

# DRIVE 2 SUCCEED

Academic and Career Planning is a continuous process driven by students that is supported by staff and community to empower and challenge students to learn, know, explore, and plan for a full-filing future.

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2017-2018

## ACADEMIC & CAREER PLANNING GUIDE

Elkhart Lake-Glenbeulah School District  
P.O. Box 326  
201 N Lincoln Street  
Elkhart Lake, WI 53020

Phone: (920) 876-3381

Fax: (920) 876-3511



### **ADMINISTRATION**

**Superintendent:**  
Dr. Ann Buechel-Haack  
Ext. 3375

**HS Principal:**  
Mr. Ryan Faris  
Ext. 3300

**EL/MS Principal:**  
Mrs. Debbie Hammann  
Ext. 4126

### **Student Services**

**HS School Counselor:**  
Ms. Melanie Bunyea  
Ext. 3306

**EL/MS School Counselor:**  
Ms. Samantha Hofacker  
Ext. 4136

# DRIVE 2 SUCCEED

Academic and Career Planning is a continuous process driven by students that is supported by staff and community to empower and challenge students to learn, know, explore, and plan for a full-filing future.

## 4th Grade Student Outcomes

- Learn and explore interests, personality traits and abilities
- Student Parent Educational Career conference to share information will stakeholders
- Develop Learner Resume

## 5th Grade Student Outcomes

- Develop an initial Academic and Career Plan that will be modified over time
- Understand definitions and terms related to the Academic and Career Plan
- Develop and revise SMART Goals throughout the year
- Complete career inventories and use the results to identify potential career day speakers

## 6th Grade Student Outcomes

- Learn and explore each of the 16 Career Clusters
- Complete inventories that help students understand themselves

## 7th Grade Student Outcomes

- Understand how career choices play into future earnings and quality of life
- Conduct structured research on potential careers

## 8th Grade Student Outcomes

- Understand graduation requirements, what makes up a high school transcript and the high school timeline of College and Career Readiness events
- Review High School Course Offerings to develop the four year course plan which will assist in selecting courses that support academic and personal goals
- Student Parent Educational Career conferences meeting with parents and student services

# R E S O U R C E S

## 9th Grade Student Outcomes

- Update and Evaluate Personality and Learning Styles
- Explore the Cost of Living/Education
- Explore Job Shadows
- Explore, Complete and Document Volunteer Hours
- Complete Career Interest Survey
- Explore Course Sequence for Future Careers
- Reflect on Goals and Milestones

## 10th Grade Student Outcomes

- Continue Research on Job Shadows
- Document Volunteer Hours
- Apply Banking and Credit Information
- Complete Career Interest Survey
- Apply Smart Goal Setting Process
- Create an Account and use a Business Network
- Assess Labor Market Projections
- Complete Sample Application and Mock Interview
- Determine Course Sequence for Careers
- Reflect on Goals and Milestones

## 11th Grade Student Outcomes

- Attend Tuition/Training Opportunities Presentation
- Complete Career Planning Unit in Personal Finance
- Determine Course Sequence
- Document Volunteer Hours
- Complete a Job Shadow
- Complete Resume and Cover Letter
- Reflect on Goals and Milestones

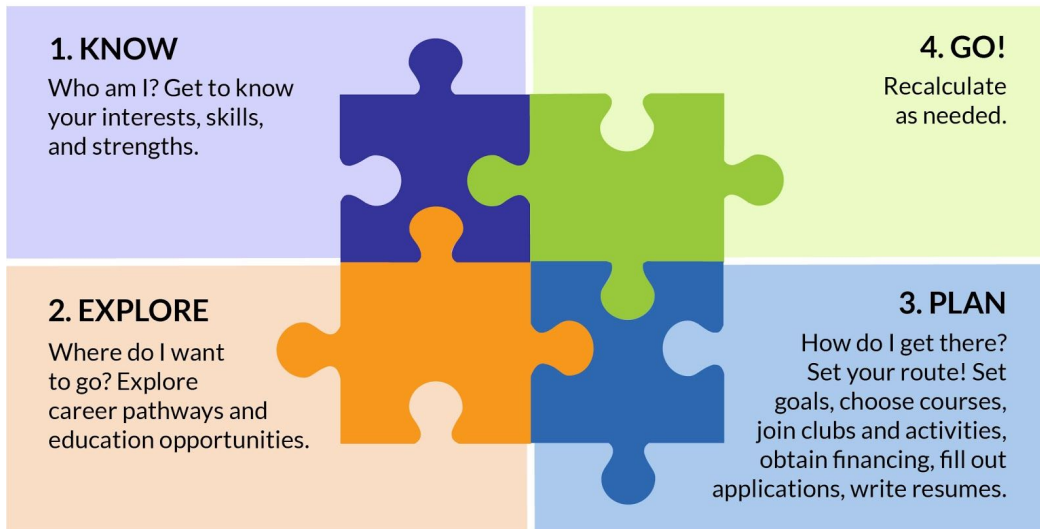
## 12th Grade Student Outcomes

- Attend Tuition/Training Opportunities Presentation
- Create Financial Plans
- Complete Career Planning Unit in Personal Finance
- Document and Complete Volunteer Hours
- Complete a Job Shadow
- Reflect on Goals and Milestones

## WHAT IS ACADEMIC AND CAREER PLANNING?

The goal of ACP is to provide students and parents with information needed to make informed choices for education, training, and careers. Academic and Career Planning is based on a STUDENT'S interests, abilities, values, and goals.

### 4 Stages to Successful Academic and Career Planning (ACP)



#### Self-Awareness (KNOW)

- Periodic self-assessment of interests and strengths
- Reflection and goal-setting
- Financial knowledge & understanding of resources
- Academic courses & skill preparation
- Behavioral & employment

#### Career Exploration (EXPLORE)

- Middle School career exploration activities and opportunities
- High school career exploration activities and opportunities
- World of work and labor market needs
- Understanding and comparing different postsecondary education & training

#### Career Planning (PLAN)

- Planning skills
- The Middle School plan
- The High School plan

#### Career Management (GO)

- Executing the plan
- Updating the plan with new information & artifacts
- Conferencing & mentoring
- Transitioning ACP Components