

RESOURCES

PROFILE:

Implementing Individual Career Academic Plans



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About the Resource Center



The Resource Center for CareerTech Advancement is a division of the Oklahoma Department of Career and Technology Education, located in Stillwater, Oklahoma. The staff of the Center research educational materials and best practices to disseminate throughout the state CareerTech system. The Resource Center also provides support in identifying curriculum, assessments, professional development and other instructional delivery resources on request.

www.okcareertech.org

OVERVIEW

A lack of a whole-school buy-in for engaging in ILPs is a critical factor that our research found to limit the potential impact of ILPs (Solberg, et al., 2014). Our comparative case analysis with state and district leaders from 13 states identified the following four components necessary for the successful design, implementation, and evaluation of ILPs (Solberg, Wills & Larson, 2013):

- *create an accountability and evaluation plan,*
- *develop communication and marketing materials,*
- *create tools to promote capacity to implement quality ILPs, and*
- *establish a two-pronged demonstration strategy that focuses on schools and communities to show the value of ILPs.*

—From *Promoting Quality Individualized Learning Plans throughout the Lifespan: A Revised and Updated ILP How to Guide 2.0*, by the National Collaborative on Workforce and Disability

RESOURCES

Oklahoma EDGE

<http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Individual%20Career%20Academic%20Planning%20Template.pdf>

Individual career academic planning template from the Oklahoma State Department of Education **Resilience Guide for Parents &**

Oklahoma ICAP Overview brochure

<http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Individual%20Career%20Academic%20Plan%20ICAP%20One%20Page%20overview%20.pdf>

An overview of ICAP and its implementation in Oklahoma, from the Oklahoma State Department of Education

Why ACP Matters (Academic and Career Planning)

<https://dpi.wi.gov/acp>

A short animated video from the Wisconsin Department of Public Instruction

Promoting Quality Individualized Learning Plans throughout the Lifespan: A Revised and Updated ILP How to Guide 2.0

<http://www.ncwd-youth.info/publications/promoting-quality-individualized-learning-plans-throughout-the-lifespan-a-revised-and-updated-ilp-how-to-guide-2-0/>

This publication from the National Collaborative on Workforce and Disability “provides career development resources and examples of implementation for an expanded range of age groups and settings including elementary and secondary school, postsecondary education, workforce development programs and other non-school settings. It also offers strategies for building and supporting capacity at the local level to facilitate adoption of the process and provides examples of how to ensure that ILPs are implemented with quality.”

Implementing Academic and Career Planning

<https://dpi.wi.gov/sites/default/files/imce/acp/DPI%20Guide%202016%20FINAL%20web.pdf>

A free, 28-page guide from the Wisconsin Department of Public Instruction

Making My Future Work

<http://sites.bu.edu/miccr/files/2016/07/MMFW-Curriculum-Manual.pdf>

A comprehensive (500+ pages) evidence-based career development curriculum focused around four modules: (1) self-exploration, (2) career exploration, (3) 21st century skills, and (4) college entry, survival, and success. As the curriculum states:

“The conceptualization, design, and creation of the curriculum represents a collaborative effort among high school teachers in English/Language Arts, as well as other academic content areas (e.g., Biology, Mathematics, Science, Spanish, Social Studies) and faculty and graduate students in urban teacher education and counseling programs at Cleveland State University (CSU). Built on this foundation of partnerships, an interdisciplinary and interprofessional team of educators, school practitioners, and educational researchers brought the seeds of MMFW to full realization. A natural outgrowth of this partnership was the recognition that in order to be palatable, user-friendly, and engaging, the curriculum must be able to meet the needs of teachers across a variety of schools and instructional conditions in a flexible and efficient manner that is seamlessly integrated into their regular classroom instruction. The authors have made every effort to ensure that there is choice and preference in the use of the curriculum.”

“Connecting the dots: Individual career and achievement plans for high school students”

<http://www.stemcareer.com/richfeller/pages/library/Documents/Future%20Potholes%20to%20College.pdf>

An overview of states' efforts to implement career and achievement plans, with identification of potential barriers, from the School of Public Affairs at the University of Colorado-Denver.

ICAP Information Night brochure

<https://co02201641.schoolwires.net/cms/lib/CO02201641/Centricity/Domain/569/DII%20ICAP%20Brochure.pdf>

A sample brochure from a Colorado school district

ICAP and IEP comparison

https://secure.collegeincolorado.org/images/cic/pdfs/resources/publications/comparison_matrix.pdf

A comparison matrix from the Colorado Department of Education

ICAP Promising Practices

https://www.cde.state.co.us/postsecondary/icap_promising_practices

A web page of promising practices, with related links, from the Colorado Department of Education

Florida Self-Awareness Lesson Plans

<http://www.fldoe.org/academics/college-career-planning/educators-toolkit/self-awareness.shtml>

Lesson plans, activities and other resources for exploring interests and values with middle school students

Education and Career Action Plan Implementation

<http://www.azed.gov/ecap/ecap-education-and-career-action-plan/implementation-survey/>

Implementation resources from the Arizona Department of Education, including: key messages card, at-a-glance handout, presentation for stakeholders (PowerPoint), administrative toolkit, accountability rubric, process flowchart, supporting research, family engagement resources, and more

Guideposts for Success

<http://www.ncwd-youth.info/publications/guideposts/>

This 2016 publication from the National Collaborative on Workforce and Disability can help steer families, institutions, and youth themselves through the transition processes from youth to adulthood.

By Youth for Youth: Employment

<http://www.ncwd-youth.info/publications/by-youth-for-youth-employment/>

This 2016 publication from the National Collaborative on Workforce and Disability was written by youth for youth who want to know more about finding and keeping the right job.

The 411 on Disability Disclosure: A Workbook for Families, Educators, Youth Service Professionals, and Adult Allies Who Care About Youth with Disabilities

<http://www.ncwd-youth.info/publications/the-411-on-disability-disclosure-a-workbook-for-families-educators-youth-service-professionals-and-adult-allies-who-care-about-youth-with-disabilities/>

This workbook “helps caring adults make informed decisions about teaching a young people about their rights and responsibilities in disclosing a disability, a decision that will affect their educational, employment, and social life. In addition, this workbook helps teach how to support a young person with a disability as he or she takes steps in becoming more independent and self-sufficient.”

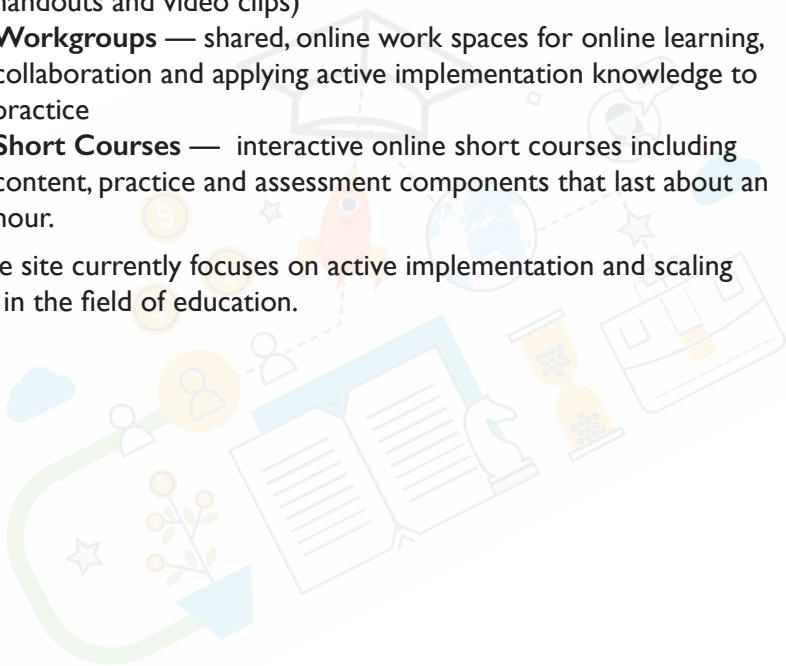
Active Implementation Hub

<http://implementation.fpg.unc.edu/>

From the National Implementation Research Network, the Hub is a “free, online learning environment for use by any stakeholder — practitioners, educators, coaches, trainers, purveyors — involved in active implementation and scaling up of programs and innovations. The site goal is to increase the knowledge and improve the performance of persons engaged in actively implementing any program or practice.” Online resources include:

- **Modules and Lessons** — internet-based training on active implementation, including content, activities and assessments, designed to be self-paced or blended with in pre-service or in-service training
- **Resource Library** — searchable, just-in-time active implementation resources and tools (e.g., planning tools, handouts and video clips)
- **Workgroups** — shared, online work spaces for online learning, collaboration and applying active implementation knowledge to practice
- **Short Courses** — interactive online short courses including content, practice and assessment components that last about an hour.

The site currently focuses on active implementation and scaling up in the field of education.



Pennsylvania Career Education and Work Activities for Grades 4-5

<http://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/CEWStandards/Resources/339CounselingPlan/CEW%20101%20Series/CEW-101%20-%20Activities%204-5.pdf>

Age-appropriate activities related to self-exploration, career awareness and preparation, career acquisition, career retention and advancement and entrepreneurial skills

Learning Online—Are You Ready?

<http://tutorials.istudy.psu.edu/learningonline/>

Online learning tutorials for essential college skills, from Penn State University

***Merging Two Worlds* curriculum**

<http://merging2worlds.education.asu.edu/curriculum/full-version-of-m2w/>

A life skills/transition-based curriculum developed specifically for secure care populations by the Arizona Department of Education. This curriculum:

“...helps prepare youth and adults for community reintegration from secure environments such as jails, detention centers, prisons, and juvenile corrections institutions. The curriculum is divided into four components: Who am I?, Where am I Going?, How Do I Get There?, and How Do I Keep it Together?. In the Who am I? section, lessons concentrate on self-assessment regarding values, beliefs, self-confidence, learning styles and interests, personal skills, job/ career pathways, and decision making.”

***When I Grow Up* career education lessons**

<http://www.wrksolutions.com/for-individuals/career-exploration/when-i-grow-up>

Career education lessons for elementary, middle, and high schools from Workforce Solutions

Mapping Your Future: Make High School Count

<https://www.mappingyourfuture.org/collegeprep/make-high-school-count-student.cfm>

Website provides advice for high school students on how to make the most out of their high school experience including recommended courses, scheduling, and course planning. Includes a student guide, parents' guide, and counselor tools.



NOTES:

