

# MCIS Career Plan: Career Development Framework



Student-Directed Career and Education Planning Curriculum  
An 8th through 12th Grade Model for use with MCIS



Montana Department of  
**LABOR & INDUSTRY**



# Career Plan: Career Development Framework

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Adapted from “Career Plan Implementation Framework” created by IntoCareers, a unit of the University of Oregon

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## Introduction to the Framework

The following pages provide you with a framework within which to deliver the Career Development elements of the Montana Career Information System (MCIS). MCIS is a great resource for career exploration. MCIS is a tool to match interests and skills to over 570 occupations, explore programs of study, compare colleges, track college applications and financial aid. Individual career exploration results can be saved securely in an online portfolio that can be accessed with a user name and password.

The purpose of this framework is to help you lead group guidance and classroom-based career development instruction. You will find student-directed career and education planning curriculum for 8th through 12th grade, which you may use or customize and use as you like. You will find three custom models for 8th and 9th grades, 10th and 11th grades, and for 12th grade.

MCIS High School version provides comprehensive career information for students developing and updating educational plans. Using MCIS in high school supports lifelong career planning and promotes career self-reliance. MCIS includes tools that encourage self-assessment, exploration, research, goal setting, and decision-making.

In partnership with the U.S. Department of Labor's Bureau of Labor Statistics, and Employment & Training Administration, MCIS includes labor market information about Montana and the United States. MCIS provides career development tools and information. Help students with career exploration and development at our website ([www.careers.mt.gov](http://www.careers.mt.gov)).

## Career Development in the Classroom – A Message to Teachers

The purpose of secondary career development is two-fold: first, to motivate people to become “engaged” — to take control of their own lives by developing the skills they will need for a lifetime of career self-management, and second, to teach a life planning process that will be used repeatedly over a lifetime. Towards these goals, the Career Plan aspires to instill hope, realism and life planning skills that will guide and inspire your students’ attitudes and actions regarding education, career, and life in an uncertain world.

In developing an implementation plan, remember these seven Keys for Success:

- **Define a Framework**  
Tie all elements of the career development program together in this framework and articulate it to other staff, the students, and their parents.
- **Build a Developmental Model**  
You should not be alone in one class offering career development content. Work with other teachers, counselors, and administrators to create a program that offers appropriate activities for awareness, exploration, and planning, K through 12.
- **Focus on the Process**  
Career development needs to be valued as a life-long process, not for a single career decision. Teach self-awareness, research, decision-making, problem solving, and employability skills.
- **Help Students 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.
- **Help Students Develop Information-seeking Skills**  
In an information age, finding, evaluating, and using information are important transferable skills.
- **Use Cooperative Learning Strategies**  
Build teamwork, communication skills, flexibility, and respect of diversity.
- **Help Students Prepare for Change**  
Change provides opportunities if you are prepared for it.  
The following pages provide a suggested structure for using these concepts to build a program with CIS’ Career Plan.

## Career Development in your Classes – A Message to Students

(modify message to fit your school's program)

During your next five years of school, you will be involved in a career and educational planning process called the Career Plan. This student-directed process targets two goals:

1. To help you find meaning in your school courses and activities by relating them to your personal and career goals and to the real world; and
2. To teach you skills and knowledge that you can use throughout your life to manage your education and career decisions.

Each year, you will focus on several elements of career development through required class activities. Because career development is ongoing and very personal, you may find it valuable to spend more time engaged in some of these activities or to independently complete these and update your portfolios.

To understand how these activities fit into the overall process, we use a framework that describes five major steps in career development (see the graphic below). This is a cyclical process that will repeat itself throughout your life. You will repeat this planning process three times while in high school and again as an adult. As you repeat these steps, you will find yourself modifying your career plans over and over again. This is normal and good!



## Getting Started: 8th and 9th Grade Program Goals and Activities

### 8th Grade Program Goals -

- Introduce Career Development Program
- Introduce CIS
- Set up your portfolio, "My Portfolio"
- Complete first entry in portfolio linked to self-reflection worksheet
- Introduce data, people, things nature of work, personalize with reflections
- Introduce world of work
- Create initial high school course plan based upon goals in time for scheduling

### 9th Grade Program Goals -

- Complete a formal interest inventory
- Complete a labor market sorting tool
- Research career options
- Evaluate occupation and post-secondary education and school options and costs
- Set personal, academic and career goals
- Establish experiential learning plans and action plans to achieve goals
- Update high school course plan

## 8th and 9th Grade Activities

Section	Grade	Activity or Worksheet	CIS Files Used
Know Myself	8th	<ul style="list-style-type: none"> <li>• Data, People, Things Checklist</li> <li>• Thinking about Myself</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> <li>• None</li> </ul>
	9th	<ul style="list-style-type: none"> <li>• Reality Check</li> <li>• Career Cluster Inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Reality Check</li> <li>• Career Cluster Inventory</li> </ul>
Research Options	8th	<ul style="list-style-type: none"> <li>• Introduction to the World of Work</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment Link &amp; Occupations</li> </ul>
	9th	<ul style="list-style-type: none"> <li>• Research My Options</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations</li> </ul>
Evaluate Options	9th	<ul style="list-style-type: none"> <li>• Evaluate My Occupation Options</li> <li>• Evaluate My Program of Study Options</li> <li>• Evaluate My Education Options</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs, Schools</li> </ul>
Set Goals	8th & 9th	<ul style="list-style-type: none"> <li>• Set Goals (repeat or complete part in 8th and part in 9th)</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs, US Colleges and Universities</li> </ul>
Make Plans	8th	<ul style="list-style-type: none"> <li>• Make Plans, My Action Plans and Supports</li> </ul>	<ul style="list-style-type: none"> <li>• Course Planner</li> </ul>
	9th	<ul style="list-style-type: none"> <li>• Make Experiential Learning Plans</li> <li>• My Action Plans and Supports</li> <li>• Calculate Education Costs</li> </ul>	<ul style="list-style-type: none"> <li>• Update Course Planner</li> <li>• Schools</li> </ul>

## Looking Deeper: 10th and 11th Grade Program Goals and Activities

### 10th Grade Program Goals -

- In-depth self reflection activity
- Identify work values and linked careers
- Focus deeper on occupations through research and analysis of options
- Update course plans
- Revise goals, plans and experiential learning plans

### 11th Grade Program Goals -

- Complete interest inventory and occupation sort to link preferences to occupations
- Conduct educational research and school comparison
- Evaluate occupation and education options
- Revise personal, academic and career goals
- Update plans, accomplishment records
- Begin college planning-evaluate costs

### 10th and 11th Grade Activities

Section	Grade	Activity or Worksheet	CIS Files Used
Know Myself	10th	<ul style="list-style-type: none"> <li>• Looking Inward</li> <li>• My Work values</li> </ul>	<ul style="list-style-type: none"> <li>• Work Importance Locator</li> </ul>
	11th	<ul style="list-style-type: none"> <li>• My Career Interests</li> <li>• Occupation Sort</li> </ul>	<ul style="list-style-type: none"> <li>• IDEAS<sup>1</sup>, Occupation Sort</li> </ul>
Research Options	10th	<ul style="list-style-type: none"> <li>• Occupation and Preparation Research</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs of Study</li> </ul>
	11th	<ul style="list-style-type: none"> <li>• Education Research</li> </ul>	<ul style="list-style-type: none"> <li>• Programs of Study, US Colleges and Universities</li> </ul>
Evaluate Options	10th	<ul style="list-style-type: none"> <li>• Evaluate Occupation Options</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs of Study</li> </ul>
	11th	<ul style="list-style-type: none"> <li>• Identify and Compare Schools of Interest</li> </ul>	<ul style="list-style-type: none"> <li>• School Sort, US Colleges and Universities</li> </ul>
Set Goals	11th	<ul style="list-style-type: none"> <li>• Revise Goals</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs of Study US Colleges and Universities</li> </ul>
Make Plans	10th	<ul style="list-style-type: none"> <li>• Update Education Plans</li> <li>• Update My Action Plan and Supports</li> <li>• Experiential Learning Notes</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs of Study, Course Planner Update</li> </ul>
	11th	<ul style="list-style-type: none"> <li>• Update Education Plans</li> <li>• Update My Action Plan and Supports</li> <li>• Junior Year-College Planning Checklist (optional)</li> <li>• Examine the Costs of Higher Education</li> </ul>	<ul style="list-style-type: none"> <li>• Programs of Study, Course Planner Update, US Colleges and Universities</li> <li>• Schools</li> </ul>

<sup>1</sup>IDEAS is an optional module. Only sites that have purchased IDEAS will have access to its use.

## Next Steps: 12th Grade Program Goals and Activities

### 12th Grade Program Goals -

- Learn about career anchors
- Learn about skills and accomplishments and identify occupations using preferred skills
- Consider Self-employment realities (optional)
- Complete in-depth occupation and education research and evaluation
- Explore scholarships and other financial awards
- Establish next step goals and post-secondary plans
- Create resume and cover letter, master job search skills
- Explore financial issues associated with next steps
- Consider the military as an option
- Make financial plans
- Reflect upon learning and experiential learning

### 12th Grade Activities

Section	Grade	Activity or Worksheet	CIS Files Used
Know Myself	12th	<ul style="list-style-type: none"> <li>• My Career Anchors</li> <li>• My Accomplishments</li> <li>• My SKILLS</li> <li>• Is Self-employment for Me?</li> </ul>	<ul style="list-style-type: none"> <li>• SKILLS,</li> <li>• Self-employment Information, Occupations</li> </ul>
Research Options	12th	<ul style="list-style-type: none"> <li>• In-depth Occupational Research Project</li> <li>• Compare Schools, Consider the Military</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs of Study, US Colleges and Universities, Military Occupations</li> </ul>
Evaluate Options	12th	<ul style="list-style-type: none"> <li>• Evaluate Next Step Options</li> </ul>	<ul style="list-style-type: none"> <li>• Occupations, Programs of Study</li> </ul>
Set Goals	12th	<ul style="list-style-type: none"> <li>• Next Step Goals, Make a Resume, Write a Cover Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Job Search, Resume Creator</li> </ul>
Make Plans	12th	<ul style="list-style-type: none"> <li>• Next Steps to Education, Financing My Education, Managing My Resources,</li> <li>• My Experiential Learning Plans, Securing Financial Aid Awards, Senior Year College Checklist (optional),</li> <li>• My Job Search Action Plan, My Graduation Plans, Make Financial Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Aid, Financial Aid Sort, Paying for School, Resume Creator, Job Search, US Colleges and Universities</li> </ul>

## Possible Student Reflective Writing Prompts

As students complete the activities for each grade or developmental level (i.e. Getting Started, Looking Deeper, and Next Steps), they build their Career Plan by answering suggested questions at each level in the **Career Plan**. These reflections are listed below with examples of constructive answers a student might provide.

### From Know Myself

**What do you know about yourself - your characteristics, interests and preferences?**

Example: I am an energetic people person. I love animals. I care about doing well in school.

**What did you learn about yourself from the career assessments you used?**

Example: I am a "Social" type; lots of human services jobs match me well.

**What are your favorite career clusters**

Example: Arts & Communication

**What occupations interest you now?**

Example: Counselor, teacher, social worker

### From Research Options

**What occupations interest you now?**

Example: Counselor, teacher, social worker

**What are the preparation requirements for the occupations that interest you?**

Example: at least four years of education beyond high school for most careers that interest me, some of which will be in a college or university setting.

**What are your favorite career clusters**

Example: Arts & Communication

### From Evaluate Options

**What did you learn about yourself from the career research you completed?**

Example: I like careers best that require lots of education.

**What did you learn about how you set goals and make decisions from the career work you completed?**

Example: I like making decisions by being objective. I like exploring all my options.

### From Set Goals

**What are your personal goals?**

Example: I want to learn to play a guitar. I want to run the 880 in less than two minutes.

**What are your academic goals?**

Example: I want to get straight A's in math this year. I want to take College Algebra in high school.

**What are career goals?**

Example: I want to work in a social services field. I want to work over seas sometime in my career.

## **What are your plans for improvement and enrichment this year?**

Example: I plan to take a college Italian class. I also plan to meet with my math teachers once a week after school to review homework questions.

## **From Make Plans**

### **What are your educational plans after high school?**

Example: I plan to go to a 4-year college.

### **What high school courses are you considering?**

Example: Arts, Honors math and English, International Studies, and Woodshop.

### **What extracurricular activities do you plan to participate in?**

Example: Volleyball, track, swimming, leadership, Key Club, yearbook staff

### **What high school programs are you considering?**

Example: CTE program in Arts and Communications

### **What plans for experiential learning do you have?**

Example: Get as much job-related experience and training as possible

### **Exploration/Job Shadowing?**

Example: Job shadow a counselor my sophomore year.

### **Mentoring?**

Example: I will work with a mentor on my senior project, which will have something to do with helping people.

### **Internships?**

Example: I will intern at the local women's shelter.

### **Community Service Learning?**

Example: I will volunteer with the homeless shelter my junior and senior years.

### **What are your financial plans now?**

Example: Get a summer job each year, save what I can for community college, seek scholarships for school.

### **What are your financial goals?**

Example: I want to save enough money to attend community college for two years.

### **What did you learn about yourself from the financial research you completed?**

Example: I am more of a spender. I need to work on saving money for my future.

### **What is your action plan for this year?**

Example: Get straight A's, do a job shadow in a social services site, meet with math teachers if I struggle to get A's, take Italian.

### **What are your long-range plans?**

Example: Go to college, maybe OSU, travel abroad to work and enjoy life.

### **Who will encourage and support you to achieve your goals?**

Example: My mom, Mrs. Smith, my counselor, and my friend Julie.



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