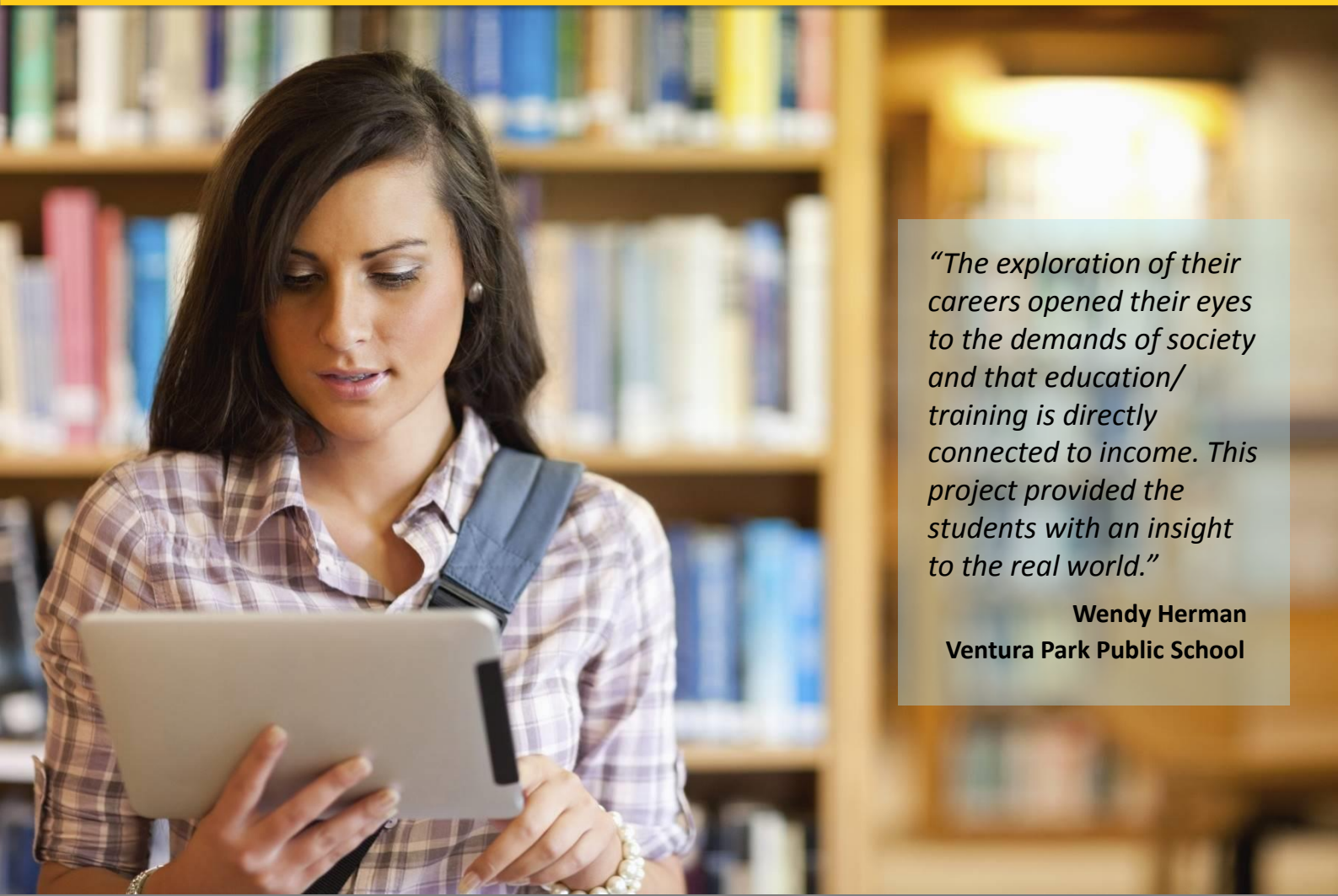# Career Cruising

Best Practices in K-12 College & Career 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

Contents

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 over 20,000 schools and is 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

Getting Started

Sometimes understanding where or how to get a program started feels daunting. Don't let it! We've created these simple-to-use checklists to help you think through your program needs. Use your selections to build an Implementation Plan in the form on page 12.

Also know that our Success Team is always available to help you with your Career Cruising for K-12 implementation.

Checklists on the following pages help you address these questions:

1. What are the objectives for your program?
2. What activities do you want to include in your program?
3. How will you measure success?
4. How often will your students use the program?
5. What personnel at the school and district should be involved?
6. What resources are required?

Checklist 1: Identifying Program Objectives

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

Checklist 1: Identifying Program Objectives (cont.)

Objective Ideas (select all that apply)
College Planning Goals
To guide student through the college application process
To ensure school will understand student intent as it pertains to college
To ensure students are college ready
Instructional Goals
To ensure students will complete test prep work
To teach financial literacy
To assist transition students/students with special needs
Other Goals

Checklist 2: Identifying Program Activities

Activity Ideas (select all you want to include)
Overarching Activities
Have students complete My Skills
Have students complete the Ability Profiler
Have students complete the Learning Styles Inventory
Have students document results from additional assessments
Have students document hobbies and interests
Have students document their skills
Have students document their extracurricular activities
Have students document work experiences
Have students document volunteer experiences
Have students document any awards or certificates received
Have students indicate their short and long term goals
Have students attach relevant documents to My Plan
Offer student surveys

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 college and career goals
Track school events through a school calendar
Have students complete test prep 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 – invite guests based on student interests
Organize job shadowing opportunities

Activity Ideas (select all you want to include)
College Education Activities
Have students explore and save schools of interest
Have students explore and save majors of interest
Have students complete the School Selector
Have students explore and save financial aid opportunities
Have students track their applications to colleges
Have students track their scholarship applications
Identify schools of interest and procure materials based on student interests
Plan a visit to local college/university
Have students request electronic transcripts
Have students create task lists for postsecondary 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 - College Research Exercise
Career Cruising's Activity #13 – Finding the Right College
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 Personal 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.)	
	Career Cruising's My Plan Activity #5 - Scholarships & Financial Aid
	Career Cruising's My Plan Activity #6 - High School Education Plan
	Career Cruising's My Plan Activity #7 - Career Preparation & Planning
	Career Cruising's My Plan Activity #8 - Activities & Experiences
	Career Cruising's My Plan Activity #9 - Using the Resume Builder
	Career Cruising's Green Careers Activity Package
	Career Cruising's Independent Research Projects
Other Activities	

Checklist 3: Identifying Success Measurements

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

Checklist 4: Identifying Usage Ideas

Usage Ideas (select all that apply)	
Once class per week for the entire term	10
Career week in October	
Every Wednesday for the entire year	
To be completed at home by the student	
Work to be done during study hall	
Work to be completed by May 30th	
Each morning in advisory or homeroom	
During after school clubs	
Open access to school computer labs	
Work sessions during lunch hour	
During classroom subjects (math, science, geography, etc.)	
Other:	
Other:	

Checklist 5: Identifying Personnel to Include

Personnel to Include (select all that apply)
School counselors
Case workers
Career counselors
Vice principal
Principal
District personnel
Teachers (identify by subject)
Advisors
Parents
Student leaders
Community members
Social workers
Other:
Other:

Checklist 6: Identifying Resources Needed

Resources Needed (select all that apply)	
Computer lab	11
Mobile lab	
Tablets	
Internet access	
Classroom activities from Career Cruising	
Teacher-created activities	
Support documents for staff	
Support materials for parents	
Training for staff	
Parent portal access	
Appropriate Career Cruising features	
Computer lab	
Other:	
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.

Implementation Plan

Objective: _____

What are you going to do? (Activities)	How will you measure success?	What is your timeline? (Usage)	Who is responsible? (Personnel)	What resources are required?

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 (i.e. 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 parents' 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 counselors 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.

Embedded Activities	
Connecting School to Career	
Activity #1	**School Subjects & Careers** 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.
Activity #2	**Using School Subjects in the Workplace** This activity shows students how the subjects and academic skills they learn in school are important in the workplace.
Discovering Career Interests & Careers	
Activity #3	**Using Career Matchmaker** 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.
Activity #4	**Your Career Ideas & Career Matchmaker** 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.
Activity #5	**Using Career Selector** 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.
Activity #6	**Comparing Careers** 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.
Activity #7	**Career Clusters Research Project** 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.
Activity #8	**Career Fair Project** 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.

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.

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	**College Research Exercise** The purpose of this activity is to help students learn about colleges and the programs they offer, become familiar with Career Cruising's College and University section, and the kind of information they can find within it, and learn how to use the Internet to find important career-related information.
Activity #13	**Finding the Right College** The purpose of this activity is to help students 1) learn about the factors to consider when choosing a college (4-Year, 2-Year, or Career & Technical), and 2) use School Selector, an interactive checklist, to find colleges that match their personal and academic preferences.

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.

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!

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 16 National clusters and review a particular cluster or pathway to discover what is involved, related careers and postsecondary majors and sample programs of study. You may also have access to explore careers by your state's own cluster system as well.
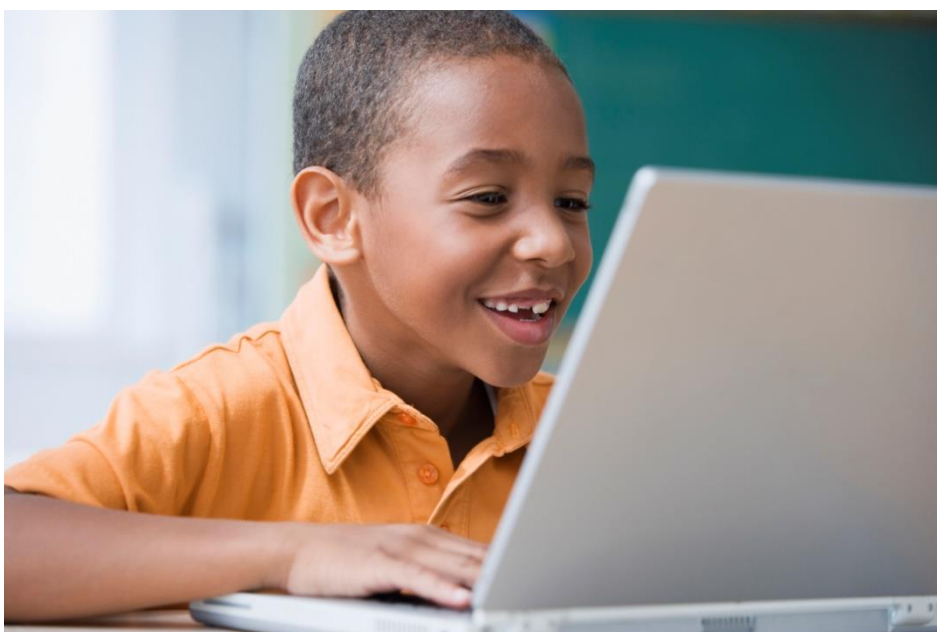
With the Career Selector

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.

Military Careers

Students interested in pursuing a career in the military can explore careers by alphabetical index, job family or service branch. Students can then explore a military career profile providing an overview of the career, attributes and training, links to civilian career profiles and a summary of the service branches offering the occupation.

By Industry

Students are also able to explore careers by industry and review state-specific information and national data regarding employment statistics and wages for that industry. Students can also learn about industry subsectors and wages and trends. When viewing the significant careers in the industry, students can click to review the detailed career profile.

Ways to Explore Postsecondary 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 Postsecondary 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
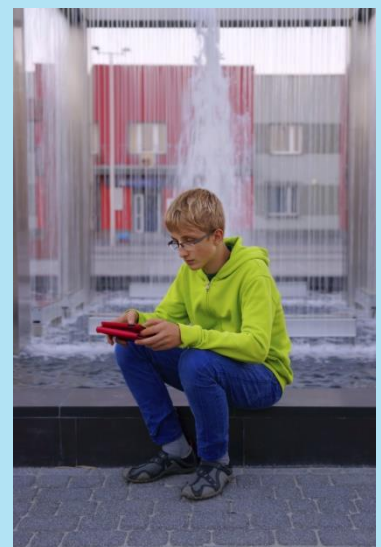- Develop interview skills
- Equip themselves for on-the-job success

The Military

Students who are considering a career in the military can explore the database of military careers to learn about each individual occupation, the attributes and training required along with the service opportunities. These careers can also be saved to a student's My Plan account.

College and University

Students who plan to attend college can explore a variety of postsecondary institutions through the Education section. They can search by school name, location, major or use our school selector. Students can also explore financial aid options and search for scholarships. The College Planning Timeline helps ensure students are on track with their preparation. High school students have even more tools for college planning, including:

- Tracking their college and scholarship applications
- Preparing campus visit reports
- Sharing their personal college profile (Brag Sheet)
- Ranking schools of interest
- Viewing a calendar of school/district events
- Keeping track of college application tasks
- Comparing their SAT and ACT scores and their GPA to those typical of schools of interest
- Requesting transcripts electronically

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. Carefully designed to meet National Career Development Standards, 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 *About Me* 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 Tolls 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

Grade	Lessons
6	**Core Activities**
	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
	Recommended Activities
	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	**Core Activities**
	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
	Recommended Activities
	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

Table header: **Activities by Grade (cont.)**

* 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	**Core Activities** 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 **Recommended Activities** 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 Review the College Planning Timeline Include a My Journal entry reflecting on their Career Matchmaker suggested careers
9	**Core Activities** Research Careers using the Career Selector and save results to My Plan Complete the Learning Styles Inventory Complete course selection for grade 10 **Recommended Activities** Using the information they have gathered about different careers, students can prepare a pamphlet, presentation, report etc., about one career of interest. Review the College Planning Timeline 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 #8 – Activities & Experiences

Activities by Grade (cont.)	
Grade	**Lessons**
10	**Core Activities** Complete Career Matchmaker Review the educational requirements for at least two careers of interest Complete the School Selector and save results to My Plan Complete the Financial Aid Selector and save results to My Plan 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 **Recommended Activities** Begin to explore national and local scholarships and save two scholarships of interest to My Plan 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 Complete activities to prepare for PSAT and ACT Plan Activity #12 – College Research Exercise Activity #13 – Finding the Right College Activity #15 – Why Study This? A Cross-Curricular Game My Plan Activity #5 – Scholarships and Financial Aid My Plan Activity #9 – 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	**Core Activities** Complete My Skills Assessment Complete Ability Profiler Assessment (16+ yrs. old) 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 Personal College Profile (Brag Sheet) Explore national and local scholarships and save two scholarships of interest to My Plan Complete course selection for grade 12 Method Test Prep Complete lessons for SAT and ACT test preparation **Recommended Activities** 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 Begin to track scholarship and financial aid applications Rank schools of interest Activity #10 – Discovering Your Work Skills Activity #11 – Using My Skills My Plan Activity #7 – Career Preparation & Planning Prepare to track NCAA Participation
12	**Core Activities** Update resume and cover letter and attach to My Files Review list of saved schools and update ranking Set-up College Application Tracker for each school where you will be applying Request transcripts and other important documents through SCRIP-SAFE® in your My Plan account Set-up/update scholarship and financial aid trackers Complete lessons for SAT and ACT test preparation **Recommended Activities** Review the Interview Skills section of the Employment Guide and participate in mock interviews

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 – perhaps the local college or university and review the profile

30 Minute Activities

- Have students set-up or log into 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 into their My Plan account document their hobbies and interests, extracurricular activities and skills;
- Have students set-up or log into their My Plan account and complete the Career Selector, along with Classroom Activity #5 – Using Career Selector
- Have students set-up or log into their My Plan account and complete the School Selector
- Have students set-up or log into their My Plan account and complete the Financial Aid Selector
- 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 – College Research Exercise
  o Activity #13 – Finding The Right College
  o Activity #15 – Why Study This? A Cross-Curricular Game

Implementation Story:
John Fraser Secondary School

Quick Math Lessons

In Mississauga, Ontario, tenth grade 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.

60 Minute Activities

- Have students set-up or log into 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 into 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 at the end of their senior year to community members who ask questions and provide feedback. Career Cruising's My Plan is used as the ILP and contains students' career and academic research conducted throughout high school; samples of academic work; financial planning projects; personal fitness plans; and documents at least 10 hours of community service.

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 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 centers 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, Section 508 of the Americans with Disabilities Act (ADA 508) 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.

Afterschool Programs

Mercy College in Dobbs Ferry, New York offers an afterschool 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. Parents use Career Cruising's Parent Portal to view their children's plans.

Non College-bound Student Programs

During students' senior year at Framingham High School in Framingham, Massachusetts they complete Career Matchmaker. For non-college bound students, this 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

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 tell us, like this school counselor: "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