

# CREATING AN IMPLEMENTATION PLAN

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On the second page of this document, you will find a table that will help you lay out your school or district's implementation plan. You will be asked to identify your objective(s), how you will measure success, your timeline, the personnel responsible and the resources required. Below you will find some suggestions to help you get started.

## SAMPLE OBJECTIVES

- To ensure students will complete a career portfolio
- To ensure students will complete career assessments
- To ensure students will create a course plan reflecting their future plans
- To ensure students will create an employment toolkit
- To ensure school will understand student intent as it pertains to college
- To have students will complete a career research project
- To ensure students meet a state/district mandate for career development
- To assist transition students/students with special needs
- To implement a structured career development curriculum
- To engage parents in career development
- To involve the whole school in career development
- To ensure students are career ready
- To ensure students are college ready
- To involve community members to help students with their career readiness
- To aid counsellors in providing individual counseling for students
- To aid counselors in providing group counseling for students
- To ensure students will be prepared to complete a job search
- To assist students in self-directed career exploration
- To ensure students will complete test prep work
- To provide structure to a career course
- To provide materials for a careers unit
- To provide structure to a careers workshop or module
- To teach financial literacy
- To increase student engagement in school
- To improve school retention
- To engage at-risk students in school
- To make the most of limited career development time
- To guide student through the college application process
- To demonstrate accountability for career development
- To introduce students to career development early
- To provide a platform for student to build an electronic portfolio to carry with them from K-12
- To infuse career development across the curriculum
- To teach students to work effectively in teams

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## WHAT ARE YOU GOING TO DO?

- Have students complete Career Matchmaker
- 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 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 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 complete the Financial Aid Selector
- 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 track career planning activities
- Have students indicate their short and long term goals
- 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 attach relevant documents to My Plan
- Play The Real Game
- Play The Be Real Game
- Use Spark! K-2 of Spark! 3-5
- Have students complete a high school education plan
- Have students plan their courses using Course Planner
- Have students track their applications to colleges
- Have students track their scholarship applications
- Have students request electronic transcripts
- Have students create task lists for postsecondary education planning
- Offer a student survey
- Track school events through a school calendar
- 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

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## WHAT ARE YOU GOING TO DO? (Cont'd)

- Career Cruising's My Plan Activity #3 - Careers that Interest Me
- Career Cruising's My Plan Activity #4 - Schools that Interest Me
- 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
- 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
- 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
- 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
- Set benchmarks for student completion using the Portfolio Completion Standards
- Track completion of mandate requirements through reports in CAMS
- Identify schools of interest and procure materials based on student interests
- Plan a visit to local college/university
- Organize job shadowing opportunities
- Your own creative ideas!

## HOW SUCCESS WILL BE MEASURED

- 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

## TIMELINE

- Once class per week for the entire term
- 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 30<sup>th</sup>
- Each morning in advisory
- During after school clubs
- Open access to school computer labs
- Work sessions during lunch hour
- During classroom subjects (math, science, geography, etc.)

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## PERSONNEL RESPONSIBLE

- School counselors
- Case workers
- Career counselors
- Vice principal
- Principal
- District personnel
- Teachers (identify by subject)
- Advisors
- Parents
- Student leaders
- Community members
- Social workers

## RESOURCES REQUIRED

- Computer lab
- 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 product(s)

## ADDITIONAL RESOURCES

[Infusing Career Development into the Curriculum](#)

[Using Career Cruising alongside The Real Game](#)

[Using Career Cruising alongside The Be Real Game](#)

[Using Career Cruising with Transition Students](#)

[Suggested Career Cruising Implementation Plan](#)

[Setting Up Completion Standards](#)

[Career Cruising Implementation At-A-Glance \(No MTP\)](#)

[Career Cruising Implementation At-A-Glance \(with MTP\)](#)

[Career Cruising for Middle Schools](#)

[Integrating Spark! Into Developmental School Guidance \(K-2\)](#)

[Integrating Spark! Into Developmental School Guidance \(3-5\)](#)

[Recommended Resources to Introduce Spark!](#)

[School Counselor Career Activities Related to Spark!](#)

[Suggested Spark! Activities](#)

[Mini Poster](#)

[Hallway Poster \(no access info\)](#)

[Summary of Features](#)

[CAMS 2013](#)

[CC Parents Portal](#)

[PR - ccBoilerplate](#) (attachment, please open and save)

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**Objective:**

What are you going to do?	How Success will be Measured?	What is Your Timeline?	Who is Responsible?	What Resources are Required?

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