9th Grade - Year 1: Exposure, Discovery, Self-Assessment and Goal Setting

Each **9th grade** students will:

- participate in at least ***1 Guest Speaker event.*** (semester 1)
- participate in at least ***1 Guest Speaker event***. (semester 2)
- been granted the opportunity to participate in at least ***1 mentoring workshop*** this year
- *should be granted the opportunity to* participate in at least ***1 large group mentoring session*** this year. ***Format: Maximum class size for mentoring for freshmen is 40 students (20:1 student to adult ratio is recommended).***
- complete at least ***1 Tour Activity***. (per school year)
- complete ***1 required Student Assessments*** each year.
- complete the following ***Professional Portfolio & Job Preparation***:
    - Goal Setting Exercise
    - WPL Checklist
    - Writing Sample – 1st Draft of Cover Letter
    - 1st Draft of Resume
    - Dream job research project
- Digital Badges Platform: ***IBM Open P-TECH***
    - Mindfulness badge
- Skills: ***IBM P-TECH Workplace Skills and NACE Career Competencies***
    - Oral/Written
    - Communication
    - Teamwork/Collaboration
    - Motivation
    - Self-Management
    - Digital Technology
- Earn ***Certificates/Certifications***:
    - Learn Intro to Excel
    - MOS Outlook Associate
    - MOS Word Associate

10th Grade - Year 2: Exploration of Options

Each **10th grade** student will:

- participate in at least ***1 Guest Speaker event***. (semester 1)
- participate in at least ***1 Guest Speaker event.*** (semester 2)
- complete in at least ***1 "work-based project or challenge"*** for the year.
- participate in at least ***1 large group mentoring session*** this year. ***Format: A group of 15 sophomores per partner.***
- participate in at least ***1 large group mentoring session*** this year. ***Format: Format: A group of 15 sophomores per partner.***
- complete at least ***1 Tour Activity***. (per school year)
- ***Optional***: participate in at least ***1 Job Shadowing Experience*** this year.
- complete ***1 required Student Assessments*** each year.
- complete the following ***Professional Portfolio & Job Preparation***:
  - 1 Mock Interview
  - Develop an Individual Career Plan
  - Writing Sample – 2nd Draft of Cover Letter
  - 2nd Draft of Resume
  - Professional Photo
  - Labor Market Research Project WPL Checklist
- Digital Badges Platform: ***IBM Open P-TECH***
  - *Professional Skills* badge
- Skills: ***IBM P-TECH Workplace Skills and NACE Career Competencies***
  - Oral/Written
  - Communication
  - Teamwork/Collaboration
  - Analytical Thinking
  - Curiosity
  - Critical
  - Thinking/Problem Solving
  - Digital Technology
- Earn ***Certificates/Certifications***:
  - MOS Outlook Associate
  - MOS Word Associate
  - MOS Excel Associate
  - MOS PowerPoint Associate (***Optional***)
- Internships

  Not Required for 10th grade students. Only Skill-based and Industry-specific Internship camps are recommended for 10th grade students. ***Optional*****: Recommended 10th grade students are encouraged to apply for internships through the Dallas Works program.**

11th Grade - Year 3: Developing Skills

Each **11th grade** students will:

- complete in at least 1 ***"work-based project or challenge"*** for the year.
- participate in at least ***1 Job Shadowing Experience***. (semester 1). ***Format: A group of 10 juniors per partner.***
- participate in at least ***1 Job Shadowing Experience***. (semester 2). ***Format: A group of 10 juniors per partner.***
- participate in at least ***1 small group mentoring session*** this year. ***Format: Maximum group size for small group mentoring is 4 students (4:1 ratio of students to adults). Mentoring can be virtual or in-person.***
- complete ***1 required Student Assessments*** each year.
- complete the following ***Professional Portfolio & Job Preparation***:
    - 2 Mock Interview
    - Update Individual Career Plan
    - Writing Sample – 3rd Draft of Cover Letter
    - 3rd Draft of Resume
    - Internship Prep Boot Camp (Semester 1)
- Digital Badges Platform: ***IBM Open P-TECH***
    - *Design Thinking Job Preparation* badge
- Skills: ***IBM P-TECH Workplace Skills and NACE Career Competencies***
    - Oral/Written Communication
    - Leadership & Responsibility
    - Professionalism/Work Ethic
    - Career Management
    - Global/Intercultural Fluency
    - Digital Technology Critical
    - Thinking/Problem Solving
- Earn ***Certificates/Certifications***:
    - MOS Excel Expert
    - MOS Outlook Expert
- Internships

  Direct-Hire Internships are highly recommended for 11th grade students.

  Goal: 60% of 11th grade students will apply for a summer internship.

12th Grade – Gaining Experiences, Performing, and Taking Action

Each **12th grade** students will:

- participate in at least ***1 Job Shadowing Experience***. (semester 1). ***Format: A group of 5 seniors per partner.***
- participate in at least ***1 Job Shadowing Experience***. (semester 2). ***Format: A group of 5 seniors per partner.***
- participate in ***2 small group mentoring sessions*** per year **-OR-** ***meet with a career mentor one-on-one for 1 hour at least once*** per semester. ***Format: Maximum group size for small group mentoring is 4 (4:1 ratio of students to adults). Small group mentoring and 1-on-1 mentoring can be virtual or in-person.***
- complete ***1 required Student Assessments*** each year.
- complete the following ***Professional Portfolio & Job Preparation***:
    - 3 Mock Interview
    - Finalize Individual Career Plan
    - Final Cover Letter
    - Final Resume
    - Professional Photo
    - LinkedIn Profile
    - Career Ready Boot Camp (Semester 1)
- Digital Badges Platform: ***IBM Open P-TECH***
    - *Artificial Intelligence Job Preparation* badge)
- Skills: ***IBM P-TECH Workplace Skills and NACE Career Competencies***
    - Oral/Written Communication
    - Leadership & Responsibility
    - Professionalism/Work Ethic
    - Career Management
    - Global/Intercultural Fluency
    - Digital Technology Critical
- Earn ***Certificates/Certifications***:
    - MOS Excel Associate
    - MOS Excel Expert
    - MOS Word Associate
    - MOS Outlook Associate
    - MOS Outlook Expert
- Job Interviews:
  Required for graduating **12th grade** students interested in employment.
- Jobs (Part-time, Full-time, apprenticeships, and contract employment)
  Only recommended for graduating **12th grade** students interested in fulltime or part-time employment postgraduation.
- Internships
  Direct-Hire Internships are strongly recommended for **graduating 12th grade** students.
  Goal: A minimum of 30% of students will complete at least 1 internship prior to graduation.