

# Creating a Success Plan



Sometimes understanding where or how to get a program started feels daunting. Don't let it! We've created simple-to-use checklists to help you think through your needs and create a success plan for using Career Cruising for K-12.

Fill out the following pages to answer these key questions:

1. What are the objectives for your college and career readiness 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 will be involved?
6. What resources are required?

## Checklist 1: Identifying Program Objectives

Objective Ideas (select all that apply)	
<b>Overarching Goals</b>	
<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 college 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 counselors in providing individual counseling for students
<input type="checkbox"/>	To aid counselors in providing group counseling 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 college planning
<b>Career Education Goals</b>	
<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 will be prepared to complete a job search
<input type="checkbox"/>	To assist students in self-directed career exploration
<input type="checkbox"/>	To ensure students will complete a career portfolio
<input type="checkbox"/>	To ensure students will complete career assessments
<input type="checkbox"/>	To have students complete a career research project
<input type="checkbox"/>	To ensure students meet a state/district mandate for career development
<input type="checkbox"/>	To ensure students will 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)	
College Planning Goals	
<input type="checkbox"/>	To guide student through the college application process
<input type="checkbox"/>	To ensure school will understand student intent as it pertains to college
<input type="checkbox"/>	To ensure students are college ready
Instructional Goals	
<input type="checkbox"/>	To ensure students will complete test prep work
<input type="checkbox"/>	To teach financial literacy
<input type="checkbox"/>	To assist transition students/students with special needs
Other Goals	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<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 Ability Profiler
<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 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
<input type="checkbox"/>	Have students attach relevant documents to My Plan
<input type="checkbox"/>	Offer student surveys

## Checklist 2: Identifying Program Activities (cont.)

Activity Ideas (select all you want to include)	
<b>Overarching Activities (cont.)</b>	
	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
<b>Career Education Activities</b>	
	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

## Checklist 2: Identifying Program Activities (cont.)

Activity Ideas (select all you want to include)	
<b>College Education Activities</b>	
	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
<b>Embedded Activities</b>	
	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)	
<b>Embedded Activities (cont.)</b>	
<input type="checkbox"/>	Career Cruising's My Plan Activity #5 - Scholarships & Financial Aid
<input type="checkbox"/>	Career Cruising's My Plan Activity #6 - High School Education Plan
<input type="checkbox"/>	Career Cruising's My Plan Activity #7 - Career Preparation & Planning
<input type="checkbox"/>	Career Cruising's My Plan Activity #8 - Activities & Experiences
<input type="checkbox"/>	Career Cruising's My Plan Activity #9 - Using the Resume Builder
<input type="checkbox"/>	Career Cruising's Green Careers Activity Package
<input type="checkbox"/>	Career Cruising's Independent Research Projects
<b>Other Activities</b>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<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 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 counselors
<input type="checkbox"/>	Case workers
<input type="checkbox"/>	Career counselors
<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:



