

MCIS 360 HIGH SCHOOL

IMPLEMENTATION FRAMEWORK



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INTRODUCTION TO MCIS 360 FRAMEWORK

MCIS 360 High School engages high school students in their career development and future planning. Through self-surveys, reflections, research tools, and activities, **MCIS 360** helps students get excited for plans after high school and learn how further education can move them toward their career goals. The platform is accessible, intuitive, and easy to navigate for both classroom and independent use.

Key Features of MCIS 360 High School:

- All elements are written at a 9th grade reading level.
- Self-Survey Results, Favorites, and Career Plans transfer from MCIS 360 Junior.
- **My Dashboard** saves students' favorite clusters and careers, schools, programs of study, scholarships, self-survey results, personal notes, and allows them to pull quick reports. **My Best Career Matches** has a student's top 10 best matches based on self-survey results and favorites.
- **Career Plan** includes customized 9th-12th grade plans with a structured path through components, self-surveys, reflections, and activities.
- **Self-Surveys** are available in English and Spanish.
- **Careers** contains 650+ career profiles and 16 clusters, which represents 95% of the United States Labor Market.
- **Resume** and **Cover Letter** creator support students with content and format.

This guide provides you with a framework to deliver the **Career Plan** in of **MCIS 360 High School**. You will find letters to teachers that explain the goal of career development in the classroom and introduce MCIS 360 High School, activity description for the **MCIS 360 High School Base Career Plan**, and a letter for students. These letters and descriptions are based on the standard release Career Plan with base activities and should be customized to meet your state or site needs.

CAREER DEVELOPMENT IN THE CLASSROOM: A MESSAGE TO TEACHERS

The purpose of classroom career development is to motivate students to become “engaged” — to take control of their own lives by:

- a. Exploring who they are becoming (Who Am I?)
- b. Linking their emerging selves to needed future plans (Where Am I Going?) (How Do I Get There?)

The overriding motivation is to instill hope as well as realism to guide student attitudes and actions regarding education, career, and life. In developing a career development curriculum for high schoolers, consider these **Seven Elements of Success**:

1. **Define the Framework:** Tie all elements of your career development program together and clearly articulate it to other staff, students, and parents.
2. **Build a Developmental Model:** You should not be alone in one class offering career development content. Work with other teachers, counselors, and administrators in your building and district to create a program offering appropriate activities for self-awareness, exploration, and planning at all levels, K through 12.
3. **Focus on the Process:** Career development is a life-long process, not a single decision-making moment. Teach self-awareness, research, decision-making, problem solving, and employability skills throughout education.
4. **Learn to Plan today, Plan to Learn tomorrow:** Personal planning is a life skill. People do not innately know how to plan. Just like math or reading, the skills to plan need to be taught over time.
5. **Develop Information Seeking Skills:** In an information age, finding, evaluating, and using information are important transferable skills.
6. **Use Cooperative Learning Strategies:** Build teamwork, communication skills, flexibility, and respect for diversity.
7. **Prepare for Change:** Change provides opportunities, if you are prepared for it.

INTRODUCTION TO MCIS 360 HIGH SCHOOL CAREER PLAN: A MESSAGE TO TEACHERS

MCIS 360 Career Plan is designed to engage high school students in their professional and career development. The **Career Plan** uses developmentally appropriate self-surveys and activities that help students get excited for plans after high school and learn how further education can move them toward their career goals. Activities in **Career Plan** are presented in a sequence to facilitate classroom implementation, and activities are designed for students to complete independently. The model organizes learning into three categories:

- Who Am I?
- Where Am I Going?
- How Do I Get There?

CAREER PLAN ACTIVITY BREAKDOWN BY GRADE:

Activities below may be marked as cumulative (**). This means they are included in multiple years to promote reflection and growth. MCIS360 High School will carry over results from Junior.

9 th Grade		10 th Grade	
Who Am I?		Who Am I?	
Career Cluster Inventory & Reflection Learning Styles Survey & Reflection Interest Profiler & Reflections My Resume Information**		Work Importance Locator & Reflection Looking Inward Workplace Employability Skills & Reflection My Resume Information**	
Where Am I Going?		Where Am I Going?	
Careers Explore Programs of Study Programs of Study		Careers Compare Careers Program of Study	Schools Education Research
How Do I Get There?		How Do I Get There?	
Experiential Learning Plans**	Education Plans**	Experiential Learning Plans**	Education Plans**
Personal Goals**	Career Goals	Personal Goals**	Career Goals
Academic Goals**	Quick Course Plan	Academic Goals**	
Track Test Scores		Track Test Scores	
11 th Grade		12 th Grade	
Who Am I?		Who Am I?	
Occupation Sort & Reflection My Resume Information **		Reality Check & Reflection Entrepreneurial Assessment & Reflection My Resume information**	
Where Am I Going?		Where Am I Going?	
Careers Career Project Job Shadow Guide Military FAQ	Military Careers Program of Study School FAQs Schools	Careers Informational Interview Guide Programs of Study	Schools Compare Schools
How Do I Get There?		How Do I Get There?	
Track Schools	Resume	Track Schools	Job Search Action Plan
Financial Aid FAQ	Personal Goals**	FAFSA	Personal Goals**
Financial Aid Estimator	Academic Goals**	Scholarships	Academic Goals**
Scholarships	Track Test Scores	Track Scholarships	Track Test Scores
Track Scholarships	Education Plans**	Experiential Learning Plans**	Education Plans**
Experiential Learning Plans**	Career Goals	Resume	Career Goals

CAREER PLAN ACTIVITY DESCRIPTIONS

9TH GRADE PLAN

Activity Title	Quick Description
Career Cluster Inventory	Career Cluster Inventory helps you think about activities that you like and matches them to career clusters. Learning more about your interests and how they fit with clusters is one way to find a career you will enjoy!
Career Cluster Inventory Reflections	Research top three career clusters and favorite the most interesting clusters. Career Cluster Inventory is required before completing this activity.
Careers	Explore the Careers Index with 650+ career profiles. Careers can be filtered by education requirements, wages, hot jobs, STEM, high self-employment, and self-survey results. Favorite careers that interest you.
Interest Profiler	The Interest Profiler helps you identify your interests and how they relate to careers you may want to explore. Connecting interests to careers is one way to find a career you will enjoy!
Interest Profiler Reflections	Explore Interest Profiler results to identify top two interest areas. Interest Profiler is required before completing this activity.
Learning Styles Survey	This short survey can help you identify the ways you learn best. Knowing more about your learning style will make you a more effective learner. You will also get study tips for your learning style.
Learning Styles Survey Reflections	Reflect on preferred learning style and study tips to try. Learning Styles Survey is required before completing this activity.
Explore Programs of Study	Using self-survey career results, favorites, and reflections, explore how to get to these careers. Research programs of study and related helpful high school courses for specific careers.
Programs of Study	Explore the Programs of Study Index with 650+ programs. Favorite programs of study that interest you. A program of study is a group of courses that leads to a diploma, certificate, or college degree.
Experiential Learning Plans	Create a library of experiential learning activities for future resumes and job interviews.
My Resume Information	Keep track of experiences, skills, achievements, and activities for a resume.
Personal Goals	Create a personal goal, identify supports, set target dates, and document results.
Academic Goals	Create an academic goal, identify supports, set target dates, and document results.
Track Test Scores	Save test scores all in one place.
Education Plans	Document education plans and what preparation is needed to get there.
Career Goals	Track which high school courses prepare for careers of interest.
Quick Course Plan	Keep track of courses by grade all in one place.

10TH GRADE PLAN

Activity Title	Quick Description
Work Importance Locator	Work Importance Locator helps you find careers that match your work values. Work values are things like achievement, work environment, and work relationships. Working in a place that matches your values will make your career more satisfying.
Work Importance Locator Reflections	Explore top work values from the Work Importance Locator and research which careers would be a good fit. Work Importance Locator is required before completing this activity.
Looking Inward	Evaluate past experiences to learn more about interests, values, abilities, skills, and personality.
Workplace Employability Skills	The Workplace Employability Skills Self-Survey can help you evaluate your employability skills. Employability skills are things like professionalism, collaboration, and ethical practices. These are skills that employers look for when hiring.
Workplace Employability Skills Reflections	Research top employability skills from the Workplace Employability Skills self-survey. Workplace Employability Skills is required before completing this activity.
Careers	Explore the Careers Index with 650+ career profiles. Careers can be filtered by education requirements, wages, hot jobs, STEM, high self-employment, and self-survey results. Favorite careers that interest you.
Compare Careers	Compare various careers of interest to review similarities and differences.
Programs of Study	Explore the Programs of Study Index with 650+ programs. Favorite programs of study that interest you. A program of study is a group of courses that leads to a diploma, certificate, or college degree.
Schools	Explore the Schools Index by cluster (State) or title. The index features 5,000+ schools. Favorite schools that interest you. The Schools List includes universities and colleges, as well as career and technical schools.
Education Research	Research programs of study (majors) for careers of interest and learn about schools that offer these programs.
Experiential Learning Plans	Create a library of experiential learning activities for future resumes and job interviews.
My Resume Information	Keep track of experiences, skills, achievements, and activities for a resume.
Personal Goals	Create a personal goal, identify supports, set target dates, and document results.
Academic Goals	Create an academic goal, identify supports, set target dates, and document results.
Track Test Scores	Save test scores all in one place.
Education Plans	Document education plans and what preparation is needed to get there.
Career Goals	Track which high school courses prepare for careers of interest.

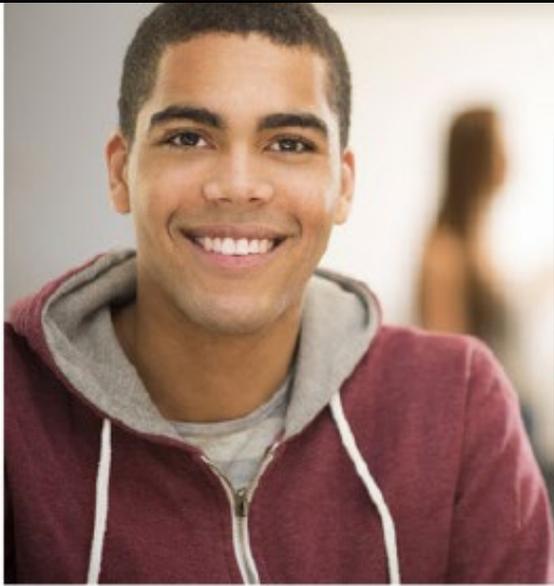
11TH GRADE PLAN

Activity Title	Quick Description
Occupation Sort	Occupation Sort lets you rate your likes and dislikes. It creates a list of careers based on factors that are important to you. Occupation Sort factors are things like wages, work with hands and travel.
Occupation Sort Reflections	Review preferences from Occupation Sort and adjust favorite careers. Occupation Sort self-survey is required before completing this activity.
Careers	Explore the Careers Index with 650+ career profiles. Careers can be filtered by education requirements, wages, hot jobs, STEM, high self-employment, and self-survey results. Favorite careers that interest you.
Career Project	Identify favorite careers and explore relevant skills, abilities, courses in high school, work location, post high school preparation, wages, cluster, and related careers.
Job Shadow Guide	Prepare for and complete a job shadow to find out about a career of interest.
Military FAQs	Learn about the six branches of US military service, recruitment, qualifications, and how to learn more about military careers. The Military Component is required to use this activity.
Military Careers	Explore the Military Careers List with 140+ careers. Favorite military careers that interest you. The Military offers a range of career fields and opportunities.
Programs of Study	Explore the Programs of Study Index with 650+ programs. Favorite programs of study that interest you. A program of study is a group of courses that leads to a diploma, certificate, or college degree.
School FAQs	Learn more about how to earn college credit in high school, majors and minors, different types of schools and colleges, degree types, and other training and education options.
Schools	Explore the Schools Index by cluster (State) or title. The index features 5,000+ schools. Favorite schools that interest you. The Schools List includes universities and colleges, as well as career and technical schools.
Explore Schools	Brainstorm interests and concerns about specific schools or training facilities and create a list of important factors to use when deciding.
Track Schools	Track school application plans and status.
Financial Aid FAQs	Learn about financial aid options after high school.
Financial Aid Estimator	Complete the Financial Aid Estimator before completing the FAFSA.
Scholarships	Explore the Scholarships List with 2,700+ awards. Favorite scholarships that interest you. A scholarship is money awarded to you for your accomplishments that helps you pay for college.
Track Scholarships	Track scholarship application plans and status.
Experiential Learning Plans	Create a library of experiential learning activities for future resumes and job interviews.
My Resume Information	Keep track of experiences, skills, achievements, and activities for a resume.
Resume	First impressions are important, and your resume is an important job search tool! It is a summary of your relevant work, education, and experiences. It is a way to market yourself to a potential employer. To get started enter your resume info and then build your resume.
Personal Goals	Create a personal goal, identify supports, set target dates, and document results.
Academic Goals	Create an academic goal, identify supports, set target dates, and document results.
Track Test Scores	Save test scores all in one place.
Education Plans	Document education plans and what preparation is needed to get there.
Career Goals	Track which high school courses prepare for careers of interest.

12TH GRADE PLAN

Activity Title	Quick Description
Reality Check	How much money will you need to support your lifestyle? What careers match your financial needs? Take a Reality Check to find out!
Reality Check Reflections	Review Reality Check results and explore the Custom Careers List. Reality Check self-survey is required before completing this activity.
Careers	Explore the Careers Index with 650+ career profiles. Careers can be filtered by education requirements, wages, hot jobs, STEM, high self-employment, and self-survey results. Favorite careers that interest you.
Informational Interview Guide	Conduct in-depth research on careers of interest through an informational interview.
Entrepreneurial Assessment	Entrepreneurs use their talents in many ways. Successful entrepreneurs share common traits. The Entrepreneurial Assessment can help you decide if self-employment is a good match for you.
Entrepreneurial Assessment Reflections	Explore self-employment score and learn more about careers with a high level of self-employment. Entrepreneurial Assessment is required before completing this activity.
Programs of Study	Explore the Programs of Study Index with 650+ programs. Favorite programs of study that interest you. A program of study is a group of courses that leads to a diploma, certificate, or college degree.
Schools	Explore the Schools Index by cluster (State) or title. The index features 5,000+ schools. Favorite schools that interest you. The Schools List includes universities and colleges, as well as career and technical schools.
Compare Schools	Compare favorite schools, looking at program of study, tuition, housing costs, scholarships, and likes/dislikes.
Track Schools	Track school application plans and status.
FAFSA	Explore FAFSA workshops and track application status.
Scholarships	Explore the Scholarships List with 2,700+ awards. Favorite scholarships that interest you. A scholarship is money awarded to you for your accomplishments that helps you pay for college.
Track Scholarships	Track scholarship application plans and status.
Experiential Learning Plans	Create a library of experiential learning activities for future resumes and job interviews.
My Resume Information	Keep track of experiences, skills, achievements, and activities for a resume.
Resume	First impressions are important, and your resume is an important job search tool! It is a summary of your relevant work, education, and experiences. It is a way to market yourself to a potential employer. To get started enter your resume info and then build your resume.
Job Search Action Plan	Create a personalized job search action plan that includes an objective, reason, steps, and timeframe to achieve that objective.
Personal Goals	Create a personal goal, identify supports, set target dates, and document results.
Academic Goals	Create an academic goal, identify supports, set target dates, and document results.
Track Test Scores	Save test scores all in one place.
Education Plans	Document education plans and what preparation is needed to get there.
Career Goals	Track which high school courses prepare for careers of interest.

CAREER DEVELOPMENT IN THE CLASSROOM: A MESSAGE TO STUDENTS



MCIS 360

MY PLAN. MY CAREER. MY FUTURE.

Whether you are trying to decide what to do after high school or looking to make a plan to reach your goals, CIS 360 has the tools for you. Discover more about yourself, explore careers, and research education and scholarships that can help you get there. Everyone's career plan is different. Create your own individualized plan that is right for you using your personal interests and goals.

A NEW WAY TO EXPLORE EDUCATION & CAREERS

WHO AM I?

One of the best ways to explore careers is to understand more about yourself. Answer questions to discover your interests, values, likes and dislikes. Use these tools to discover a career you will enjoy!

WHERE AM I GOING?

There is a lot to consider when thinking about your career and education. Explore different careers. Learn what people do, how much they earn, and how to prepare for a career. Learn about training and school options. Find scholarships and financial aid. The more you know, the better career and education decisions you will make!

HOW WILL I GET THERE?

Now that you know about yourself and where you are going, the next step is taking action. Create a plan to apply for education after high-school and learn how to apply for financial aid. Create professional job search materials using the easy, step-by-step resume and cover letter builders. Enhance your career knowledge through job shadowing, networking, and informational interviewing.



[HTTPS://LML.MT.GOV/CAREER/](https://lml.mt.gov/career/)

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