

MCIS 360 HIGH SCHOOL

PRINTABLE CAREER PLAN WORKSHEETS



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Academic Goals

What do you want to learn more about in high school? Your academic goals will change as you learn more about yourself, your interests, and your strengths.

Academic Goal	
My Supports	
Target Date (month, day, year)	
Results	

Academic Goal	
My Supports	
Target Date (month, day, year)	
Results	

Career Cluster Inventory Reflections

Now that you have completed **Career Cluster Inventory**, explore the career clusters that interest you. Keep your favorite careers in mind as you think about future school courses and careers.

1. Go to My Dashboard
2. Look at your **Career Cluster Inventory** results.
3. Explore your top three career clusters based on your results.
4. View the **Related Careers** for the clusters and favorite any that interest you.
5. Return to this activity and select your top career clusters based on your exploration and identify related careers that interest you.

Career Cluster (1)	
Career that interests me	
Why this career interests me	

Career Cluster (2)	
Career that interests me	
Why this career interests me	

Career Cluster (1)	
Career that interests me	
Why this career interests me	

Activity Summary: Thoughts and reflections

Think about your **Career Cluster Inventory** results and related career exploration. What did you learn about yourself from completing the Career Cluster Inventory?

What careers interest you now?

Career Goals

What careers are you interested in? How can you start preparing now? This activity will help you think about careers and courses you can take in high school to help prepare you for college and beyond.

1. Go to My Dashboard and view your favorite careers.
2. Select a career and go to **Education & Training** to view the **Helpful High School Courses**.
3. Return to this activity and enter the name of the career.
4. Enter the courses that interest you.
5. Once you've explored one career, add a few more!

Career			
Helpful High School Courses			

Career			
Helpful High School Courses			

Career			
Helpful High School Courses			

Career Project

To start career planning, it's important to learn about different jobs. This information will help you make good career decisions in your future. For this activity, ask yourself, "What if I became a ...?".

1. Go to My Dashboard to view your favorite careers.
2. Select a career to explore.
3. Return to this activity and complete the fields.
4. Create a collage, poster, slide, or write a report based on your research.
5. Add drawings, pictures, or graphics to make your project interesting.

If I became a(n)	
What skills and abilities would I need for this career?	
What courses would I need to take in high school?	
Where would I work?	
How would I prepare after high school?	
How much does it pay?	
What is the career cluster?	
What are related careers?	
What are some more interesting things to know?	
Is this career for me? Why or why not?	

Compare Careers

You have now completed several self-surveys and learned about some careers. In this activity, you will compare some of those careers that interest you on several factors. This information can help you evaluate your options and set goals for your future.

1. Go to the Careers List
2. Select the checkbox for two careers.
3. Compare the careers.
4. Return to the **Careers List** and repeat this process, comparing different careers.
5. Favorite the careers that interest you.
6. Return to this activity and reflect on your career exploration.

Activity Summary: Thoughts and reflections

Think about the careers you compared. What careers interest you now?

Compare Schools

Some schools may interest you because friends and relatives have attended them or maybe they are in your home town. Finding the right school requires some research. This activity will help you compare schools so that you can find a school that is a good fit for you.

1. Go to My Dashboard to view your favorite schools.
2. Select a school to explore.
3. Return to this activity and complete the fields for the school.
4. Once you've researched one school, add a few more!

School	
Program of study in my interest area	
Tuition cost	
Housing cost	
Scholarship or financial aid available	
What do you like/dislike about this school?	

School	
Program of study in my interest area	
Tuition cost	
Housing cost	
Scholarship or financial aid available	
What do you like/dislike about this school?	

School	
Program of study in my interest area	
Tuition cost	
Housing cost	
Scholarship or financial aid available	
What do you like/dislike about this school?	

Activity Summary: Thoughts and reflections

What school characteristics are most important to you?

What school or training programs interest you now?

Education Plans

It is important to start thinking about what you might want to do after high school. There are many education options, such as attending a career technical program, a four-year college, or an apprenticeship. Explore what the preparation is for the career(s) you are interested in and choose the options that align with your career interests.

Education Options

- No plan
- Employment
- Tech School/Area Career Center
- Vocational Training (Apprenticeship)
- Certificate
- 2-Year College (Associate degree)
- 2-Year College: Transfer to 4-Year College
- 4-Year College (Bachelor's degree or higher)
- Military
- Other (please describe):

Education Research

You've learned by now that most career paths require some education after high school. Some require completion of certificate programs or apprenticeships, others require two- or four-year degrees. In this activity, you will explore programs of study (majors) for careers you are interested in and learn about schools that offer these programs.

1. Go to My Dashboard to view your favorite careers.
2. Select a career and go to **Education & Training** to view the **Related Programs of Study**.
3. Select a program of study and go to **Schools** under **Related Info** to explore schools that offer the program of study.
4. Return to this activity and complete the fields based on your exploration.
5. Once you've researched one career, add a few more!

Career			
Related Program of Study			
Related School			

Career			
Related Program of Study			
Related School			

Career			
Related Program of Study			
Related School			

Activity Summary: Thoughts and reflections

What careers interest you now?

What programs of study interest you now?

What schools interest you now?

Entrepreneurial Assessment Reflections

Now that you have completed the **Entrepreneurial Assessment**, view your results to explore if self-employment is a good match for you. Even if you don't think you want to work for yourself, you may enter a career that has a high level of self-employment.

1. Go to My Dashboard
2. Select **Entrepreneurial Assessment**.
3. View your results and read about **What Your Self-Employment Traits Mean**.
4. Return to this activity and select your self-employment score.

My Self-Employment Score

- 80-100 You have an outstanding ability to be an entrepreneur.
- 60-79 You have a satisfactory ability to be an entrepreneur.
- 40-59 Self-employment may not be right for you.
- 0-39 You should probably avoid self-employment.

Activity Summary: Thoughts and reflections

Think about your **Entrepreneurial Assessment** results and self-employment traits.

What did you learn about yourself from completing the Entrepreneurial Assessment?

Instructions: Dig Deeper (Optional)

1. Go to the Careers List and filter on **High Self-Employment**.
2. Explore careers with high self-employment.
3. Favorite any careers that interest you.
4. Return to this activity and reflect on your exploration.

Activity Summary: Thoughts and reflections

Think about careers with high self-employment. Did any of your favorite careers have high self-employment? If so, what careers?

Experiential Learning Plans

If you have not started yet, it is time to gain some experiential learning to enhance your career development. This activity will help you record your previous experiences and plan others you would like to have during your high school career. Activities typically included in a resume, such as internships, can be entered in Resume. Keeping records of your experiential learning will come in handy as you begin to apply for scholarships and college.

For each type of learning experience, choose when you had each experience and add a summary of your experience when applicable. (*What did I do? What did I think about it? What did I learn? How did it change my views?*)

Expert Presenters

Expert Presenters visit classrooms and share information about their careers, educational background, and personal choices that helped them achieve their career success.

Grade	
Summary of Experience	

Grade	
Summary of Experience	

Tours and Field Trips

Tours and Field Trips help explore the knowledge and skills of different careers within an industry cluster.

Grade	
Summary of Experience	

Grade	
Summary of Experience	

Job Shadowing

Job Shadowing is a short-term experience intended to help students explore a range of career objectives. Students make brief work-site visits to spend time with individual workers learning what knowledge, skills, and education their jobs entail.

Grade	
Summary of Experience	

Grade	
Summary of Experience	

Mentoring/eMentoring

Mentoring is a professional relationship where an experienced person, the mentor, assists another, the mentee. The mentor helps the mentee develop skills and knowledge that will enhance the professional and personal growth of the mentee.

Grade	
Summary of Experience	

Grade	
Summary of Experience	

Explore Programs of Study

You have narrowed down your careers of interest with the self-surveys and the other activities you have completed. Now it is time to think about your options for study and training programs after high school. This activity will help you explore programs of study (majors).

1. Go to My Dashboard to view your favorite careers.
2. Select a career and go to **Education & Training** to view the **Related Programs of Study** and **Helpful High School Courses**.
3. Explore as many related programs of study as you like.
4. Favorite the programs of study that interest you.
5. Return to this activity and complete the fields based on your exploration.
6. Once you've explored one career and related programs of study, add a few more!

Career			
Related Programs of Study			
Helpful High School Courses			

Career			
Related Programs of Study			
Helpful High School Courses			

Activity Summary: Thoughts and reflections

What careers interest you now?

What programs of study interest you now?

Explore Schools

You have explored and favorited schools you are interested in. Now it's time to dig deeper and explore your interests and concerns of those schools. This activity will help you narrow the list of schools that interest you to the ones that interest you most.

1. Go to My Dashboard to view your favorite schools.
2. Select a school to explore.
3. Return to this activity and complete the fields based on your exploration.
4. Once you've explored one school, add a few more!

School	
Interests	
Concerns	

School	
Interests	
Concerns	

School	
Interests	
Concerns	

Activity Summary: Thoughts and reflections

To thoroughly explore your options, you must carefully consider the factors involved in the decision and eliminate some possibilities. Review and reflect on the school exploration you just completed.

What schools interest you now? Are there any schools you're no longer considering?

From your perspective, what are the most important characteristics of a school or training facility?

What other factors might you want to consider when selecting a school or training facility (less important but still worth considering)?

FAFSA

Are you thinking about education after high school? Use the [Free Application for Federal Student Aid \(FAFSA\)](#) form to apply for financial aid for college. Have you thought about going to a FAFSA workshop? Ask your advisor or school counselor about workshops in your area.

1. Select your status.
2. Use the notes field to describe the FAFSA Workshop you attended, including the dates and people that helped you.

Status:

- FAFSA completed
- FAFSA planned
- Not planning to complete FAFSA

Notes:

Financial Aid Estimator

Are you thinking about education after high school? Get a head start by filling out the [Federal Student Aid Estimator](#) at any time before you complete the FAFSA.

Instructions

1. Select your status from the drop-down menu.
2. Note any information about your estimated results.

Status:

- Estimator Completed
- Not Planning on Completing the Estimator

Notes:

Financial Aid FAQs

After you graduate from high school, you may need to find ways to pay for your education, housing, and food. Don't worry; there is a lot of help for students!

Read the information below to learn about your many options to pay for college.

What is the Free Application for Federal Student Aid?

The [Free Application for Federal Student Aid \(FAFSA\)](#) allows you to be considered for grants, scholarships, work-study jobs, and loans.

What types of financial aid are available?

Colleges usually decide how much financial aid students receive based on how much money they need. There are several types of financial aid:

Grants

- Money from state/federal governments or your school
- Does not have to be paid back - it's a free gift!
- Based on how much money you actually need

Student Loans

- Money borrowed from the federal government or a bank
- Must be paid back over time after you graduate
- Can borrow as much as you want

Work Study

- Money for a part-time job at your college
- A great chance to gain work experience for your career

What types of scholarships are available?

Many organizations reward students for their academic or athletic achievement. Some organizations also reward students who have other skills and talents. What are your skills and talents?

Merit Scholarships

- Money to go to college for something you are good at
- Many are offered by organizations right in your community or state
- Colleges offer academic scholarships to students who get very high test grades and test scores

Athletic Scholarships

- Many pay for both tuition/fees and room/board
- Some only pay for tuition/fees

- Offered for many sports - not just the ones on TV

What other options are there to pay for college?

Savings

Are you saving for college? Saving money now means borrowing less in the future! It's never too late for you or your family to start saving for your education.

Community Service

Do you like to help people? Do you want to teach someday? Then one of these programs might be right for you.

AmeriCorps

- Serve for a set amount of time in a community in the US
- Receive money to pay back student loans

Teach for America

- Teach in a community in the US for a set amount of time
- Receive money to pay back student loans, or even have them cancelled

Peace Corps

- Serve a community in another country for a set amount of time
- Receive money to pay back student loans

Military Service

Do you want to join the military, but know how important a college education is for your future? There are a lot of options for you!

ROTC Scholarships

- Train for the military while attending college
- Serve as an officer for a set amount of time after your graduate
- The military pays for all of your education costs

Service Academies

- Military colleges where you earn a college degree while serving
- There is a college for every branch (Army, Air Force, Navy, Coast Guard, and Merchant Marines) and even a military medical college
- The military pays for your education and you earn a paycheck as well
- There is an additional service commitment that begins after you graduate

Tuition Assistance

- Take college classes online or at a nearby college while in the military
- The military pays for your tuition and you earn a paycheck as well

Montgomery GI Bill

- After you leave the service, you can use the GI Bill to pay for college
- Pays for a percentage of your education costs, depending on how long you served

Work

If you aren't in a hurry, this may be a good way to pay. You can attend college part-time while working part-time or full-time. Remember to make school a priority though - cash in your pocket now may feel great, but a degree will do more for your future.

Activity Summary: Thoughts and reflections

What are your educational plans after high school?

What extracurricular activities do you plan to participate in? Remember, these may help you secure scholarships in the future.

Informational Interview Guide

You have completed several career assessments, explored a variety of careers, and learned about their preparation requirements. Now, it's time to conduct some in-depth research on a few select careers that interest you most through informational interviews. You will contact people who work in those careers to gain more detailed or personalized information on a career you may enter down the road.

Follow the steps to schedule and complete an informational interview.

Step 1: Select and contact individuals and schedule your interview

Informational Interview Contact:	
Career:	
Phone Number:	
Email:	

Informational Interview Contact:	
Career:	
Phone Number:	
Email:	

Step 2: Prepare for the interview

Read about the career of the person you have chosen to interview. What more do you want to know about the job? Here are some suggested questions for the worker you are interviewing:

- What is your job like?
 - What does a typical day look like?
 - What kinds of decisions do you make?
- What do you like most about your job?
 - What do you find challenging?
 - Is your job different from how you first thought it would be?
- What things (work, activities, classes, or hobbies) did you do before you entered this career?
 - What other jobs can you get with the same background?
 - What attracted you to this type of work?
 - What is your suggested preparation route?
- What changes are occurring in your job?
 - Has technology changed your work in any way?
- How could I start working in your field?
 - What are the major qualifications for success in this career?
 - If you were starting again, what, if anything, would you do differently?
- Why do people leave this career?
- What social obligations go along with your job?

- Are there organizations you must join?
- Are there other activities you are expected to do outside of work hours?
- What other advice do you have for a person considering this career?

Step 3: Complete the interview

- *Be sure to have the questions you want to ask and take notes to look back on later*

Career:	
Interview Question:	
Interview Answer:	
Interview Question:	
Interview Answer:	

Career:	
Interview Question:	
Interview Answer:	
Interview Question:	
Interview Answer:	

Findings from research:

Activity Summary: Thoughts and reflections

What careers interest you now? Why or why not?

Interest Profiler Reflections

Now that you have completed the **Interest Profiler**, view your results to explore your interests and related careers. Knowing your interests can help you identify careers that you might enjoy.

1. Go to My Dashboard
2. Select **Interest Profiler**.
3. Select your high interest areas and explore **Careers On Your List**.
4. Explore as many interest areas and careers as you like.
5. Favorite the careers that interest you.
6. Return to this activity and select your top two interests based on your exploration and identify related careers that interest you.

1 st Interest Area	
Career that interests me	
Why this career interests me	

2 nd Interest Area	
Career that interests me	
Why this career interests me	

Activity Summary: Thoughts and reflections. Think about your **Interest Profiler** results and related career exploration.

What did you learn about yourself from completing the Interest Profiler?

What careers interest you now?

Job Search Action Plan

An action plan can help you reach your goals! Successful plans usually involve multiple steps, in this case steps in your job search. Push yourself to choose steps that involve interacting with others, such as informational interviews, as these methods will make your job search more successful.

Identify an objective: something you want to accomplish.

1. List reasons why you want to achieve that objective. These reasons are important to motivate you to work toward your desired result.
2. Think of at least three steps you need to complete to accomplish your objective. These are your goals. Try to be specific when setting goals so it is clear what you need to do.
3. For each step, or goal, enter how many days you need to accomplish it. Make sure you can achieve the goal in less than a week.
4. Once you start completing steps, you may need to review your action plan and add or change some steps.

Sample Action Plan

Objective: Find a job as a landscaper

Reasons:

- Like plants
- Want to work outdoors
- Enjoy working on a team
- Want to see a finished product

Steps and timeframe:

1. Research career information about landscapers (1 day)
2. Speak with friends and family about local landscapers (3 days)
3. Look for local landscapers and form a list of potential employers (1 day)
4. Call local landscapers to see if you can set up an informational interview or job shadow (2 days)

Objective	
Reasons	
Steps and timeframe	

Objective	
Reasons	
Steps and timeframe	

Objective	
Reasons	
Steps and timeframe	

Activity summary: Thoughts and reflections

What is your action plan for this year?

What are your long-range plans?

Who will encourage and support you to achieve your goals?

Job Shadow Guide

What is a job shadow? Just as a shadow follows a person, you follow a worker on the job. A job shadow allows you to find out more about careers that interest you and see the different places people work. In this activity you will schedule and complete a job shadow.

Step 1: Select and contact a business and arrange a job shadow.

Prepare for the phone call or send an email using the script below. If you are sending an email, be sure to address your contact and sign off as if you were writing a letter.

Job Shadow contact:	
Business, address:	
Phone Number:	
Email:	

Script

"Hello, my name is _____ (your name). I am a(n) _____ (your grade) grader at _____ (your school) school. I am interested in learning about _____ (career, job, or business). I received your name from _____ (you you received name from), and I was wondering if you might allow me to job shadow you or someone else in your business for _____ (length of job shadow- hours, day, etc.)?"

If the person responds and agrees to the job shadow, set the day and time. Thank the contact person. Explain that you will be calling or emailing one or two days prior to the day to confirm the job shadow.

"I would like to do the job shadow on _____ (date) at _____ (time)."

Step 2: Prepare for the job shadow

Read about the career you are job shadowing. What more do you want to know about the job? Here are some suggested questions for the worker you are shadowing:

- What do you like about your job? What do you not like about your job?
- What do you do in a typical workday?
- How do you use the things you learned in school in your job?
- How much education and training do you need for this job?
- What is your work schedule? When does your workday start and when does it end?
- What is the starting salary for this job?
- When you were in middle or high school, did you think you would be doing this job?

Think of what questions you are going to ask the worker you are going to shadow.

Decide what you want to look for during the job shadow. Some suggestions are:

- Do they work inside or outside?
- Do they work alone or with other people?
- Do you want to see what people wear on the job?
- Do they move around or sit all day?
- Do you want to see what equipment they use?

What will you look for?

Call or email your contact person a few days before to confirm the day and time of your job shadow.

Step 3: Complete the job shadow.

Be sure to have the questions you want to ask and the things you want to look for at the workplace. Take notes to look back on later.

Step 4: Write a thank you note.

Thank your host. Thanking your host for their time is very important.

- *Use the script below to write a draft note or email.*
- *Review the draft and look for spelling and punctuation errors.*
- *After reviewing the draft, either type your email or write your note on a clean sheet of paper, address an envelope, and use the appropriate postage to mail it.*

“Dear _____ (contact title (Mr., Mrs., Ms.) and last name),

Thank you for allowing me to visit you at your work. I appreciate all the time you spent with me. I learned a lot from being your shadow.

My favorite part of the visit was _____

_____.

I learned _____

_____.

Thank you again for answering my questions and letting me see what you do in a workday.

Sincerely,

_____ *(your name)"*

Activity Summary: Thoughts and reflections. Review the notes you took during your job shadow and reflect on your experience.

What work did you see your host or other workers doing?

What did you learn from the questions you asked your host?

What did you look for during the job shadow? What did you learn?

Is this a job you think you would like to do after you get out of school? Why or why not?

Learning Styles Survey Reflections

Now that you have completed the **Learning Styles Survey**, view your results to explore the ways you learn best. If you know and understand the way you learn, you will be a better learner.

1. Go to My Dashboard
2. Select **Learning Styles Survey**.
3. Explore your preferred learning style(s) and study tips based on your results.
4. Return to this activity and select your preferred learning style(s).

My Preferred Learning Style(s):

- Auditory
- Tactile
- Visual

Activity Summary: Thoughts and reflections

Think about your preferred learning style(s). What did you find interesting about your preferred learning style(s)?

What study tips would you like to try?

Looking Inward

At this point in your life, you are able to apply some valuable perspective to your past experiences. Your past can provide insights about your interests, values, abilities, skills, and personality. This activity will review periods of your life to date to help you identify patterns in your experience and skills you have developed. Answer the questions for each time period.

	Elementary School	Middle School/ Junior High	High School
Whom did you most admire? Or who was your hero?			
What were your favorite stories or books?			
Who or what were the major influences on you during this time-period?			
What were your major accomplishments during this time?			
What challenges did you face during this time-period?			
What key learning did you gain during this time-period?			
What careers did you dream of doing during this time-period?			

What themes or patterns do you see?

You have likely shown some self-management and interpersonal skills which have great value to many employers. What skills have you developed and used? Check the box next to the skills below that you have shown to date:

- Collaboration/Team Work
- Competitiveness
- Dependability
- Efficiency
- Ethical Practices/ Integrity/Honesty
- Flexibility
- Independent
- Initiative and Self-Direction
- Performing
- Problem Solving
- Professionalism
- Thinking and Innovation

What skills would you like to build moving forward?

Activity Summary: Thoughts and reflections

After completing this activity, you should have discovered some strengths you possess. What did you learn about yourself?

Military FAQs

The military protects our country, our interests, and our allies. There are a variety of job opportunities and benefits available to service members either during or after their service. However, there is a lot to consider before you become a service member.

Read the information below to learn about the military.

What are the different branches of service?

There are six branches of the US military and each one has a different mission.

Army

- The largest land-based force of the US military
- Protects the US and its resources at home and abroad
- All soldiers are trained for combat

Navy

- The largest maritime force in the world
- Protects the oceans and keeps them safe for trade and travel
- All sailors are trained in the basics of seamanship

Air Force

- Defends the US in the air
- Provides support on the ground for other branches of the military
- All airmen are trained in flight and technology

Marine Corps

- The rapid deployment force of the US military organized under the Navy
- Protects the US and its interests at home and around the world
- All Marines undergo intense combat training

Coast Guard

- The smallest branch of the armed services
- Protects America's ports and waterways
- All Guardians are trained in the basics of seamanship

Space Force

- Defends the US and its allies in space and cyberspace
- Newest branch of the military organized under the Air Force

The Reserve and National Guard

- Each branch has Reserve units that are on call to help during natural disasters, emergencies, and times of war
- The Army and Air Force have National Guard units that provide security and emergency relief to each state and territory in the US
- Reserve and National Guard personnel spend one weekend a month and two weeks a year training to keep their skills sharp while they attend school or work

What do I need to know about recruitment?

In order to join the military, you must first talk to a recruiter. A recruiter may come to your school to talk to anyone who is interested in joining the military and help answer any questions. There may also be a recruiting office in your town that you can visit.

How do I qualify?

To join the military, you must meet certain requirements.

The ASVAB (Armed Services Vocational Aptitude Battery)

- The ASVAB is a timed, multiple-choice test similar to the SAT or ACT
- Your score will determine which branches of service and jobs you can enlist in

Education

- Recruits with a high school diploma are preferred
- GED or equivalent certificate holders are sometimes allowed to enlist
- Commissioned officers must have a college degree

Age

- With the consent of a parent or guardian, you can enlist at 17
- You do not need the consent of a parent or guardian if you are 18 or older
- Each branch has a maximum age

What are the differences between enlistment and commission?

Enlistment

- Enlisted personnel are the workforce of the military
- They are led by commissioned officers and senior enlisted personnel
- Enlistment contracts are for at least 8 years

Commission

- Commissioned officers are the managers and leaders of the military
- Most commissioned officers have a 4-year college degree
- Commission contracts are for at least 8 years

How do I find out more about military careers?

If you haven't already, you can explore what opportunities the military has to offer in the Military Careers List. The military offers competitive wages and benefits compared to civilian careers, as well as an allowance for food, clothing, and housing called the Regular Military Compensation (RMC).

- You can calculate Regular Military Compensation at the [Department of Defense: Regular Military Compensation \(RMC\) Calculator](#)

Activity Summary: Thoughts and reflections

What military careers interest you?

My Resume Information

It is important to keep track of your experiences, skills, achievements, and activities. This activity will help you document all of this information and more. Having a record to refer to will be helpful in the future when you create your resume and apply to jobs.

1. Go to Resume to enter or update your information.
 2. Return to this activity and select which sections you entered information for.
- Contact Information: Your first and last name. You may choose to list your address, phone number, or email address.
 - Qualifications: A summary of your most important achievements, skills, and experience. This optional statement displays at the top of your resume.
 - Experience: Your experiences, such as volunteering, service learning, internships, work-based learning, community-based learning, cooperative education, and apprenticeships.
 - Education: Your high school information.
 - Certifications: Your certifications, such as CPR, babysitting, food safety and handling, or programming languages.
 - Skills: Your skills, such as languages you speak, or equipment or technology you know how to use.
 - Other: Your achievements and activities, such as athletics, club participation, or student leadership.

Activity Summary: Thoughts and reflections

Reflect on the activity you just completed. What did you learn about yourself?

Occupation Sort Reflections

Now that you have completed the **Occupation Sort**, view your results to explore careers. Finding a career that is a good match for your preferences is one way to find a career that you might enjoy.

1. Go to My Dashboard
2. Select **Occupation Sort**.
3. Select **Careers On Your List** to explore careers and how they match your preferences. Favorite any careers that interest you.
4. Select **Careers Off Your List** to explore careers and why they do not match your preferences. Update your favorites accordingly.

Activity Summary: Thoughts and reflections

Think about your **Occupation Sort** results and the **Careers On Your List** as well as the **Careers Off Your List**.

What Careers On Your List interest you?

Did you favorite any new careers based on your results? If so, what careers and why?

Were any of your favorited careers included in Careers Off Your List? If so, what careers?

Personal Goals

Personal goals relate only to you. They focus on you as an individual and not on your school, friends, or career. “I want to break a personal record in swimming the butterfly,” is an example of a personal goal.

Personal Goal	
My Supports	
Target Date (month, day, year)	
Results	

Personal Goal	
My Supports	
Target Date (month, day, year)	
Results	

Quick Course Plan

Keep track of your courses all in one place!

Grade	
Courses	

Grade	
Courses	

Grade	
Courses	

Reality Check Reflections

Now that you have completed **Reality Check**, view your results to explore career clusters with related careers that match your financial needs. Knowing how much money you will need to support your lifestyle can help you find careers that will pay you the salary you need.

1. Go to My Dashboard
2. Select **Reality Check**.
3. View your results and select **Your Custom Careers List**.
4. Explore as many careers as you like.
5. Favorite the careers that interest you.
6. Return to this activity and reflect on your exploration.

Activity Summary: Thoughts and reflections

Think about your **Reality Check** results and the career you explored. What did you learn about yourself from Reality Check?

Based on your Reality Check expenses will you be able to work in the career you are most interested in? If not, what will you consider changing?

What careers interest you now?

School FAQs

There's a lot you can do now to prepare for your educational plans after high school:

- Know the admission requirements for colleges in your state
- Develop good study habits
- Become involved in extracurricular, school, and community activities
- Take courses that prepare you for college or earn college credit in high school
- Learn about types of colleges and degrees

Read the information below to learn about your many options for college preparation, programs, and other educational possibilities.

Can I earn college credit in high school? Yes! There are several options:

Dual Credit or Dual Enrollment

- Courses that count for both college and high school credit
- May be taught by high school teachers

Advanced Placement (AP)

- College-level courses in a high school setting
- Taught by high school teachers
- Qualifying scores on exams may be accepted as college course replacements by colleges and universities

International Baccalaureate (IB)

- For high school juniors and seniors
- Demanding courses that are either one or two years long that prepare students to take an exam
- Qualifying scores on exams may be accepted as college course replacements by colleges and universities

What are college majors and minors (programs of study)?

Major

- An area of study that you focus on while in college. Education, law, business administration, electrical engineering, and biology are all examples of majors.

Minor

- An additional area of study you focus on in college that requires less coursework than your major. For example, if your major is business administration, your minor might be marketing.

What types of schools or colleges are there?

Career and Technical Schools

- Require one week to two years of study
- Offer certificates, diplomas, and Associate's degrees
- Programs focus on teaching skills that lead to a job
- Except for some transfer-Associate's degrees, credits do not transfer to four-year colleges and universities
- Often privately owned, but offer fairly low tuition rates

2-Year and Community Colleges

- Require up to two years of study
- Offer certificates, diplomas, and Associate's degrees
- Often funded by taxpayers and offer fairly low tuition rates
- Usually admit anyone who has a high school diploma or GED
- Offer courses that will prepare you for a job or general education courses that transfer to a four-year college or university

4-Year Colleges and Universities

- Require four or more years of study
- Offer Bachelor's, Master's, Doctorate, and professional degrees
- Universities offer graduate and professional degrees in law, medicine, and other fields of study
- Admissions policies differ, some schools require high grades and/or high test scores. Others will accept any student with a high school diploma or GED
- Taxpayer, or public, colleges and universities are usually more expensive than community colleges, but less than private universities
- Privately-owned colleges and universities are usually the most expensive schools. Religious universities may cost slightly less since they usually receive more donations

What are the degrees awarded by schools or colleges?

Certificate or Diploma

- Typically requires one to eighteen months of study
- Programs of study focus on skills that lead directly to a job
- Examples of careers that require a certificate or diploma: hairstylists, massage therapists, Licensed Practical Nurses (LPN), and heavy truck drivers

Associate Degree

- Requires two years of study
- Programs of study focus on general education that either transfers to a four-year college or university, or on skills that lead directly to a job
- Examples of careers that require an Associate's degree: veterinary technicians, drafters, engineering technicians, and computer support specialists

Bachelor's Degree

- Requires four to five years of study

- Examples of careers that require a Bachelor's degree: conservation scientists, fashion designers, elementary school teachers, loan officers, and mechanical engineers

Master's Degree

- Requires two years or more of study beyond the Bachelor's degree
- Examples of careers that require a Master's degree: speech pathologists and audiologists, education administrators, social workers, and mental health counselors

Doctoral Degree

- Requires three or more years of study beyond the Master's degree
- Awarded for mastery of a field of knowledge and the ability to perform scholarly research
- Examples of careers that require a Doctoral degree: college and university teachers, astronomers, and zoologists

Professional Degree

- Requires two or more years of study beyond a Bachelor's
- Specialized degree that is required to work in that field such as law or medicine
- Examples of careers that require a professional degree: lawyers, dentists, chiropractors, family and general practitioners, and pharmacists

What other education or training options are available?

Join the military

- You may be able to learn skills that transfer to jobs after your service
- The military will pay for you to take classes while in the service
- You will receive money to attend college after your service is complete

Participate in an apprenticeship position

- An apprenticeship is an agreement between an employer and worker
- The employer provides training and pays the worker during the training
- The training is taught by other employees or in classes at a college
- The worker agrees to learn to do the job
- Usually the employee gets a raise when the training is finished

Activity Summary: Thoughts and reflections

What are your educational plans after high school?

What extracurricular activities do you plan to participate in? Remember, these may help you as you attempt to secure scholarships.

Track Scholarships

What are your education plans after high school? Explore scholarships and list any you plan on applying to and your current application status. Update your application status here as you learn more. Go to **My Dashboard** to view your favorite scholarships.

Not planning on applying for scholarships

Scholarship:	
Date Applied:	Date Accepted:
Status:	
Notes:	

Scholarship:	
Date Applied:	Date Accepted:
Status:	
Notes:	

Scholarship:	
Date Applied:	Date Accepted:
Status:	
Notes:	

Track Schools

What are your education plans after high school? Explore schools and list any you plan on applying to and your current application status. Update your application status here as you learn more. Go to **My Dashboard** to view your favorite schools.

Not planning on attending school

School:	
Date Applied:	Date Accepted:
Application Status: <input type="checkbox"/> Going to apply <input type="checkbox"/> Submitted <input type="checkbox"/> Accepted <input type="checkbox"/> Waitlisted <input type="checkbox"/> Deferred <input type="checkbox"/> Not accepted <input type="checkbox"/> Attending <input type="checkbox"/> Undecided <input type="checkbox"/> Not attending	
Notes:	

School:	
Date Applied:	Date Accepted:
Application Status: <input type="checkbox"/> Going to apply <input type="checkbox"/> Submitted <input type="checkbox"/> Accepted <input type="checkbox"/> Waitlisted <input type="checkbox"/> Deferred <input type="checkbox"/> Not accepted <input type="checkbox"/> Attending <input type="checkbox"/> Undecided <input type="checkbox"/> Not attending	

Notes:

School:

Date Applied:	Date Accepted:
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Application Status:

- Going to apply
- Submitted
- Accepted
- Waitlisted
- Deferred
- Not accepted
- Attending
- Undecided
- Not attending

Notes:

Track Test Scores

Keep track of your test scores all in one place. For example, you may choose to include your scores for ACT, SAT, WorkKeys, ASVAB, and more!

Test Name	
Score	
Date (month, day, year)	

Test Name	
Score	
Date (month, day, year)	

Test Name	
Score	
Date (month, day, year)	

Workplace Employability Skills Reflections

Now that you have completed **Workplace Employability Skills**, view your results to explore your employability skills. Knowing your employability skill levels allows you to build on your strengths and work on things that need improvement. Strong employability skills are important for a successful job search.

1. Go to My Dashboard
2. Select **Workplace Employability Skills**.
3. View your results and read about **What Your Employability Skills Mean**.
4. Return to this activity and select your top employability skills based on your exploration.

My Top Employability Skills:

- Collaboration Skills
- Complex Communication Skills
- Diversity Competence Skills
- Ethical Practices Skills
- Financial Practices Skills
- Initiative and Self-Direction Skills
- Professionalism Skills
- Thinking and Innovation Skills
- Workplace Environment Skills

Activity Summary: Thoughts and reflections

Think about your **Workplace Employability Skills** results and the nine skill areas. Do your results include the employability skills that best describe you? If not, what employability skills describe you better and why?

What employability skills can you improve on?

Work Importance Locator Reflections

Now that you have completed the **Work Importance Locator**, view your results to explore your work values. Knowing the work values important to you can help you identify careers that you might enjoy.

1. Go to My Dashboard
2. Select **Work Importance Locator**.
3. Select a work value to explore **Careers On Your List**.
4. Explore as many work values and careers as you like.
5. Favorite the careers that interest you.
6. Return to this activity and select your top work values based on your exploration.

My Top Work Values:

- Achievement
- Independence
- Recognition
- Relationships
- Support
- Working Conditions

Activity Summary: Thoughts and reflections

Think about your **Work Importance Locator** results and the six work values. Do your results include the work values that best describe you? If not, what work values describe you better and why?

What careers interest you now?



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