

## Highland Community Schools Academic and Career Planning

<b>Elementary School Academic and Career Planning Goal</b>
Provide an academic foundation based on inquiry that broadens students' career awareness.
<ul style="list-style-type: none"> <li>• Project Lead the Way</li> <li>• Introduce career pathways through guidance lessons</li> <li>• Each elementary grade level incorporates career exploration throughout the school year</li> </ul>

<b>Middle School Academic and Career Planning Goal</b>		
Complete self-awareness activities to develop an understanding of personal strengths, weaknesses and interests and their relationships to potential career pathways.		
<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
<ul style="list-style-type: none"> <li>• Develop and Reflect upon Personal Academic Goals</li> <li>• Develop and Reflect upon 21st Century Skills Goals</li> <li>• Forward Exam</li> <li>• Learning Styles Inventory</li> <li>• Learning Styles Reflection Worksheet*</li> <li>• Complete first 39 questions of Matchmaker</li> <li>• Creating ACP page on personal Google website and uploading relevant documents*</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and Reflect upon Personal Academic Goals</li> <li>• Develop and Reflect upon 21st Century Skills Goals</li> <li>• Forward Exam</li> <li>• Open previous Matchmaker results &amp; answer more questions under Improve My Results</li> <li>• Explore top five occupations from Matchmaker results and Suitable for You? Feedback</li> <li>• Research careers by school subject in the Careers section of Xello</li> <li>• Save at least one career of interest</li> <li>• Have students journal about why the careers saved are a good fit and questions they have about them*</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and Reflect upon Personal Academic Goals</li> <li>• Develop and Reflect upon 21st Century Skills Goals</li> <li>• Forward Exam</li> <li>• Review previous Matchmaker results</li> <li>• Complete My Skills assessment-Based on these results write top 3 skills to improve*</li> <li>• Research Careers by cluster and by industry</li> <li>• Save two careers and two clusters of interest</li> <li>• Explore Education section in occupation profiles of interest</li> <li>• Based on career interests and goals, select 9th grade courses and a tentative 4-year academic plan*</li> </ul>
<p>Topics covered on a 3-year rotational basis (to ensure each student is exposed to the information one time during in middle school):</p> <ul style="list-style-type: none"> <li>• Career Exploration Unit               <ul style="list-style-type: none"> <li>◦ Broad Career Exploration                   <ul style="list-style-type: none"> <li>■ Using Xello</li> <li>■ Speakers from various career pathways</li> <li>■ Personal Research project*</li> </ul> </li> <li>◦ Cover Letter Writing</li> <li>◦ Resume Writing*</li> <li>◦ Job Applications</li> <li>◦ Interview Process with community members</li> <li>◦ Formal Thank You Letters</li> </ul> </li> </ul>		

\*Elements that are required to be included in personal Google website

<b>High School ACP Goal</b> To ensure preparedness for post-secondary options, student will narrow career pathways to guide course selection and complete service learning projects.			
<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
<ul style="list-style-type: none"> <li>• Develop and Reflect upon Personal Academic Goals</li> <li>• Develop and Reflect upon 21st Century Skills Goals</li> <li>• Pre-ACT Exam</li> <li>• Complete Learning Styles Inventory</li> <li>• Reflect on learning style changes since middle school*</li> <li>• Use Career Selector to research careers based on criteria and explore results</li> <li>• In Education section of Xello review the College Planning Timeline</li> <li>• Explore Schools and Majors by keyword in Education section</li> <li>• Journal about two majors and two schools of interest*</li> <li>• Revisit and revise 4-year academic coursework plan prior to registering for sophomore year courses*</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and Reflect upon Personal Academic Goals</li> <li>• Develop and Reflect upon 21st Century Skills Goals</li> <li>• Pre-ACT Exam</li> <li>• Start a new Matchmaker assessment</li> <li>• Explore results and review Suitable for you? feedback</li> <li>• Career Selector*</li> <li>• Compare and contrast results from Career Matchmaker and Career Selector*</li> <li>• Save at least two additional schools and two majors of interest</li> <li>• Introduce Youth Apprenticeship options</li> <li>• Revisit and revise 4-year academic coursework plan prior to registering for junior year courses (consider AP or Advanced courses)*</li> </ul>	<ul style="list-style-type: none"> <li>• Develop, Reflect and Modify upon Personal Academic Goals both in the short- and long-term</li> <li>• Develop, Reflect and Modify upon 21st Century Skills Goals both in the short- and long-term</li> <li>• Junior service learning project</li> <li>• ACT Exam</li> <li>• Personal financial literacy concepts course</li> <li>• Junior planning conferences with parents and guidance counselor</li> <li>• Research post-secondary options of interest</li> <li>• College campus visits</li> <li>• Complete My Skills assessment-Write top three skills to improve and ideas of how to do so*</li> <li>• Under Employment, use Job Search to look up postings of interest</li> <li>• Complete Financial Aid Selector and explore results</li> <li>• Review and rank saved schools and majors</li> <li>• Build high school resume*</li> <li>• Review Youth Apprenticeship options</li> <li>• Revisit and revise 4-year academic coursework plan prior to registering for senior year courses (consider AP or Advanced courses)*</li> </ul>	<ul style="list-style-type: none"> <li>• Develop, Reflect and Modify upon Personal Academic Goals both in the short- and long-term</li> <li>• Develop, Reflect and Modify upon 21st Century Skills Goals both in the short- and long-term</li> <li>• Revisit latest Matchmaker, My Skills and Career Selector results</li> <li>• Senior service learning project</li> <li>• Final Senior project community presentation</li> <li>• Senior project reflection paper*</li> <li>• Gather letters of recommendation</li> <li>• College campus visits</li> <li>• Apply to post-secondary options</li> <li>• Choose post-secondary option</li> <li>• Complete scholarships</li> <li>• Complete FAFSA</li> </ul>

\*Elements that are required to be included in personal Google website

## Resources Used to Implement ACP

- [Xello](#)
- [Academic & Career Planning \(ACP\) | Wisconsin Department of Public Instruction](#)
- [Regional Career Pathways](#)
  - [Architecture and Construction Pathway](#)
  - [Advanced Manufacturing Pathway](#)