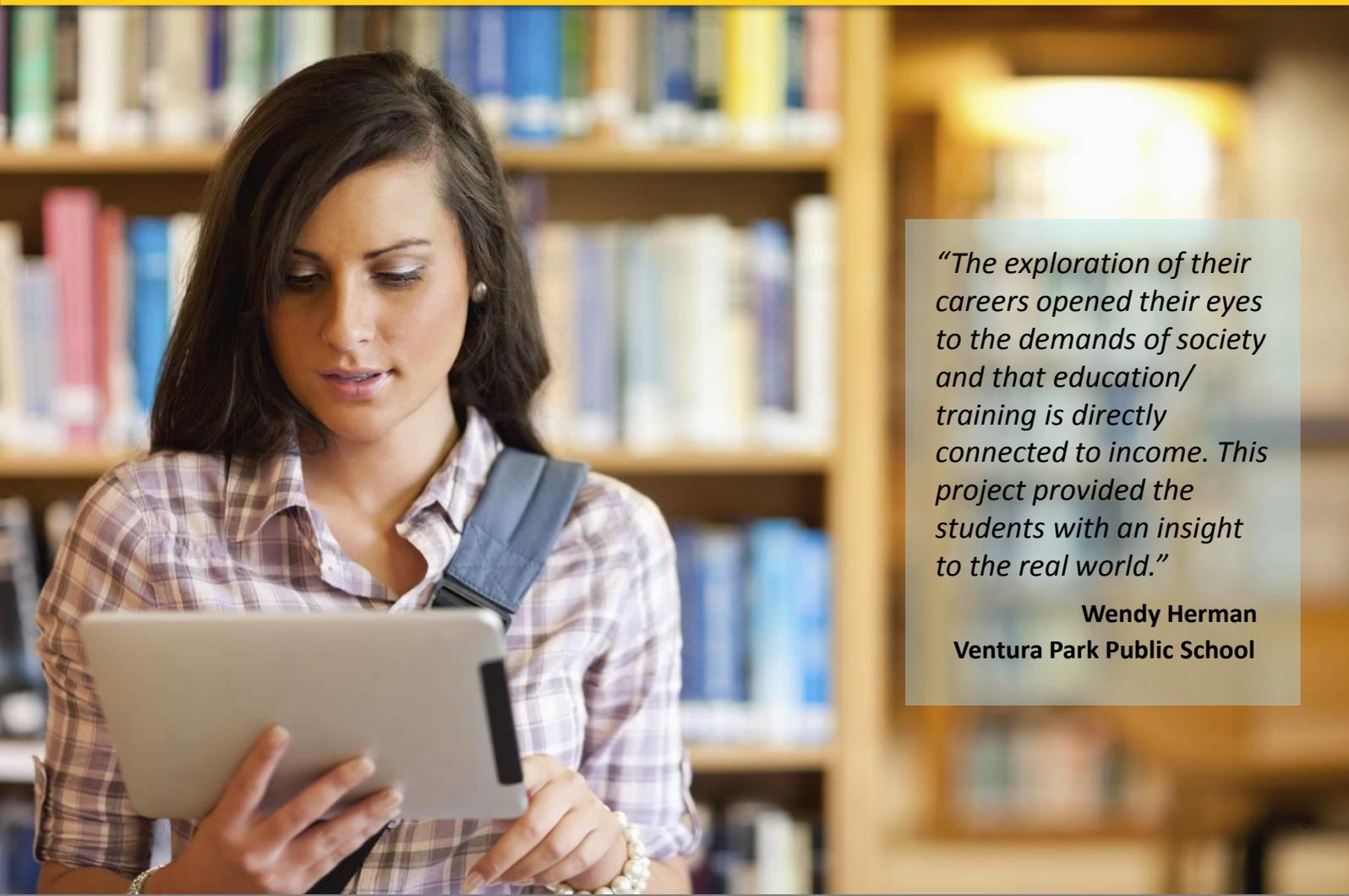


Career Cruising

Best Practices in K-12 Future Readiness



“The exploration of their careers opened their eyes to the demands of society and that education/training is directly connected to income. This project provided the students with an insight to the real world.”

Wendy Herman
Ventura Park Public School

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Introduction

At Career Cruising, our experience helping people implement programs for their students spans over 18 years. During that time we've learned plenty about successful programs from schools and districts just like you.

This Guide provides tips and best practices we've collected during our work with 20,000 schools and it organized into four main topics:

- Getting Started
- Engaging the Community
- Initiatives and Activities
- Specialized Programs

Tips and comments directly from clients are highlighted throughout to provide ideas and inspiration for your program. We invite you to share your ideas and successes with us at any time throughout the school year! Your success manager is always eager to learn how you are using the program at your school or district.



We've also set up [this web page](#) to collect your input or you can email us at customerexperience@careercruising.com. We hope you find this resource helpful and inspiring!

The Career Cruising Team



Checklist 1: Identifying Program Objectives

Objective Ideas (select all that apply)	
Overarching Goals	
<input type="checkbox"/>	To improve student retention
<input type="checkbox"/>	To increase student engagement in school
<input type="checkbox"/>	To engage at-risk students
<input type="checkbox"/>	To infuse post-secondary and career planning across the curriculum
<input type="checkbox"/>	To provide a platform for students to build an electronic portfolio that moves with them through school
<input type="checkbox"/>	To teach students to work effectively in teams
<input type="checkbox"/>	To aid counsellors in providing individual counselling for students
<input type="checkbox"/>	To aid counsellors in providing group counselling for students
<input type="checkbox"/>	To ensure students will create a course plan reflecting their future plans
<input type="checkbox"/>	To engage parents in career development and post-secondary planning
Career Education Goals	
<input type="checkbox"/>	To make the most of limited career development time
<input type="checkbox"/>	To introduce students to career development early
<input type="checkbox"/>	To demonstrate accountability for career development
<input type="checkbox"/>	To provide structure to a career course
<input type="checkbox"/>	To provide materials for a careers unit
<input type="checkbox"/>	To provide structure to a careers workshop or module
<input type="checkbox"/>	To involve community members to help students with their career readiness
<input type="checkbox"/>	To ensure students are prepared to complete a job search
<input type="checkbox"/>	To assist students in self-directed career exploration
<input type="checkbox"/>	To ensure students complete a career portfolio
<input type="checkbox"/>	To ensure students complete career assessments
<input type="checkbox"/>	To have students complete a career research project
<input type="checkbox"/>	To ensure students meet a provincial/district mandate for career development
<input type="checkbox"/>	To ensure students create an employment toolkit
<input type="checkbox"/>	To implement a structured career development curriculum
<input type="checkbox"/>	To involve the whole school in career development
<input type="checkbox"/>	To ensure students are career ready



Checklist 1: Identifying Program Objectives (cont.)

Objective Ideas (select all that apply)	
Post-Secondary Planning Goals	
<input type="checkbox"/>	To guide students through the post-secondary planning process
<input type="checkbox"/>	To ensure schools understand student intent as it pertains to post-secondary education
<input type="checkbox"/>	To ensure students are ready for college, university, and other training programs
Instructional Goals	
<input type="checkbox"/>	To ensure students complete curriculum standards
<input type="checkbox"/>	To teach financial literacy
<input type="checkbox"/>	To assist transition students/students with special needs
Other Goals	
<input type="checkbox"/>	

Checklist 2: Identifying Program Activities

Activity Ideas (select all you want to include)	
Overarching Activities	
<input type="checkbox"/>	Have students complete My Skills
<input type="checkbox"/>	Have students complete the Learning Styles Inventory
<input type="checkbox"/>	Have students document results from additional assessments
<input type="checkbox"/>	Have students document hobbies and interests
<input type="checkbox"/>	Have students document their skills
<input type="checkbox"/>	Have students attach relevant documents to My Plan
<input type="checkbox"/>	Have students document their extracurricular activities
<input type="checkbox"/>	Have students document work experiences
<input type="checkbox"/>	Have students document volunteer experiences
<input type="checkbox"/>	Have students document any awards or certificates received
<input type="checkbox"/>	Have students indicate their short and long term goals



Checklist 2: Identifying Program Activities (cont.)

Activity Ideas (select all you want to include)	
Overarching Activities (cont.)	
	Have students complete a high school education plan
	Have students plan their courses aligned to post-secondary and career goals
	Track school events through a school calendar
	Have students complete curriculum-aligned activities/lessons
	Invite members of the community to speak with students
	Present Career Cruising to parents at an information night
	Track completion of mandate requirements through reports in CAMS
	Set benchmarks for student completion using the Portfolio Completion Standards
Career Education Activities	
	Have students complete Career Matchmaker
	Have students explore and save careers of interest by school subject
	Have students explore and save careers of interest by cluster
	Have students complete the Career Selector
	Have students track career planning activities
	Have students reflect on their career development experiences in My Journal
	Have students create a resume
	Have students participate in mock interviews
	Have students write a cover letter
	Have students track their network of contacts
	Have students track career planning activities
	Have students present a career of interest to the class
	Have students complete a career project
	Have students complete research prior to work-based learning activities
	Have students search for jobs related to careers of interest
	Hold career development assemblies
	Open the school's computer lab(s) during study hall and lunch to allow for independent career exploration
	Offer career planning workshops
	Create a career fair and invite guests based on student interests
	Organize job shadowing opportunities



Checklist 2: Identifying Program Activities (cont.)

Activity Ideas (select all you want to include)	
Post-Secondary Education Activities	
	Have students explore and save schools of interest
	Have students explore and save majors of interest
	Have students explore U.S. schools if interested
	Identify schools of interest and procure materials based on student interests
	Plan a visit to local college/university
	Have students create task lists for post-secondary education planning

Embedded Activities	
	Career Cruising's Activity #1 - School Subjects & Careers
	Career Cruising's Activity #2 - Using School Subjects in the Workplace
	Career Cruising's Activity #3 - Using Career Matchmaker
	Career Cruising's Activity #4 - Your Career Ideas & Career Matchmaker
	Career Cruising's Activity #5 - Using Career Selector
	Career Cruising's Activity #6 - Comparing Careers
	Career Cruising's Activity #7 - Career Cluster Research Project
	Career Cruising's Activity #8 - Career Fair Project
	Career Cruising's Activity #9 - Career Interview Project
	Career Cruising's Activity #10 - Discovering Your Work Skills
	Career Cruising's Activity #11 - Using My Skills
	Career Cruising's Activity #12 - Exploring Apprenticeship Training
	Career Cruising's Activity #13 - Post-Secondary Research Exercise
	Career Cruising's Activity #14 – Learning Styles
	Career Cruising's Activity #15 – Why Study This? A Cross-Curricular Game
	Career Cruising's My Plan Activity #1 - Creating Your Account
	Career Cruising's My Plan Activity #2 - Saving Your Career Matchmaker Results
	Career Cruising's My Plan Activity #3 - Careers that Interest Me
	Career Cruising's My Plan Activity #4 - Schools that Interest Me



Checklist 2: Identifying Program Activities (cont.)

Activity Ideas (select all you want to include)	
Embedded Activities (cont.)	
<input type="checkbox"/>	Career Cruising's My Plan Activity #5 - High School Education Plan
<input type="checkbox"/>	Career Cruising's My Plan Activity #6 - Career Preparation & Planning
<input type="checkbox"/>	Career Cruising's My Plan Activity #7 - Activities & Experiences
<input type="checkbox"/>	Career Cruising's My Plan Activity #8 - Using the Resume Builder
<input type="checkbox"/>	Career Cruising's Green Careers Activity Package
<input type="checkbox"/>	Career Cruising's Independent Research Projects

Other Activities	
<input type="checkbox"/>	

Checklist 3: Identifying Success Measurements

Measurement Ideas (select all that apply)	
<input type="checkbox"/>	By completion rate using Portfolio Completion Standards
<input type="checkbox"/>	By quality of student work submitted
<input type="checkbox"/>	By submission of student course plans
<input type="checkbox"/>	By meeting with individual advisors to assess student readiness
<input type="checkbox"/>	By usage of the site
<input type="checkbox"/>	By student engagement
<input type="checkbox"/>	By student feedback
<input type="checkbox"/>	By staff feedback
<input type="checkbox"/>	By graduation/retention rates
<input type="checkbox"/>	By university and college acceptance rate
<input type="checkbox"/>	By student exit surveys
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:



Checklist 4: Identifying Usage Ideas

Usage Ideas (select all that apply)	
<input type="checkbox"/>	Once class per week for the entire term
<input type="checkbox"/>	Career week in October
<input type="checkbox"/>	Every Wednesday for the entire year
<input type="checkbox"/>	To be completed at home by the student
<input type="checkbox"/>	Work to be done during study hall
<input type="checkbox"/>	Work to be completed by May 30th
<input type="checkbox"/>	Each morning in advisory or homeroom
<input type="checkbox"/>	During after-school clubs
<input type="checkbox"/>	Open access to school computer labs
<input type="checkbox"/>	Work sessions during lunch hour
<input type="checkbox"/>	During classroom subjects (math, science, geography, etc.)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

Checklist 5: Identifying Personnel to Include

Personnel to Include (select all that apply)	
<input type="checkbox"/>	School counsellors
<input type="checkbox"/>	Case workers
<input type="checkbox"/>	Career counsellors
<input type="checkbox"/>	Vice principal
<input type="checkbox"/>	Principal
<input type="checkbox"/>	District personnel
<input type="checkbox"/>	Teachers (identify by subject)
<input type="checkbox"/>	Advisors
<input type="checkbox"/>	Parents
<input type="checkbox"/>	Student leaders
<input type="checkbox"/>	Community members
<input type="checkbox"/>	Social workers
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:



Checklist 6: Identifying Resources Needed

Resources Needed (select all that apply)	
<input type="checkbox"/>	Computer lab
<input type="checkbox"/>	Mobile lab
<input type="checkbox"/>	Tablets
<input type="checkbox"/>	Internet access
<input type="checkbox"/>	Classroom activities from Career Cruising
<input type="checkbox"/>	Teacher-created activities
<input type="checkbox"/>	Support documents for staff
<input type="checkbox"/>	Support materials for parents
<input type="checkbox"/>	Training for staff
<input type="checkbox"/>	Parent portal access
<input type="checkbox"/>	Appropriate Career Cruising features
<input type="checkbox"/>	Computer lab
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

Once you've identified your objectives and what's needed to help meet them, you can develop your own unique implementation plan using the form on the next page. Complete one page for each objective identified in checklist 1.

Note that the Implementation Plan is also something that your success manager may help you develop.



Engaging the Community

Successful programs engage personnel throughout the school and district as well as within the community. Career Cruising for K-12 includes a Career Advisor Management System (CAMS) to help you manage your implementation of the program. These tips will help you unlock the power of CAMS and engage community members:



- Involve the entire staff as advisors in CAMS
- Share key documents with students by adding them to their *My Plan* homepage through the Portfolio Homepage files and links section
- Send messages individually or en masse with the CAMS messaging tool
- Include information about the program in morning announcements if your school has them
- Encourage teachers to list login details on course overviews and syllabuses that direct students to the site for additional research on related topics
- Have a special student event to kick off use of the program. One idea is a self-awareness scavenger hunt like one Pittsburgh school did (see page 4)
- Post mini-posters and other flyers throughout the school (e.g., main office, guidance office, student bulletin boards, etc.) We have some you can download [here](#).
- Include a link to Career Cruising on the desktops of all school computers.
- Set up a computer logged into Career Cruising for orientation and parent nights
- Include details about the program in newsletters sent home with students
- Offer presentations at staff meetings, and make login information and resources available in the staff room

Implementation Story: Riverside High School

Engaging All

In the engineering program at Riverside High School in Durham, North Carolina, sophomores must take a Principles of Engineering course, which is taught by an instructor who combines the POE activity on career and college research with Career Cruising. Students take their Learning Styles and Career Interest inventories, which gets them thinking about their future.



In the junior-level Digital Electronics course, instructors integrate Career Cruising as a graded activity requiring a certain percentage portfolio completion to earn a grade. Near the close of their junior year, students visit the Career Center for an intensive 45-minute two-on-one interview with the Career Development Coordinator and the Engineering Program Coordinator. The discussion covers results from Career Cruising's inventories. Students are encouraged to build skills-based resumes, to explore career details, to evaluate college options, and to fully prepare for the next stage of their lives.

In the fall of students' senior year, teachers and counsellors use student portfolios for details to support written references and recommendations.

Career Cruising is an online one-stop shop for gathering and checking course grades, standardized test results, resume-related experience, and other particulars. Best of all, it gives parents, coordinators and counselors the ability to access this information to provide guidance to students face-to-face and remotely.



Activities and Initiatives

This section includes a variety of classroom activities. Some are embedded directly into Career Cruising for K-12 while others have been shared with us by clients over the years.

Embedded Activities

These ready-to-use lesson plans are embedded in the program and can be found in CAMS. Simply click on the blue 'Helpful Documents' button. Activities are downloadable in MS Word format.

These activities are great to share with classroom teachers who can use them to help show students the value of school subjects in the working world.

Implementation Story: Ventura Park Public Schools

Combining Activities

In order to get them thinking about the future, Ventura Park Public Schools in Thornhill, Ontario, involves grade 8 students in a project that pairs skills and careers. After completing the Skills Assessment, students choose their top three choices from their results. They are then grouped by Career Clusters. Each group creates a Career display board and a presentation of their Cluster, based on various aspects of the assigned career such as salary and responsibilities. Each student is responsible for a research paper based on their career and whether that career is a future consideration for them. This project opens their eyes to the demands of society and shows that education and training are directly connected to income.

Embedded Activities

Connecting School to Career

Activity #1	<p>School Subjects & Careers</p> <p>This activity helps students learn about the link between school subjects and future career choices. Along the way, they will learn about several different occupations and become more familiar with how Career Cruising works.</p>
Activity #2	<p>Using School Subjects in the Workplace</p> <p>This activity shows students how the subjects and academic skills they learn in school are important in the workplace.</p>

Discovering Career Interests & Careers

Activity #3	<p>Using Career Matchmaker</p> <p>This activity shows students how to use Career Matchmaker, an interactive career interest inventory. In particular, students will learn how Career Matchmaker helps them identify their work interests and then provides individualized feedback on their career choices.</p>
Activity #4	<p>Your Career Ideas & Career Matchmaker</p> <p>The purpose of this activity is to help students understand their interests and how they relate to career choices. It also encourages them to look beyond preconceived ideas about careers and investigate alternatives they may not have considered before.</p>
Activity #5	<p>Using Career Selector</p> <p>The purpose of this activity is to teach students how to use factors like working conditions, education, core tasks, and income to sort occupations and find suitable career choices.</p>
Activity #6	<p>Comparing Careers</p> <p>In this activity, students compare two possible career choices and evaluate their interest in each on the basis of a number of different criteria. Students will learn to think critically about some of the factors that can influence career decision making.</p>
Activity #7	<p>Career Clusters Research Project</p> <p>In this project, students learn how occupations can be grouped together according to industry or economic sector. They will also learn how to use these categories to investigate new career possibilities.</p>
Activity #8	<p>Career Fair Project</p> <p>The purpose of this activity is to: 1) help students learn how to work effectively in teams or groups, and 2) discover how Career Cruising and other computer technologies can be used in research projects and presentations. Along the way, they will gain an in-depth knowledge of several different occupations.</p>



Embedded Activities (cont.)

Introduction to Career Interviews

Activity #9	Career Interview Project This activity introduces students to informational career interviews. First, they explore one of the multimedia career interviews on Career Cruising. Then they take what they have learned and apply it in a "live" career interview with a parent or trusted adult.
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Discovering Skills

Activity #10	Discovering Your Work Skills This excellent activity helps students make links between their daily activities and work skills. Students fill out a sample day in their life, including all curricular and extracurricular activities. Next, they use Career Cruising's 'Activities and Skills Chart' to match their activities with on-the-job activities and skills. Students then use Career Cruising to learn about careers that make use of these skills.
Activity #11	Using My Skills The purpose of this activity is to introduce students to the My Skills component of Career Matchmaker. It also helps students identify their skills and understand how skills are developed.

Exploring Post-Secondary Options

Activity #12	Exploring Apprenticeship Training The purpose of this activity is to introduce students to apprenticeship as a career training option, explore some apprenticeship programs, and become familiar with Career Cruising's Apprenticeship Training section.
Activity #13	Post-Secondary Research Exercise The goal of this activity is to help students: 1) think about some of the factors that affect college and university life, 2) become familiar with Career Cruising's College and University section, and 3) learn how to use the Internet to find important education-related information.

Discovering Learning Styles

Activity #14	Learning Styles In this activity, students identify and analyze their preferred learning styles, and investigate how the way in which they learn and retain information can impact their academic and workplace success.
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Connecting Academics to Careers

Activity #15	Why Study This? A Cross-Curricular Game This activity can be used in any class to help students connect the knowledge and skills learned at school with the knowledge and skills required on the job. Using Career Cruising to research occupations, students compete with other teams to identify transferable skills, challenge other teams' answers, and defend their own!
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Ways to Explore Careers

Career Cruising for K-12 allows students to explore careers in a variety of ways. Understanding each option will allow you to tailor program use to your program's needs.

Explore Careers

Through Matchmaker

Upon completion of Career Matchmaker, students receive a list of 40 suggested occupations that match their interests. Students can click on any of the careers of interest to view the detailed career profile for each.

By Index

Students can also choose to explore careers through an alphabetical index. This can be helpful when students aren't entirely sure of the spelling of a particular career, like psychologist or veterinarian. Students can click on any of the careers on the list to access the career profile.

By School Subject

This is a great option for students who don't know which careers interest them, but they know what school subjects they enjoy. It is also a great way to engage younger students just beginning their career explorations. Finally, classroom teachers can get involved and create an activity where students explore careers related to their particular subject. Once a student has identified a career to explore, the career profile is just a click away!

Implementation Story: Oak Middle School

A Picture is Worth 1,000 Words

Seventh and eighth graders at Oak Middle School in Shrewsbury, Massachusetts complete a project called "A Picture's Worth 1000 Words" as part of their curriculum studies. This project involves students answering the question "Where do you see yourself when you're 30?" Using their Matchmaker results, students identify their top three careers and explore working conditions, day-to-day life on the job, and education and training required. Students then create a short, interactive video to show what their life will look like at age 30. The project really gets students thinking about their future and planning for it.

Explore Careers (cont.)

By Cluster

Students can also explore the 13 clusters (e.g., Arts & Culture, Medical & Health) and review a particular cluster or pathway to discover what is involved, related careers, and post-secondary majors and sample programs of study.

With the Career Selector

Students can use this advanced search tool to find careers meeting specific criteria including school subjects and career clusters of interest, the type of education they plan to pursue, core tasks important to them, ideal working conditions and their desired salary. This is a nice complement to Career Matchmaker as students are in control of the information being entered. It is also a helpful resource for students with special needs as they can specify the tasks important to them as well as those they are unwilling or unable to perform.



Ways to Explore Post-Secondary Options

Career Cruising for K-12 provides tools to help your students prepare for their life after high school by supporting a variety of postsecondary destinations. Below are some ways you can help your students tap into these powerful resources.

Explore Post-Secondary Options

The Workforce

Using the resources in the Employment Guide, your students will have access to information that will help them:

- Create a personal calling card along with a 60-second self-introduction
- Research employers and search for jobs
- Keep track of their network of contacts
- Prepare for job fairs
- Write a quality resume and craft engaging cover letters
- Develop interview skills
- Equip themselves for on-the-job success

Apprenticeships

Students who are considering an apprenticeship can learn about training opportunities across Canada in industries like agriculture, manufacturing, construction, transportation, service and more.

College and University



Students who plan to attend college or university can explore a variety of post-secondary institutions through the Education section. They can search by school name, location, or program.

Activities by Grade

Career Cruising for K-12 features developmentally-appropriate activities for students in all grades. The table on the following pages includes activities and lessons proposed for each grade level.



Supplemental Resources: **Elementary Learners**

Younger students learn about careers, life-planning and social skills with educational role-playing in a game called Sparkdale. Every activity has a strong curricular foundation that helps develop essential, age-appropriate life skills like self-awareness and the importance of planning ahead.

These books are recommended classroom reading aligned with program lessons:

Caseley, Judith. ***Bully***. New York, NY: Greenwillow, 2001. Print.

Coleman, Michael and Gwyneth Williamson. ***Lazy Ozzie***. Wauwatosa, WI: Little Tiger, 1996. Print.

Discover Your Uniqueness. San Diego, CA.: Educational Assessment Pub., 1991. Print.

Activities by Grade

Grade	Lessons
K-2	Students meet characters in six different career paths and learn about their jobs by answering fun quizzes. Students can store information about themselves in the <i>About Me</i> section along with other career information they've discovered.
3	Unit 1 – All About Me Unit 2 – What is Work? Unit 3 – Self-Awareness: How I'm Feeling Unit 4 – My Interests Unit 5 – Communication Skills: Active Listening Unit 6 – Talking Initiative Unit 7 – Social Awareness
4	Unit 8 – Learning Styles Unit 9 – Evaluating My Performance Unit 10 – Occupation Tools Unit 11 – My Success Tools Unit 12 – Cooperation and Teamwork/Respecting Others Unit 13 – Cyber Safety Unit 14 – Understanding Stress, Anger & Anxiety
5	Unit 15 – Goal Setting and Planning for Action Unit 16 – Responsibility and Decision Making Unit 17 – Flexibility, Adaptability, Adversity Unit 18 – Character Traits Unit 19 – Negotiation Skills: Personal Unit 20 – Use of Information Unit 21 – Self Confidence



Activities by Grade (cont.)

Grade	Lessons
6	<p>Core Activities</p> <ul style="list-style-type: none"> Complete the Learning Styles Inventory Complete the first 39 questions of Career Matchmaker Explore careers by keyword and save at least one career of interest to My Plan <p>Recommended Activities</p> <ul style="list-style-type: none"> Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan Activity #3 – Using Career Matchmaker Activity #4 – Your Career Ideas and & Career Matchmaker Activity #14 – Learning Styles
7	<p>Core Activities</p> <ul style="list-style-type: none"> Research careers by school subject and save a career of interest Unit 1* – Making a Living, Sessions 1-3 Unit 2* – Quality of Life, Sessions 1 & 2 Unit 4* – The Personal Journey, Sessions 1, 2 & 5 <p>Recommended Activities</p> <ul style="list-style-type: none"> Explore industries of interest and either alone or in groups, present their findings to their classmates Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan Unit 1* – Making a Living, Sessions 4 -5 Unit 2* – Quality of Life, Sessions 3-5 Unit 3* – Changes and Choices, Session 2 Unit 4* – The Personal Journey, Sessions 3, 4 & 6 Activity #1 – School Subjects & Careers Activity #2 – Using School Subjects in the Workplace Begin documenting career development experiences in My Journal Activity #9 – Career Interview Project Unit 3* – Changes and Choices, Sessions 1, 3 & 4

* These unit are found in The Real Game, which is included with Career Cruising for K-12 and available at www.realgameonline.ca.



Activities by Grade (cont.)

Grade	Lessons
8	<p>Core Activities</p> <ul style="list-style-type: none"> Complete the first 39 questions of Career Matchmaker Research careers by cluster and save two careers of interest Indicate clusters of interest in My Plan Complete course selection for grade 9 <p>Recommended Activities</p> <ul style="list-style-type: none"> Answer additional Career Matchmaker questions Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan Plan courses for grades 10-12 Activity #4 – Your Career Ideas and & Career Matchmaker Activity #7 – Career Clusters Research Project Include a My Journal entry reflecting on their Career Matchmaker suggested careers
9	<p>Core Activities</p> <ul style="list-style-type: none"> Research Careers using the Career Selector and save results to My Plan Complete the Learning Styles Inventory Complete course selection for grade 10 <p>Recommended Activities</p> <ul style="list-style-type: none"> Using the information they have gathered about different careers, students can prepare a pamphlet, presentation, report, etc., about one career of interest Explore the Education section and save two schools of interest Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan Add volunteer and work experiences to My Plan Plan courses for grades 11-12 Activity #5 – Using Career Selector Activity #6 – Comparing Careers Activity # 8 – Career Fair Project Activity #14 – Learning Styles My Plan Activity #7 – Activities & Experiences



Activities by Grade (cont.)

Grade	Lessons
10	<p>Core Activities</p> <ul style="list-style-type: none"> Complete Career Matchmaker Review the educational requirements for at least two careers of interest Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan Add volunteer and work experiences to My Plan Prepare first draft of resume Explore the Education section and save two majors of interest Complete course selection for grade 11 Unit 1* – Time Travel: Exploring the Future, Sessions 1-6 Unit 2* – The Personal Journey: Creating My Future, Sessions 1- 4 & 6 <p>Recommended Activities</p> <ul style="list-style-type: none"> Plan courses for grade 12 Unit 1* – Time Travel: Exploring the Future, Sessions 7-9 Unit 2* – The Personal Journey: Creating My Future, Sessions 5 & 7 Activity #13 – Post-Secondary Research Exercise Activity #15 – Why Study This? A Cross-Curricular Game My Plan Activity #8 – Using the Resume Builder

* These unit are found in The Be Real Game, which is included with Career Cruising for K-12 and available at www.berealgameonline.ca.



Activities by Grade (cont.)

Grade	Lessons
11	<p>Core Activities</p> <ul style="list-style-type: none"> Complete My Skills Assessment Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan Add volunteer and work experiences to My Plan Complete the Post-Secondary Plan in My Plan Complete course selection for grade 12 <p>Recommended Activities</p> <ul style="list-style-type: none"> Explore employment prospects by clicking on the Search for Jobs button in any career profile of interest Update resume and attach to My Files Prepare a cover letter and attach to My Files Review list of saved schools and compare schools of interest Rank schools of interest Activity #10 – Discovering Your Work Skills Activity #11 – Using My Skills My Plan Activity #6 – Career Preparation & Planning
12	<p>Core Activities</p> <ul style="list-style-type: none"> Update resume and cover letter and attach to My Files Review list of saved schools and update ranking Request transcripts and other important documents <p>Recommended Activities</p> <ul style="list-style-type: none"> Review the Interview Skills section of the Employment Guide and participate in mock interviews



Activities by Time

Pressed for time at your school? Here are some ideas for incorporating Career Cruising for K-12 into tightly-packed schedules.

Activities by Time

10 Minute Activities

- Search for a career of their choice using the keyword search and review the career profile
- Review the focus on careers section
- Search for a school of interest and review the profile

30 Minute Activities

- Have students set up or log in to their My Plan account and complete the Learning Styles Inventory. If time permits, complete Classroom Activity #14 – Learning Styles
- Have students set up or log in to their My Plan account and document their hobbies and interests, extracurricular activities and skills;
- Have students set up or log in to their My Plan account and complete the Career Selector, along with Classroom Activity #5 – Using Career Selector
- Have students set up or log in to their My Plan account and research schools of interest
- Complete any of the classroom activities below:
 - o Activity #1 – School Subjects & Careers
 - o Activity #2 – Using School Subjects in the Workplace
 - o Activity #6 – Comparing Careers
 - o Activity #7 – Career Cluster Research Project
 - o Activity #12 – Exploring Apprenticeship Training
 - o Activity #13 – Post-Secondary Research Exercise
 - o Activity #15 – Why Study This? A Cross-Curricular Game



Implementation Story: John Fraser Secondary School

Quick Math Lessons

In Mississauga, Ontario, grade 10 math students at John Fraser Secondary School explore the education requirements, earnings, and career path for their top three career suggestions. Using this information, they then calculate wages by hour, day, week, month, and year for each of their chosen careers. Once all the calculations are complete, students share and present the information to the class.

Activities by Time (cont.)

60 Minute Activities

- Have students set up or log in to their My Plan account and complete Career Matchmaker along with Classroom Activity #3 – Using Career Matchmaker and/or Classroom Activity #4 – Your Career Ideas & Career Matchmaker
- Have students set up or log in to their My Plan account and build their resume using tips from the Employment Guide
- Have students research a career of interest and prepare a pamphlet, PowerPoint, or report
- Have students review the Interview Skills section of the Employment Guide and practice interviewing each other using the Interview Evaluation Worksheet



Specialized Programs

Because Career Cruising for K-12 supports all students, schools and districts have found ways to make it work for specialized programs such as those detailed here.

Individual Learning Plans (ILPs)

Many schools and districts mandate Individual Learning Plans (known by various names in various parts of North America—Individual Pathway Plans, Education Development Plans, Student Success Plans to name a few) to encourage student success in high school. Career Cruising for K-12 is ideally suited for this purpose.

In an effort to motivate students and inspire them to plan for life after high school, Whitewater High School in Wisconsin mandates a Career and Academic Portfolio as a graduation requirement. The program involves staff throughout the school, students, families, and community members. Students complete ILPs, attend planning conferences with counselors, and deliver a portfolio presentation.



Student Voices: Whitewater High School

Regarding their ILPs:

“Learning how to be successful at an early age will help you in the long run. That is how I think this portfolio has helped us—learning how to be successful.”

“The program is great. It helped me see the real side of exploring careers.”

Survey results confirm that students, parents, and community members benefit from the program:

- **89% of students** confirmed that creating a meaningful career plan helped them understand the importance of preparing for the future and doing well in high school
- **Over 96% of parents/families** agree that My Plan helped their teen discover the connection between school achievement and future options as well as set and achieve goals
- **100% of community members** surveyed recognized the benefits of the program in motivating students and helping them discover a career path.

English Language Learners

At rural Wabannutao Eeyou School in Eastmain, Quebec secondary 4 and 5 (grades 10 and 11) English language learner students needed a program to help them determine their post-secondary pathways. Administrators sought a program that would help these students broaden their horizons after graduation.

Students use Career Cruising for K-12, offered in multiple languages, to explore occupations they likely have never encountered within their community. They also do extensive research on post-secondary options in advance of college and university visits to ensure students have the information to make the most of the trips.



Implementation Story: Olympia High School

Career Day on Wheels

At Olympia High School in Stanford, Illinois freshmen select three careers to investigate in detail—one primary and two back-up choices—from their list of 40 career suggestions. Based on their selections, students are grouped together and travel out as part of the school’s “Career Day on Wheels.” Each group visits two or three appropriate work centres throughout the region that introduce them to various aspects of the chosen careers, giving them a feel for the careers directly from their community.



Special Needs Programs

Career Cruising is fully compliant with a leading set of web accessibility standards and often used to support programs targeting students with special needs.

For students using screen readers, all images in the program are tagged with descriptive text, repetitive sections of navigation may be easily skipped, and all data fields have descriptive tags to make it easy to enter information.

After-School Programs

Mercy College in Dobbs Ferry, New York offers an after-school program to area high school students and their parents to prepare them for the transition to college. The program follows a structured curriculum delivered through formal lessons and self-paced supplementary learning activities. Students complete interest assessments, research careers, and explore post-secondary options.

Non College-Bound Student Programs

For non-college bound students, Career Matchmaker provides them an opportunity to narrow down their career selections, research a few in depth, and create a solid plan for themselves as they enter the workforce.

As you implement Career Cruising for K-12 at your school or district, please send us your stories so that we can share them!



Career Cruising is a global leader in career development software for people of all ages. No other program offers the fun, intuitive, engaging experience that brings potential to life.

Launched over eighteen years ago by three friends fresh out of university, the company was founded by people who shared a big dream of their own. They wanted to create a life-changing career program that would engage and inspire people everywhere.

What started as a dream is now a reality. And one that continues to evolve. Today, Career Cruising is used by more students, parents, educators and libraries than any other career development program in North America. Why? Because our program is impactful. How do we know? Because it helps people reach their potential. And because people like this school counsellor tell us, "When students finally realize there are no boundaries, it's fascinating to see their imaginations take off."

Our Career Cruising for K-12 is a self-exploration and planning program that helps students of all ages achieve their potential in school, career and life.

Career Cruising

For more information, please visit www.CareerCruising.com or call 1-800-965-8541
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