of you who attended JRG are familiar with ACP, but for those new to our district, ACP is time to work on Academic and Career Planning. It's time to help you reflect, explore, and plan how to choose a path for your next steps after high school.
 - a. Our goals for this year are to help students understand how their interests and skill sets match with different career clusters
 - b. Help understand the difference between opportunities post graduation and what path may be a good fit for each individual
 - c. Learn what programs of study are at the high school and how they can help students create their course schedules to meet their needs and interests
2. We want you to feel comfortable in your ACP Group and get to know your advisors and each other. Some students may be coming from different schools and brand new to KHS. **Feel free to use these [ice breakers](#), or ones of your own.**
3. Transition Discussion. Ask students how their transition is going. What questions do they have? What were they worried about and how is going now? Is there anything they need to help their transition go smoother? What surprised them about starting at KHS?
4. Discuss list of extracurriculars with students and how they can get involved. [KHS Clubs & Activities](#). Our goal is for each student to join at least one club or activity. Take time to share experiences you may have had with different clubs or activities from the high school and what you learned at the activity fair last week.
5. The rest of the year, these are the activities we will be completing during ACP time.

Month	Lesson Topics
September 18	Teambuilding and discussing your transition to KHS, time to answer questions you may have. Learn about ExtraCurricular Activities available to you.
October 16	You will take the Career Matchmaker and update your chosen career clusters. Share your portfolio with your parents. If you have time, you may take the Learning Styles Inventory.
November 20	Redefining Ready: Compare interested career clusters/paths with appropriate "next step" options after high school. Talk about the differences between 2 year schools, technical colleges, and 4 year public/private universities. Set Goals for remainder of this year.
December 18	Learn about what Learning Style best matches the way you study and study strategy suggestions. Explore the KHS Programs of Study, and familiarize yourself with the KHS course book and classes we have to offer.
January 15	Create a draft of your 4 year plan of courses you may want to take through high school.
February 19	Finalize and lock in schedules for your Sophomore year.
March 19	Use the Resume Builder tool in Career Cruising to add hobbies, interests, volunteer experiences, jobs, and more
April 23	Reflect and journal on your Freshman year so far. Complete any unfinished items from the year.

October

How did your first month of high school go? I bet it went by fast!! Did you meet new friends? Join a club or sport? Meet a teacher that you connect with? Remember, the next four years are open to all kinds of possibilities for you. Take advantage of exploring your school, your interests, and your career choices. Four years of high school will go by very quickly.

In today's lesson you will be competing the Matchmaker in Career Cruising. You have done this in middle school, but you may find that as you grow and experience new classes, your interests may change, and with it, your potential career choices.

After today's lesson you should have:

- ☐ Taken the entire Career Matchmaker - ALL questions
- ☐ Saved 3 careers to "MyPlan"
- ☐ Saved 2 career clusters to "MyPlan"
- ☐ Saved 1 School to "MyPlan"
- ☐ REFLECT AND CONFIRM completed activities

Activities:

Complete Matchmaker

1. Login to Email
2. On District webpage, bottom right hand corner, Click on Student Resources.
3. Click on Career Cruising - Students (You will be automatically logged in).
4. Click on "Assessments"
5. All Students Explore your results
 - a. At a Glance, Suitable for you, Working Conditions, Earnings, Education, Sample Career Path, Related Careers, Other Resources, & Interviews).
6. **Save 3 Careers and 2 Career Clusters** that you have an interest in to "**Save to My Plan**". These could be the same or different from last year.
 - a. Can't find the career that you are interested in? Under your results page, look on the left hand side of the page, scroll down to: Find Other Careers. If your career is not listed in your results, you may want to evaluate why by looking at Suitable for You?
7. Within those Saved Careers, choose a Related College Program and then **Save to My Plan ~ 1 Post Secondary College** that interests you.
8. Review Clubs & Activities list that was shared with last meeting and make a plan to get involved if you have not already done so.

Reflect and Confirm

- Click on My Progress Bar to finalize activities that were assigned from this year

Next Steps:

- Discuss your results from the Matchmaker with a parent/family member or other adult.

Future Connections:

Use your results of your Matchmaker to help assist you in making meaningful course selections for next year. Visit the Kimberly High School Website to view [Programs of Study](#).

Invite a Parent/Guardian to view your Career Cruising Portfolio

- Under **My Plan**, click on **Share My Plan** and then select **Invite Parent/Guardian**. You must enter in a valid email address to have an access code sent to a parent/guardian. Parents/guardians cannot change information within your career cruising account, but they can make comments.

Again, after today, you should have completed the following items:

- ☐ Taken the entire Career Matchmaker - ALL questions
- ☐ Saved 3 careers to “MyPlan”
- ☐ Saved 2 career clusters to “MyPlan”
- ☐ Saved 1 School to “MyPlan”
- ☐ Invited your Parent/Guardian to Career Cruising
- ☐ **REFLECT AND CONFIRM completed activities**

November

Hard to believe it is month three of high school already, right?!?! By now you are probably feeling pretty comfortable with your schedule and your school. You've probably met some new friends, attended a few after-school activities, and done other fun activities. Good for you! Enjoy yourself in each of these months and years of high school.

Today you will be setting some goals for yourself through your first year of high school. To do this, you will assess where you are at currently and where you want to be at the end of your freshman year of high school.

Activities:

1. Understand what "Redefining Ready" is and means to you
2. Make sure you understand Post Secondary Options available
3. Develop 3 Smart Goals for this school year and complete Journal Entry

REDEFINING READY

One of the goals of ACP is for students to develop skill in setting goals, and making a plan to achieve the goals. Part of this skill is being able to assess yourself as you move through your plan to see if you are on track. Redefining Ready! is a set of indicators to look at progress, it is not to limit your options. Please organize your plan by filling in this planning document.

Look at this [Slideshow for Post Secondary Options](#) for clarification on opportunities available to you after High School.

Which path in [Redefining Ready](#) do you identify with at this time? Please discuss different paths that you could take to obtain the career path that interests you.

Ask yourself, "What is my goal for life after high school?" As you write your goals, keep in mind how these goals fit with your interests and abilities and your skill set - why is it the best choice for you?

3. Open Career Cruising, click on My Plan, then click on My Journal and enter a new journal entry titled "Redefining Ready Reflection November 20__" (the current school year). Answer the following questions in your journal entry.

- A. Write three SMART goals for your freshman year of high school related to school and/or your career interest from middle school.

(SMART: Specific Measurable Attainable Realistic Time-bound)

An example of a SMART goal might be: I will maintain a 3.0 GPA throughout my freshman year of high school. Another example might be: I will join one club by the end of November in my freshman year and attend all monthly meetings this school year.)

- 1.
- 2.
- 3.

B. How will you work towards your goals this year?

C. What is your plan for life after high school? Make sure to include post-secondary education (if appropriate) and a career goal.

D. Where are you in your plan right now? Make sure to include: credits, GPA, class rank, activities, and other indicators as shown on the Redefining Ready document.

E. How are your current classes going? Reflect on your schedule, how your classes are going, what's going well, identify challenges, and explain how you can overcome the challenges.

F. Based on the career cluster you have identified, what courses should you plan to take as you progress through KHS?

G. How can your advisor, family, or other school staff help in this process?

After your journal entry please **“reflect and confirm”** on today's activities.

December

This month, we want to help you familiarize yourself with the tools and resources available to help you plan your path through high school and relate it to how you learn best and the clusters you are interested in. There are many opportunities and resources available to you to guide you in this process.

Activities:

1. Take the Learning Styles Inventory and journal a reflection
2. Familiarize yourself with the KHS Programs of Study and Course Book

Log in to Career Cruising and click on Assessments, then on the Start Learning Styles button. Read the instructions on the Introduction page and start the assessment. Remember, there are no right or wrong answers; simply select the answer that you feel best applies to you.

Read the Learning Styles profile.

Open Career Cruising, click on My Plan, then click on My Journal and enter a new journal entry titled **Learning Style Reflections December (date)**

Answer the following question in your journals:

- A. Which parts of the profile best describe the way that you learn and retain new information?
 - B. Are there parts of the profile that do not accurately describe the way that you learn and retain new information? Which ones?
 - C. Think about how understanding your learning style relates to career possibilities. How can knowing how you learn help you make important career decisions and succeed in the workforce?
3. Familiarize yourself with KHS [Programs of Study](#) to help you determine which courses are best for you. Please look at and understand the recommended and suggested courses for you to take for your chosen career clusters.
 4. Look at the KHS [Course Book](#). Please look this over! Be aware of the credit requirements for graduation, also found in the course book. You need to have *all* of these credits meet in order to graduate. Read the descriptions of classes and take notes of the grade you need to be in, and any prerequisite courses you need to take first. Are there certain classes that may fit your learning preferences better than others?

Remember to reflect and confirm all completed activities.

Time permitting, you may go back and finish any activities from the previous months that still need to be completed. If you are up to date, continue to review the course book, and programs of study.

January

Can you believe we are just about half way through this school year? Discuss with your group how your year is going. What is going well, what are your struggles, and what/who can help you overcome some of your challenges?

It may seem early, but it's time to start thinking about the next few years here!

Career Cruising allows you to select courses for all four years while in high school. You will discuss as a group the benefits for developing and updating a 4 Year Plan.

Four-year planning is extremely helpful in putting high school life in perspective, looking at the future and realizing that there is life after high school!

Activity:

Create a four year plan in CareerCruising

Using the [Programs of Study](#) and [Course Book](#), we would like you to start designing your 4 year plan; using recommended courses from the Programs of Study from your chosen career clusters. You also need to include the graduation requirements into your plan.

28 Total Credits

- 5 credits of English
- 3 credits of Social Studies
- 3 credits of Science
- 3 credits of Mathematics
- 2 credits of Physical Education
- .5 credit of Health
- .5 credit of Personal Finance
- 11 credits of Electives

Log into Career Cruising.

PART 1: HOW TO ACCESS CAREER CRUISING AND YOUR COURSE PLAN

Step 1. Go to your district and/or school website and click on the Career Cruising link.

Step 2. Login by entering your Username and Password.

Step 3. Click **Choose My Courses** from the list of options on the left under the question, **What do you want to do?**

The upcoming school year is color coded differently. This is where you will select your courses for next year.

Your course history is also included (your completed courses and the ones you are currently taking).

Click on the blue book icon at the top right to see the full Course Guide.

Remember, this is your course plan; you can select/remove courses as many times as you like.

PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES

Step 1. To choose a required course (yellow slot), click on the plus '+' icon of any yellow course slot.

You will be presented with a list of courses to choose from.

Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.

To add a course, click **Add Courses**. You will return to your course plan and the course you have chosen will appear.

Continue until you have selected all your compulsory courses.

Step 2. To choose an elective course (white slot), click on the plus '+' icon of any white course slot.

You will have the option of selecting courses by its Discipline, Keyword and you may also have the option to select by Cluster. The option to search by Discipline is the default. Click on the **Select...** dropdown to search for an elective course.

Once you have made a selection, you will be presented with a list of courses to choose from.

Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.

To add a course, click **Add Courses**. You will return to your course plan and the course you have chosen will appear.

Continue until you have selected all your elective courses.

You will see boxes with some class names in. The tan/yellow colored boxes are classes that you need to take those years. Please note Junior and Senior year there is more flexibility in your schedule. You **MUST** take English and PE every year. There is some flexibility Junior and Senior years with how you fit in your remaining credits.

You may take this time to begin to fill in courses you are interested in taking your next 3 years here in your course plan. Keep in mind you can use these classes you enter in sophomore year for scheduling in the next couple of months. This tool can help you plan out courses you want to make sure you take. Remember to add prerequisite courses for more advanced classes in an area. We want you to explore classes recommended for your chosen career clusters to help you determine if those are areas you truly have an interest and or skill set in!

Please keep in mind this is a draft of a plan. You can change your mind about courses you take and they are NOT set in stone.

February

Welcome to scheduling for your sophomore year of high school! You are well on your way to a successful and fulfilling high school career. Now you have the ability to choose courses for next school year that align to your career goals for the future. You may have had a good start or even completed your plan for next year with designing your 4 year plan last month. Be sure to reference KHS [Programs of Study](#) and [Course Book](#) to help you determine which courses are best for you.

Activities:

Today you will be scheduling and submitting next year's classes.

As you decide on course requests for next school year, ask yourself the following questions:

- As you look at the POS (Program of Study) aligned with your career cluster, does it seem to match your interests?
- Based on your interests, career cluster(s), and post-secondary plan (what you want to do/be after high school), what courses should you take next year?
- Which course offerings help you prepare for a four-year degree? A two-year degree? A career right out of high school?
- What other experiences (in and out of school) might help you prepare for these paths?
- What kind of grades will you need to get to pursue a four-year path? A two-year path? An immediate career path?

Registering for 2019-2020 Classes in Career Cruising

1. Log into your Career Cruising Account: <https://www2.careercruising.com/default/cplogin/KIM>
 - Use your network username and password
2. Click on – Choose My Courses on the left side
You will ONLY be entering requests for the 2019-20 school year
3. Click in each field to add the classes you would like to take next school year.
 - Slots that are shaded indicate required courses you need to sign up for.
 - If you enter a course and a **blue alert** pops up- there is a note to read regarding the course. Typically this relates to a course fee. You are still allowed to sign up for this course
 - If you enter a course and a **red alert** pops up- there is a prerequisite that you do not meet. You need to remove that course from your plan and add another selection in order to submit your requests.

Band or Choir students ONLY- make sure you sign up for 1 credit of skinny classes.

9th	10th	11th	12th
AP Human Geography S (1)	AP Human Geography S (1)	AP Human Geography S (1)	AP Human Geography S (1)
Civics/Geography S (1)	PE Activities & Conditioning S (.5)	PE Activities & Conditioning S (.5)	PE Activities & Conditioning S (.5)
Biology S (1)	Health S (.5)	Personal Finance S (.5)	Personal Finance S (.5)
	Fit for Life S (either S1 or S2) (.5)	Fit for Life (either S1 or S2) S (.5)	Fit for Life (either S1 or S2) S (.5)
	Introduction to Art S (.5)	Introduction to Art S (.5)	Introduction to Art S (.5)
	English 10 S (1)	PARTNERS S (1)	PARTNERS S (1)

5. Make sure you choose the correct number of credits. You can see the total number of credits you are currently signed up for at the bottom of your scheduling column.

- 9th and 10th grade should select 8.00
- 11th grade should select 7.5 (taking off block) or 8.00 (if not taking off block)
- 12th grade must register for a minimum of 7
- Band and/or Choir students should not include auxiliary courses in their minimum requirements- i.e. Jazz Band.
- **Remember to add alternates.** The system will not allow submission unless alternates are entered. You must enter 1-1 credit and 4- .5 credit alternates.
- All students will hit **SUBMIT** during your ACP meeting on February 19. Once you submit your course requests, they are final. Make sure your requests are complete before you hit submit.
- If you get an error message, read the alert and make the necessary changes.

The screenshot shows a vertical list of course slots. Each slot has a plus icon and a label: 'Elective' or 'Alternate'. At the bottom of the list is a blue button with a checkmark and the word 'SUBMIT'. Below the button, it says 'Credits: 0'. A red arrow points to the SUBMIT button.

March

Today we want to introduce you to another great tool and resource that CareerCruising has to offer. There is a built in resume builder that you can use to create a resume, as well as store and document activities, skills, and interests you gain and develop throughout your high school career. Today, we want you to take that first step in documenting the activities, skills, and interests that you have and that you are involved in.

Activities:

You will begin to build your resume through CareerCruising

You can use your My Plan to store a variety of information about the extracurricular activities that you participate in, your skills and abilities, and awards and certificates you have received. You can also document your work and volunteer experiences.

Sign into Career Cruising and open the My Plan menu near the top of the page and click on **My Activities & Experiences**.

Extra Curricular Activities

Step 1. Click on **Extracurricular Activities**.

Step 2. Click **Add An Activity** and select an activity category from the dropdown menu. Choose the activity that you participate in or the organization to which you belong from the next dropdown menu. Record the start and end dates (select **To Present** if you are still involved in this activity), as well as a description of how you are involved and what skills you have learned from it. For example, if you are on the basketball team, you may have gained good hand-eye coordination.

If you participate in any activities that are not on the list, you can use the **Enter Your Own** link beside the Activity drop down menu.

Step 3. Attach any related files by clicking on the **Attach File** button.

Step 4. Click on the blue **Save** button.

Step 5. Continue to add activities you are involved in as you did before.

Hobbies and Interests

Step 1. Click on **Hobbies & Interests**.

Step 2. Click **Add A New Interest** and select a hobby or interest category from the dropdown menu. Choose the activity that you participate in from the next dropdown menu. Record your thoughts about the activity, such as what skills you have learned from it. For example, if you are an avid collector, you may have gained organizational skills.

If you are involved in any hobbies not on the list, you can use the **Enter Your Own** link.

Step 3. Attach any related files by clicking on the **Attach File** button.

Step 4. Click on the blue **Save** button.

Step 5. Continue to add activities you are involved in as you did before.

My Plan Activity 8: Activities & Experiences

Skills and Abilities

Step 1. Click on **Skills & Abilities**.

Step 2. Click **Add A New Skill** and select a skill category from the dropdown menu.

Step 3. Choose a skill you possess and record your comments, including examples of how you have used this skill or how you acquired the skill. If you want to include a skill that is not on the list, click on **Enter Your Own**.

Step 4. Attach any related files by clicking on the **Attach File** button.

Step 5. Click the blue **Save** button at the bottom of the page.

Step 6. Continue to add other skills by repeating the previous steps.

OPTIONAL

Awards and Certificates

Step 1. Click on **Awards & Certificates**.

Step 2. Click **Add An Award** and enter the name of an award or certificate you have received.

Step 3. Select the date you received the award or certificate.

Step 4. In the Description field, enter what the award is for, who it was awarded by (*e.g., school, community organization, government, etc.*), and any other important information.

Step 5. Attach any related files by clicking on the **Attach File** button.

Step 6. Click on the blue **Save** button.

Step 7. Add other awards and certificates you have received.

Volunteer Experience

Step 1. Click on **Volunteer Experience**.

Step 2. Click **Add A Volunteer Experience**. Enter your position title, organization, city, state, and dates of involvement. If you are still participating, select **To Present** in the month field for the end date.

Step 3. Enter the number of hours you have completed in this position.

Step 4. In the Description field, enter your regular duties and special projects you were involved with throughout the course of your work.

Step 5. Attach any related files by clicking on the **Attach File** button.

Step 6. Click the blue **Save** button.

Step 7. Add other volunteer experience as you did before.

Work Experience

******You may also include internships or co-op placements

Step 1. Click on **Work Experience**.

Step 2. Click **Add A Work Experience**. Enter your position title, employer, city, state, and dates of employment. If you are still working in this position, select **To Present** in the month field for the end date.

Step 3. In the Description field, enter your regular duties, special projects you were involved with, or accomplishments you achieved throughout the course of your work.

Step 4. Attach any related files by clicking on the **Attach File** button.

Step 5. Click the blue **Save** button.

Step 6. Add other relevant work experience as you did before.

Remember to reflect and confirm all completed activities.

April

Congratulations! You are close to completing your first year of high school. How has it gone so far? What have you done well? What can you improve before school ends and to start next year? Have you challenged yourself to try new things and get involved school or community activities?

Activities:

Reflection Journal on this school year

Complete any unfinished activities

Check in with Advisor on your completion status of ACP activities

Reflection of this school year.

You will now take some time to reflect on this school year. Open Career Cruising, click on My Plan, then click on My Journal. Reread your smart goals under your “November 20__” journal entry.

Create a new journal entry titled “April 20__” Write a summary of action steps you took to complete your three SMART goals that you wrote back in November for this school year. Please reflect on if you accomplished your goals, or are still working on them, or needed to change them for the future and why.

Next, write two or three SMART goals for next school year that you can work on when you come back to school as a sophomore. (You can refer to the November lesson for a reminder on how to write these if needed)

Please use this remaining time to check in with your advisor, and complete any activities that have not been finished.

9th Grade Recap Checklist

Show proof of activity completion to your ACP Advisor.

Have you...

- ☐ Set, completed, and reflected on three SMART goals this school year
- ☐ Completed Career Matchmaker
- ☐ Saved a minimum of three careers in My Plan
- ☐ Saved a minimum of two career clusters in My Plan
- ☐ Saved at least 1 school you are interested in learning more about for your career in My Plan
- ☐ Completed journal reflection on Redefining Ready
- ☐ Completed Learning Styles Inventory
- ☐ Journal reflection on Learning Style
- ☐ 4 year plan draft created in CareerCruising
- ☐ Saved your extra-curricular activities in My Plan
- ☐ Saved your hobbies & interests in My Plan
- ☐ Saved your skills & abilities in My Plan
- ☐ Saved your awards & certificates in My Plan
- ☐ Saved your volunteer & work experience in My Plan
- ☐ End of year journal reflection and 2-3 goals for next year
- ☐ Uploaded all documentation regarding the above activities into My Plan in Career Cruising
- ☐ **REFLECTED AND CONFIRMED all activities**

Additional Resources

[ACP Glossary](#)

[KHS ACP Website](#)

[Programs of Study](#)

[KHS Clubs, Activities, and More](#)

[Student Career Info](#)

[Department of Public Instruction ACP website](#)

<http://www.jobstvnews.com/cp.html>