



# SAMPLE IMPLEMENTATION PLAN

This document contains a variety of suggested activities to be completed each year using Minnesota Career Information System (MCIS) Junior (grades 5-8) and MCIS (grades 9–12).



# GRADE 5

## FALL

Students will explore the concept that personality and interests make up who they are, investigate the role their community plays in shaping who they are and learn about transitions through getting to know their school.

### Who Am I? — Learn about me

- Create a personal Portfolio.
- **Things I like to do** worksheet and save reflections in the MCIS Junior Career Plan Report.
- **Qualities for success** worksheet and save reflections in the MCIS Junior Career Plan Report.
- **Important life events** worksheet and save reflections in the MCIS Junior Career Plan Report.
- Complete **IDEAS assessment\***

### Who Am I? — Explore my community

- **My community** worksheet and save reflections in the MCIS Junior Career Plan Report.
- **My ideal community** worksheet and save reflections in the MCIS Junior Career Plan Report.

### Who Am I? — Focus on my school and activities

- **Getting to know my school** worksheet

## WINTER

Students will explore career clusters and occupations.

### Where Am I Going? — Career Cluster research

- **Career cluster mobiles** worksheet

### Where Am I Going? — Occupation research

- **Occupation scavenger hunt** worksheet

## SPRING

Students will begin to develop and understand employability skills.

### How Do I Get There? — Develop employability skills

- **Working together** worksheet
- **Are you listening?** worksheet
- **Listening skills on the job** worksheet



# GRADE 6

## FALL

Students will learn about skills used by workers and think about skills they want to acquire.

### Who Am I? — Learn about me

- **What are Skills** worksheet.
- **Skills** worksheet

## WINTER

Students will learn about working conditions, discover how much money they will need to support their desired lifestyle and learn how decision making is an important skill and one that supports helping them reach their future goals.

### Where Am I Going? — Learn about the workplace

- **What are working conditions** worksheet and save reflections in the MCIS Junior Career Plan Report.
- **Complete Reality Check** and save results to the Portfolio.

### Where Am I Going? — Make decisions

- **How do I make decisions?** worksheet
- **What book do I pick to read?** worksheet

## SPRING

Students will begin learning about employability skills as well as establish a plan for volunteering.

### How Do I Get There? — Develop employability skills

- **Being dependable** worksheet
- **Using my time for success** worksheet
- **Planning my time for success** worksheet

### How Do I Get There? — Become a volunteer

- **Volunteer checklist**
- Watch the video "**Taylor explains his volunteer project**"



# GRADE 7

## FALL

Students will learn about their skills by studying their accomplishments and will also begin investigating extracurricular activities.

### Who Am I? — Learn about me

- **My accomplishments** worksheet and save reflections in the MCIS Junior Career Report.

### Who Am I? — Focus on my school and activities

- **Should I Join?** worksheet
- **Activities and achievements** worksheet and complete activities and/or achievements in Resume Creator.

## WINTER

Students will learn about each career cluster, expand their knowledge of occupations and learn about why people work.

### Where Am I Going? — Career Cluster Research

- **What's my cluster?** worksheet

### Where Am I Going? — Occupation Research

- **Bobilator** worksheet
- **If I became** worksheet

### Where Am I Going? — Learn about the workplace

- **Why do people work?** worksheet

## SPRING

Students will use continue to work on developing employability skills and develop a plan for becoming a volunteer.

### How Do I Get There? — Develop employability skills

- **Job success scale** worksheet
- **Free job training** worksheet
- **Getting fired at work or school** worksheet
- **Classroom performance reviews** worksheet

### How Do I Get There? — Become a volunteer

- **Where are you going to volunteer?** worksheet
- **Volunteer wisely** worksheet
- **Select a volunteer activity** worksheet
- **Thank your volunteer coordinator** worksheet
- **Volunteer resume** worksheet



# GRADE 8

## FALL

Students will explore the concept of personal networks and start making choices about career clusters and occupations that fit their personality and interests.

### Who am I? — Think about my network

- Learn more about networks by completing **My Network** worksheet and saving results to Resume Creator.

### Where Am I Going? — Career Cluster Research

- Link what students do in school to cluster and occupations by creating **Career Cluster Posters**
- Students narrow down their cluster and occupation choices by completing the **Career Cluster Inventory** and saving results to My Portfolio.
- Students save favorite career cluster to My Portfolio.

## WINTER

Students will expand their concept of occupations and careers by participating in a job shadow experience, determining what rewards they want from work, making plans for learning new skills as they approach high school and developing a career action plan.

### Where Am I Going? — Occupation Research

- **Job Shadow** checklist
- **Setting up a job shadow** worksheet
- **Getting ready for a job shadow** worksheet
- **Thank the job shadow host** worksheet
- **What did you learn during your job shadow?** worksheet

### Where Am I Going? — Make plans

- **Learn a new skills** worksheet
- **Make a change** worksheet

### Where Am I Going? - Make a career action plan

- **What do I want to be when I grow up?** worksheet
- **My career action plan** worksheet and save reflections in the MCIS Junior Career Plan Report.

### Where Am I Going? — Learn about the workplace

- **What rewards do I want from work?** worksheet

## SPRING

Students will develop a high school plan to help stay on track to achieve goals and begin investigating life after high school.

### How do I Get There? — Plan for High School

- Research special words and phrases used in high school by completing **Words for High school** worksheet
- Review Minnesota/District high school graduation requirements.
- Review recommended high school courses for college-bound students.
- Research electives to take in high school by completing **What courses should I take** worksheet.
- Research extracurricular activities by completing the **Should I join?** worksheet.
- Create Four-Year High School Education Plan using Course Planner.

### How do I Get There? — Think about life after high school

- Pay for your education



# GRADE 9

## FALL

Students will learn develop a better understanding of themselves in career-related ways and a better understanding of the world of work.

### Getting Started — Know Myself

- **Data People, Things** checklist
- **Thinking about Myself** worksheet
- Take the **Reality Check** and save results to My Portfolio.
- Take the **Career Cluster Inventory** and save results to My Portfolio.
- Complete the **Knowing Myself** reflections on the MCIS Career Plan Report.

### Getting Started — Research Options

- **Introduction to the World of Work** worksheet
- **Research my options** worksheet
- Complete the **Research My Options** reflections on the MCIS Career Plan Report.

## WINTER

Students will explore decision making through evaluation of options.

### Getting Started — Evaluate Options

- **Evaluate My Occupation Options** worksheet and save favorite occupations to My Portfolio
- **Evaluate My Program of Study Options** worksheet and save favorite programs of study to My Portfolio
- **Evaluate My Education Options** worksheet
- Complete the **Evaluate My Options** reflections on the MCIS Career Plan Report.

## SPRING

Students will visualize and set goals so they can achieve their career and education aspirations. In addition students will meet with counselors to review their portfolio and personal learning plan.

### Getting Started — Set Goals

- **Set Goals** worksheet
- Complete the **Set Goals** reflections on the MCIS Career Plan Report.

### Getting Started — Make Plans

- **Make Education Plans** worksheet, review high school courses entered into Course Planner in 8th grade and save reflections to MCIS Career Plan Report.
- **Experiential Learning Plans** worksheet and save reflections in the MCIS Career Plan Report.
- **Calculate Education Costs** worksheet and save reflections in the MCIS Career Plan Report.
- **My Action Plans and Supports** worksheet and save reflections in the MCIS Career Plan Report.



# GRADE 10

## FALL

Students will further develop their understanding of themselves in career-related ways, deepen their understanding of occupations and preparation requirements, explore programs of study and learn about schools offering these programs.

### Looking Deeper — Know Myself

- **Looking Inward** worksheet
- **Complete Work Importance Locator** assessment and save to My Portfolio
- **My Work Values** worksheet
- Update the **Know Myself** reflections on the MCIS Career Plan Report.

### Looking Deeper — Research My Options

- **Occupation and Preparation Research** worksheet
- **Education Research** worksheet
- Update the **Research My Options** reflections on the MCIS Career Plan Report.
- Take the PSAT.

## WINTER

Students will evaluate their occupation and education options and revise their personal, academic and career goals established in 9th grade.

### Looking Deeper — Evaluate Options

- **Evaluate Occupation Options** worksheet
- **Identify and Compare Schools of Interest** worksheet
- Update the **Evaluate Options** reflections on the MCIS Career Plan Report.

### Looking Deeper — Set Goals

- **Revise goals** worksheet

## SPRING

Students will revisit their goals from 9th grade and update their career plans to match their current interests and future plans. In addition students will meet with counselors to review their portfolio and personal learning plan.

### Looking Deeper — Make Plans

- **Update Education Plans** worksheet, review high school courses entered into Course Planner in 9th grade and save reflections to MCIS Career Plan Report.
- **Experiential Learning Notes** worksheet and update reflections in the MCIS Career Plan Report.
- **Examine the Costs of Higher Education** worksheet and update reflections in the MCIS Career Plan Report.
- **Updating My Action Plan and My Supports** worksheet and update reflections in the MCIS Career Plan Report.



# GRADE 11

## YEAR ROUND

Students will be encouraged to participate in a variety of experiential opportunities including job shadows, company tours, informational interviews and college and university visits and to save the information to Application Tracker.

## FALL

Students will revisit their goals from 10th grade and update their career plans to match their current interests and future plans. In addition students will meet with counselors to review their portfolio and personal learning plan.

### Looking Deeper — Make Plans

- **Update Education Plans** worksheet, review high school courses entered into Course Planner in 10th grade and save reflections in the MCIS Career Plan Report.
- **Experiential Learning Notes** worksheet and update reflections in the MCIS Career Plan Report.
- **Examine the Costs of Higher Education** worksheet and update reflection in the MCIS Career Plan Report.
- **Junior Year — Preparing for College Checklist**
- **Updating My Action Plan and My Supports** worksheet and update reflections in the MCIS Career Plan Report.
- Take college entrance practice tests

## WINTER

Students will further develop their understanding of themselves in career-related ways, deepen their understanding of occupations and preparation requirements, explore programs of study and learn about schools offering these programs.

### Looking Deeper — Know Myself

- **My career Interests** worksheet
- Complete either the **IDEAS\*** or **Interest Profiler** assessment and save results to My Portfolio.
- **Occupation Sort** worksheet and **Occupation Sort** in the MCIS system. Save results to My Portfolio.
- Update the **Know Myself** reflections in the MCIS Career Plan Report.

## SPRING

Students will begin college planning and evaluate costs.

- Take a college entrance exam.
- Research scholarships.
- Compare schools in MCIS.





# GRADE 12

## YEAR ROUND

Students will be encouraged to participate in a variety of experiential opportunities including job shadows, company tours, informational interviews and college and university visits and to save the information to Application Tracker.

## FALL

Students will further develop their understanding of themselves in career-related ways, record their high school accomplishments, identify occupations that use the skills they've gained throughout high school, complete an in-depth Occupational Research project and compare postsecondary schools. In addition they will make plans for life after high school.

### Looking Deeper — Know Myself

- **My Career Anchors** worksheet
- **My Accomplishments** worksheet
- **My Skills** worksheet and **SKILLS** assessment and save results to My Portfolio.
- Revise the **Know Myself** reflections on the MCIS Career Plan Report.

### Looking Deeper — Research My Options

- **In-depth Occupational Research Project**
- **Compare schools** worksheet
- **Consider the Military** worksheet
- Revise the **Research My Options** reflections on the MCIS Career Plan Report.

### Next Steps — Make Plans

- **Next Step to Education Plans** worksheet
- **Financing My Education** worksheet and update reflections in the MCIS Career Plan Report.
- **Managing My Resources** worksheet
- **My Experiential Learning Plans and Reflections** worksheet
- **My Graduation Plans** worksheet
- **My Financial Plan** worksheet
- **Securing Financial Aid Awards** worksheet
- **Senior Year—Preparing for College Checklist**
- Complete at least one college application and save information to Application Tracker.
- Complete FAFSA application and save to Application Tracker.

## Winter

Students will work on narrowing down their favorite occupations, programs of study and schools and then establish their next step goals.

### Next Steps—Make Plans

- **Make a Resume** worksheet and complete all Resume Creator fields.
- **Write a cover letter** worksheet
- **My Job Search Plan** worksheet
- **Job Search Action Plan** worksheet.

## SPRING

Students will prepare a resume, cover letter and develop job search plans.

### Looking Deeper—Evaluate My Options

- **Evaluate My Next Step Options** worksheet
- Revise the **Evaluate My Options** reflections on the MCIS Career Plan Report.

### Looking Deeper—Set Goals

- **Next Step Goals** worksheet
- Revise the **Set Goals** reflections on the MCIS Career Plan Report.