

USING CAREER CRUISING WITH TRANSITION STUDENTS

The purpose of this document is to help you identify ways in which you can use Career Cruising with students with special needs. In this document we will provide suggested activities and accommodations while we answer the following questions:

- Is Career Cruising compatible with accessibility standards?
- How can I use Career Cruising's assessments with my students?
- How can I find useful and appropriate career information for my students?
- How will I know which post-secondary institutions can meet my students' needs?
- How can I help my students prepare for the world of work?
- How can my students use My Plan to work on their Individual Education Plan or Transition Plan?
- How can I communicate with my students and track their progress?

IS CAREER CRUISING COMPLIANT WITH ACCESSIBILITY STANDARDS?

Career Cruising is fully compliant with a leading set of web accessibility standards, Section 508 of the Americans with Disabilities Act (ADA 508). To attain ADA 508 compliance, we have followed detailed guidelines to make sure that Career Cruising is as accessible as possible for people with disabilities, particularly those who require assistive technology such as screen readers. Students using screen readers will notice that all of the images in Career Cruising have been tagged with descriptive text, repetitive sections of navigation can be easily skipped, and all data fields in forms have descriptive tags to make it easy to enter information.

HOW CAN I USE CAREER CRUISING'S ASSESSMENTS WITH MY STUDENTS?

Learning Styles Inventory

- Have students complete this assessment to help them, and you, understand the way(s) in which they learn best
- Incorporate strategies for studying into the student's Individual Education Plan (IEP)/Transition Plan and share with classroom teachers

Career Matchmaker

- Consider using the level of education question first, to ensure career suggestions are realistic (can be activated in CAMS)
- Complete with the student to ensure they understand the questions
- Remind the student that the activities take place in a work setting, not a recreation setting
- When careers on the list are not appropriate to the abilities of the student consider reviewing the suggested clusters to find more appropriate careers

My Skills

- Where appropriate, use My Skills to see if the student has/can develop the necessary skills for the career – compare with related careers that may be more appropriate
- Incorporate necessary skills into the student's Individual Education Plan (IEP)

Additional accommodation suggestions:

- For students who will be completing the assessments along with their class and time limits are a concern, consider having the student complete the assessment(s) on paper first and then enter the results in class. Please contact your Client Account Manager for a paper-based version of the Career Matchmaker and My Skills assessments
- For students with difficulty in reading comprehension, work with them and provide concrete examples for questions that are unclear.
- If you feel Career Matchmaker will provide inappropriate results based on the students' needs and abilities, try using the Career Selector.

HOW CAN I FIND USEFUL AND APPROPRIATE CAREER INFORMATION FOR MY STUDENTS?**Career Profiles**

- Where reading ability/reading comprehension is an issue, use audio/video clips so students can hear what is being said along with the text
- Use PhotoFile to view activities, appropriate dress and equipment used to see if student would be comfortable/able to complete tasks
- When reviewing the interview questions and answers and likes/dislikes/advice sections ask students if they feel the same way, and if they could see themselves doing the things described
- Look at "A Day in the Life" so students have an understanding of how a day's schedule might unfold – length, hours, types of activities
- When students select a career for which they may not be able to complete the necessary training/daily tasks, look at the related careers for another career that might be better suited to the student's needs/abilities
- Students can review the Sample High School Program of Study to see what subject areas will be important for them to consider and to make sure those areas are part of their education plan and can be realistically completed
- Students can save careers of interest to their My Plan account and add their thoughts or comments for future review

Search options

- When searching by keyword, be sure to review all matching careers
- Use search by school subject/cluster and filter by level of education to find careers that the student is interested in that will also match their educational goals
- For schools using the National 16 clusters, students can also review cluster profiles, complete with a sample high school program of study to consider
- For career names that are difficult to spell, try using the search by index

Career Selector

- Students can specify their school subject and clusters of interest along with their educational goals
- Students can use Core Tasks to look for careers where they will perform tasks that are important to them
- Students can remove careers from their suggestion lists that require them to perform tasks that they may not be able to do (i.e. heavy lifting, doing a lot of mathematical calculations, doing a lot of reading and writing) by using the Working Conditions section

HOW WILL I KNOW WHICH POST-SECONDARY INSTITUTIONS CAN MEET MY STUDENTS' NEEDS?

Planning Timeline

- Students who are considering college or university should consult the planning timeline to ensure that they understand the process
- Students should consult the timeline each year to make sure that they keep on top of testing and application deadlines

School Profiles

- When looking at school profiles, students should review the Admissions section to ensure that they meet the admission requirements
- Students can review any special program options available under Academic Information
- The Enrollment section provides students with details on school size and the class rank and SAT and ACT test results of freshmen at that school
- The Facilities and Services section will let students know which services are available at the school including:
 - Services for students with disabilities
 - Medical Services
- Counseling / psychological services
 - Low-cost health insurance
 - Career counseling
- Students can view the Programs Offered at the school and sort by the type of program (Associate Degree, Bachelor's Degree etc.)
- Students can save Schools of interest to their My Plan accounts and include comments about the services available

Compare Schools

- Students can compare two school profiles side-by-side to see which school will better meet the students' needs

School Selector

- Students can use this tool to help find schools that match their specific criteria
 - Important areas to consider include:
 - Admission Difficulty
 - Special Program Options (Academic Remediation, Coop Work Study
 - Programs, Internships, Part-Time Degree Programs etc.,)
 - Enrollment (to specify smaller schools if desired)
 - Majors Offered
 - Campus Life & Services (accessible housing, career counseling)
 - Students can save their selector results to their My Plan account for future review

Financial Aid

- Students can look for information about specific scholarships or use the Financial Aid
- Selector to see which scholarships they might be eligible for (including those specified for students with disabilities)
- Students can save scholarships to their My Plan accounts for future reference

HOW CAN MY STUDENTS USE MY PLAN TO WORK ON THEIR INDIVIDUAL EDUCATION PLAN OR TRANSITION PLAN?

Students can create a personal My Plan account (or login to one created through one of our data options). Students can then save information gathered from their research in Career Cruising as well as add additional details about their education and career planning activities

Assessment Results

- Review assessments taken earlier in the year (Learning Styles, Career Matchmaker, My Skills, Ability Profiler)
- Record results from other assessments the student has taken (i.e. PSAT, SAT, ACT etc.)

My Saved Careers

- Include important information about required skills and training in the comments
- Review and update criteria used in the Career Selector

My Education

- Add details about student services and accessibility in the Your Thoughts section
- Review School Selector results to continue researching schools
- Keep track of potential scholarships of interest

My Education Plan/Plan My Courses

- Help the student select courses that will meet the admission requirements for programs of interest, or satisfy requirements for graduation/completion of High School
- Students can consider subjects included in the sample high school program of study for careers of interest

My Goals & Plans

- Begin with goal setting using the Career and Life Goals section
- Keep track of relevant activities that help the student learn work skills, or prepare for postsecondary education under Career Planning Activities
- Encourage the student to create a Post-Secondary Plan as a roadmap for next steps

Activities & Experiences

- Have students keep track of their actual skills under Skills and Abilities and describe their proficiency in the comments section
- Students can also note how they are working to further develop each skill.
- Have students keep track of Extra-Curricular Activities and Hobbies and Interests
- Be sure to note any awards/certificates received

Work Experiences

- If students have a part-time job or work in the summer, encourage them to keep track of each Work Experience and list a reference wherever possible
- If students volunteer in the community or as part of their class, be sure it is noted in My Plan
- Students can also keep track of hours that may be a graduation requirement

Build My Resume

- Help students use the resume builder to create a draft resume that reflects all of their experiences
- Refer to soft content in the Employment Guide for more information

Share My Plan

- Electronically share sections of My Plan with prospective employers, offices for students with special needs, placement counselors etc.
- Invite parents to view a student's My Plan so they can keep track of the student's progress

My Files

- Keep track of documents related to work/volunteer experiences, extracurricular activities, etc.
- Add projects or transition plans directly into My Plan

My Journal

- Encourage students to reflect on their experiences and share their feelings throughout the transition process

HOW CAN I COMMUNICATE WITH MY STUDENTS AND TRACK THEIR PROGRESS?

- Using the Career Advisor Management System (CAMS) you can send students messages about upcoming school/local events
- View students' My Plan accounts and all of the information they have saved, including journal entries
- You can keep track of advisement sessions using the Advisement Log
- You can group all of your special needs students together under one advisor for easy group reporting, communicating and uploading/sharing of files
- Include documents and links to direct students to relevant resources
- Download the Activities listed under Related Activities in MS Word format and tailor them to your students' needs and abilities (including modifying content, language and text size)