

› CCS 2015-2016 College/Career Advising Curriculum

(Complies with ORC 3313.6020)

All lessons align with ODE mandates, the CCS district mission, District Ends Policies 3 & 4 and ASCA Standards within Academic, Career and Personal/Social Domains

	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Exploring/Planning Career & Post-Secondary Connections	<p>Lesson 1: Naviance Introduction and Entrance Survey “Student Success Plan-What’s a Goal?” (2 academic goals, 2 career development goals, 1 personal/social development goal)</p> <p>Lesson 2: College Look-up Activity</p> <p>Lesson 3: Road Trip Nation Activity Exit Survey</p>	<p>Lesson 1: Naviance Introduction and Entrance Survey “Student Success Plan Goals” (2 academic goals, 2 career development goals, 1 personal/social development goal) Revisit/Update/Create</p> <p>Lesson 2: Learning Style Inventory</p> <p>Lesson 3: Create 5 Year Academic Plan High School & Career Center Options</p> <p>Lesson 4: Career Cluster Exit Survey</p> <hr/> <p>*Career Center Visits</p>	<p>Lesson 1: Naviance Introduction, Entrance Survey Student Success Plan (2 academic goals, 2 career development goals, 1 personal/social development goal) Revisit/Update/Create</p> <p>Lesson 2: Career Key assigned in conjunction with Real Money, Real World session – add 3 careers to list</p> <p>Lesson 3: Multiple Intelligences (MI Advantage)+</p> <p>Lesson 4: Create 4 Year Academic Plan Exit Survey</p> <hr/> <p>*Gateway presentations (optional)</p>	<p>Lesson 1: Naviance Introduction, Review/Create SMART Goals in Student Success Plan (2 academic, 2 career, 1 personal/social), Complete Entrance Survey</p> <p>Lesson 2: Strengths Explorer Activity+</p> <p>Lesson 3: Create/update 3-year academic plan (could be combined with scheduling meeting)</p> <p>Lesson 4: Career Interest Profiler Activity+ Exit Survey</p> <hr/> <p>*IKIC Alumni Day focus on freshmen</p>	<p>Lesson 1: Review/Create SMART Goals. Complete (or show and assign) Complete Entrance Survey.</p> <p>Lesson 2: Do What You Are: Personality/Career Matching Activity+</p> <p>Lesson 3: Create/update 2-year academic plan (could be combined with scheduling meeting)</p> <p>Lesson 4: -Creating Resumes Activity+ -Basic College Match; add 3 colleges to Colleges I Am Thinking About list -Exit Survey</p> <hr/> <p>*Career Center Visits</p>	<p>Lesson 1: Review/update goals and complete Game Plan Survey. Complete Junior Entrance Survey</p> <p>Lesson 2: Presentation utilizing SuperMatch in College+ Search – add 3 colleges to Colleges I plan to Apply to list</p> <p>Lesson 3: Scheduling information for senior year Review components of strong resumes and have students update resumes</p> <p>Lesson 4: -Review career inventories (assign unfinished inventories); Review college list & next steps -Complete Exit Survey</p> <hr/> <p>*Spring College Meeting *Kiwanis College Fair, college visits & college rep. visits *PSAT, ACT, SAT *Post-secondary Gateways (optional)</p>	<p>Lesson 1: Presentation overview of college tools on Family Connection site; Senior Entrance Career/College Planning Survey; Create/Update “My Game Plan”; Update/Complete “My Activities” template.</p> <p>Lesson 2: Financial Aid and Scholarships</p> <p>Lesson 3: Update/Complete Inventories under Career tab; (outside of class for students who need more guidance)</p> <p>Lesson 4: Senior Exit Survey+</p> <hr/> <p>*Senior College Meeting *Kiwanis College Fair, college visits & college rep. visits *ACT/SAT *OCAM/ College Signing Days</p>

*Denotes school events meant to enhance the College and Career Curriculum, but may not be mandatory for each student

› Grade 6 Getting Started on a College and Career Path

Lesson	Timeframe	Duration/Location*	Resources	Default Delivery Method	Alternative Delivery Methods	Counselor Responsibilities	IKIC Americorps Responsibilities
Lesson 1: Introduction to Naviance, Entrance Survey & Goal Setting	1st Grading Period	2 class periods/ classroom with 2 nd lesson in computer lab*	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom Guidance lesson to be scheduled during English, social studies or CORE Enrichment classes	Other method as defined by BLT, grade level team Individual/Small group for absent students	Schedule classroom time Co-lead lesson Review/Possibly cover results individually with students & parents	Co-lead lesson Follow up with students who are absent Run task completion reports
Lesson 2: College Look-up Activity	2 nd or 3 rd Grading Period	1-2 class periods/computer lab* with possible follow-up in classroom	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom Guidance lesson to be scheduled during English, social studies or CORE Enrichment classes	Other method as defined by BLT, grade level team Individual/Small group for absent students	Schedule classroom time Co-lead lesson Cover results individually with students/parents during any scheduled meetings	Co-lead lesson Follow up with students who are absent Follow up individually with students on results
Lesson 3: Road Trip Nation Activity & Exit Survey	4 th Grading Period	1-2 class periods/classroom then computer lab*	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom Guidance lesson to be scheduled during English, social studies or CORE Enrichment classes	Other method as defined by BLT, grade level team Individual/Small group for absent students	Schedule classroom time Co-lead lesson Cover results individually with students/parents during any scheduled meetings	Co-lead lesson Follow up with students who are absent Follow up individually with students on results Run task completion reports

*The location for all lessons may be in the classroom at sites with tablet carts and wireless access. All other locations will require computer lab access for any individual student Naviance tasks.

› Grade 7 Understanding Individual Styles and Pathways

Lesson	Timeframe	Duration	Resources	Default Delivery Method	Alternative Delivery Methods	Counselor Responsibilities	IKIC Responsibilities
Lesson 1: Naviance Introduction and Student Success Plan Goals	1 st Grading Period	2 class periods	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom Guidance	Individual/Small group for absent students	Schedule classroom time Present lesson Review/Possibly cover results individually with students	Assist with lesson Follow up with students who are absent Run task completion reports
Lesson 2: Learning Style Inventory	2 nd Grading Period	2 class periods	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom Guidance	Individual/Small group for absent students	Schedule classroom time Assist with lesson Review results individually with students when meeting	Present lesson Follow up with students who are absent Run task completion reports
Lesson 3: Create 5 Year Academic Plan High School & Career Center Options	3 rd Grading Period	1 class period	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom Guidance	Individual/Small group for absent students	Schedule classroom time Present lesson Review results individually with students when meeting	Assist counselors with delivery of lesson Follow up with students who are absent
Lesson 4: Career Cluster Survey Exit Survey	4 th Grading period	2 class periods	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom Guidance	Individual/Small group for absent students	Schedule classroom time Assist with lesson Review results with students when meeting	Present lesson Follow up with students who are absent Run task completion reports

*The location for all lessons may be in the classroom at sites with tablet carts and wireless access. All other locations will require computer lab access for any individual student Naviance tasks.

› Grade 8 Preparing for the Future

Lesson	Timeframe	Duration/Location	Resources	Default Delivery Method	Alternative Delivery Methods	Counselor Responsibilities	IKIC Responsibilities
Lesson 1: Naviance Introduction & Entrance Survey Student Success Plan Goals Review HS and Career Center Options	1 st Grading Period	2 class periods	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom guidance	Individual/small group follow-up for absent students	Schedule classroom time Co-lead with lesson Review results with students when meeting	Co-lead lesson Follow up with individual students to complete and process activity
Lesson 2: Career Key Real Money, Real World Activity	2 nd Grading Period	2 class periods	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector Real Money, Real World activity	Classroom guidance and whole grade event	Individual/small group follow-up for absent students for Career Key	Schedule classroom time Assist with lesson Review results with students when meeting	Present lesson Follow up with individual students to complete activity Run task completion reports
Lesson 3: Multiple Intelligences (MI Advantage)+	3 rd Grading Period	One class period	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom guidance	Individual/small group	Schedule classroom time Co-lead lesson Review results with students when meeting	Co-lead lesson Follow up with individual students to complete activity Run task completion reports
Lesson 4: Create 4 Year Academic Plan	4 th Grading Period	One class period	Facilitator Script & Lesson Plan Activity Guides Computers/Tablets Smartboard/Projector	Classroom guidance	Individual/small group	Schedule classroom time Present lesson Review results with students when meeting	Assist with lesson Follow up with individual students to complete activity

*The location for all lessons may be in the classroom at sites with tablet carts and wireless access. All other locations will require computer lab access for any individual student Naviance tasks.

› Grade 9 Building on Individual Strengths and Interests

Lesson	Timeframe	Duration/ All Conducted in World History Classes	Resources	Default Delivery Method	Alternative Delivery Methods	Counselor Responsibilities	IKIC Responsibilities
Lesson 1: Review/Create SMART Goals in Student Success Plan Complete Entrance Survey Cover graduation requirements and CCS On Track handout	1 st Grading Period	2 class periods, Computer lab for survey and goal entry (2 nd lesson if using 2 periods) <i>Setting Goals (BL)</i>	Facilitator Script & Lesson Plan Activity Guides & <i>On Track</i> guide Projector/Smartboard Computer for each student for survey & intro. To Naviance	Classroom guidance in computer lab	Demonstrate in group setting, then assign Naviance tasks for homework Individual/small group	Schedule class times, at least one in computer lab Present lessons Explore goals when meeting with students	Assist counselors with lesson Review/follow up with absent students Run task completion reports
Lesson 2: Strengths Explorer Activity+	2 nd Grading period	1 class period (with homework) <i>My Strengths Explorer (BL)</i> <u>Or Choose an activity from Activity Book (Scavenger Hunt or Themes in Action)</u>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard	Assign activity for homework Conduct classroom activity	Individual/small group Add an extra period in a computer lab for Naviance activity completion	Schedule class time (in computer lab) Co-lead lesson Explore strengths when meeting with students	Co-lead lesson Review/follow up with absent students & students w/o computer access Run task completion reports
Lesson 3: Create/update 3-year academic plan & scheduling meeting MYAP in IC Student Portal	3 rd Grading Period	1 class period <i>Choosing Courses (BL)</i>	Facilitator Script & Lesson Plan & Activity Guides Projector/Smartboard <i>Freshman Steps to College & Career</i>	Classroom guidance to introduce MYAP	Individual/small group	Present lesson Follow up with absent students Review plans with students	Assist with lesson Help follow up with absent students
Lesson 4: Career Interest Profiler Activity+ Exit Survey	4 th Grading Period	1 class period <i>My Life's Work (BL)</i> <u>Or Holland Party Game</u>	Facilitator Script & Lesson Plan Activity Guides Computer for each student Projector/Smartboard	Assign activity for homework Conduct classroom activity	Individual/small group Add an extra period in a computer lab for Naviance activity completion	Schedule class time Assist with lesson Explore careers when meeting with students	Present lesson Follow up with individual students to complete activity Run task completion reports

› Grade 10 Exploring and Planning Individual Pathways

Lesson	Timeframe	Duration/Location	Resources	Default Delivery Method	Alternative Delivery Methods	Counselor Responsibilities	IKIC Responsibilities
Lesson 1: Review/Create SMART Goals Complete Entrance Survey Cover transcripts, grad. progress/planners	1 st Grading Period	2 class periods/History classes in computer labs <i>Setting Goals (BL)</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard Computer for each student Transcripts & credit checks/planners	Classroom guidance in computer lab for Goal Setting Guidance in regular classroom to cover transcripts, planners	Demonstrate in group setting, then assign Naviance tasks for homework Individual/small group	Schedule class time (in computer lab) Present lesson Explore goals when meeting with students	Assist counselors with lesson Review/follow up with absent students Run task completion reports
Lesson 2: Do What You Are Personality/Career Matching Activity+: Reinforce career center opportunities	2 nd Grading Period Deadline: November 22 (to support career center visits/ student preparation)	1-2 class periods/ English classes <i>What Makes Me Unique (BL)</i> <i>Or Career Confirmation Conv. Activity</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard Samples of ODE Career Pathways	Assign activity for homework Conduct classroom activity	Add an extra period in a computer lab for Naviance activity completion Individual/small group	Schedule class time (in computer lab) Co-lead lesson Explore results when meeting with students	Co-lead lesson Follow up with individual students to complete and process activity Run task completion reports
Lesson 3: Create/update 2-year academic plan & scheduling meeting Review transcripts and 1st semester grade cards	3 rd Grading Period	1 class period/History classes <i>My Success Habits (BL) or Road Trip Nation video</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard <i>Sophomore Steps to College & Career</i>	Classroom guidance	Individual/small group follow-up for absent students	Schedule class time Present lesson Follow up with absent students Review plans with students	Assist counselors with lesson Help follow up with absent students Run task completion reports
Lesson 4: Creating Resumes Activity+ Basic College Match; add 3 colleges to Colleges I Am Thinking About list Exit Survey	4 th Grading Period	2 class period(s)/ English classes <i>Enhancing My Resume (BL)</i> <i>OR Play Resume Bingo</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard	Classroom guidance and homework assignment	Individual/small group follow-up for absent students Add an extra period in a computer lab for Naviance activity completion	Schedule class time Assist with lesson Explore results & review resumes when meeting with students	Present lesson Follow up with absent students to complete and process activity Run task completion reports

› Grade 11 Developing a College/Career Game Plan

Lesson	Timeframe	Duration/Location	Resources	Default Delivery Method	Alternative Delivery Methods	Counselor Responsibilities	IKIC Responsibilities
Lesson 1: Review/update goals and complete Game Plan Survey Complete Junior Entrance Survey Review transcripts and credit checks/planners	1 st Grading Period	1 class period/English classes <i>My Career Goals (BL)</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard Computer for each student	Classroom guidance in computer lab	Demonstrate in group setting, then assign Naviance tasks for homework Individual/small group	Schedule class time in computer lab Present lesson Review goals and game plans with students when meeting	Assist counselors with lesson Follow up with individual students to complete and process activity Run task completion reports
Lesson 2: Presentation utilizing SuperMatch in College Search Demonstrate ACT/SAT registration	2 nd Grading Period	1-2 class periods/English classes <i>College SuperMatch & My Test Prep Plan(BL)</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard ACT/SAT fee waivers <i>Junior Steps to College, Winter</i>	Classroom guidance Add an extra period in a computer lab for Naviance activity completion and/or test registration	Individual/small group Demonstrate in group setting, then assign Naviance tasks & test registration for homework	Schedule class time Present lesson Review colleges with students when meeting Provide additional test prep information	Assist w/lesson Follow up with individual students to complete activity Provide test fee waivers Run task completion reports
Lesson 3: Scheduling meeting, Credit checks & Post-secondary planning Update resumes	3 rd Grading Period	1 class period/English classes <i>Challenging Myself (BL)</i>	Facilitator Script & Lesson Plan & Activity Guides Projector/Smartboard <i>Junior Steps to College, Spring</i>	Classroom guidance Assign resume updates as classroom activity	Individual/small group Large group/class meetings	Schedule class time Present lesson Review schedules & credit checks with students	Assist counselors with lesson Follow up with students on resumes & post-secondary plans
Lesson 4: Review & assign unfinished career inventories Review college list & next steps for summer Complete Exit Survey	4 th Grading Period	1 class period/English classes <i>Paying for College (BL)</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard	Classroom guidance	Individual/small group Large group/class meetings	Schedule class time Assist with lesson	Present lesson Review/follow up with absent students Run task completion reports

› Grade 12

Taking Action!

Lesson	Timeframe	Duration/ All Conducted in English Classes	Resources	Default Delivery Method	Alternative Delivery Methods	Counselor Responsibilities	IKIC Responsibilities
Lesson 1: eDocs Presentation & Review of College/Career Resources Senior Entrance Survey Graduation Agreements Personal Statement/Essay (separate workshop)	1 st Grading Period	2 class periods (one in computer lab) with homework <i>Show My Big Future/You Can Go sites and videos (tailor for your school's students)</i>	Facilitator Script & Lesson Plan Activity Guides Projector/Smartboard Computer for each student <i>Senior Update</i>	Classroom Guidance in computer lab and homework assignment	Individual/small group	Schedule class time (one in computer lab) Present lesson Complete Graduation Agreements Meet with each senior about graduation & plans Process all college applications	Assist counselors with lesson Follow up with each student to complete and process activities Provide application fee waivers Run task completion reports
Lesson 2: Financial Aid and Scholarships FAFSA Classroom Workshop separate in Jan.	2 nd Grading Period	2 class periods <i>Types of Scholarships (BL)</i> <i>Completing the FAFSA (BL)</i>	Facilitator Script & Lesson Plan & Activity Guides Projector/Smartboard <i>Senior Update</i>	Classroom Guidance in computer lab	Individual/small group follow-up for absent students	Schedule class time Assist with lesson Review/follow up with absent students	Present lesson Review/follow up with absent students
Lesson 3: Update/Complete Career Inventories and/or college applications	3 rd Grading Period	As needed	Computer for each student	Individual/small group follow-up for students, assign tasks as needed	Same	Review/follow up with necessary students	Review/follow up with necessary students Assist with completion of inventories
Lesson 4: CCS Senior Exit Survey	4 th Grading Period	1 class period	Activity Guides Computer for each student	Activity in computer lab	Individual/small group Assign for completion outside of school, at lunch, etc...	Schedule class time in computer lab Present lesson Review/follow up & send final transcripts	Assist counselors with lesson Follow up with individual students to complete activity Run task completion reports