























## **Target 4: Out of School Time/Family Engagement**

### **Engage Students and Families in Out of School Activities to Support Career Awareness**

#### Suggested Strategies:

- Back to School Night (class meetings where parents and teachers share learning strategies, review home learning tips, develop a communication plan)
- Student-led conferences to showcase portfolios of student work, followed by 1:1 conversation about learning and goal setting
- School tours led by students and community walks led by parents
- Afterschool classes linked to school curriculum
- Creation and/or continuation of a school “hub” of activities for students, families, and community members
- Family support groups and education classes to promote family learning, develop job skills, and address health needs
- Local partners cosponsor community, building, and cultural events (i.e. Health Fair, Heritage Celebration, Math Corps, DAPCEP, Girls Who Code, 4-H, Girl & Boy Scouts of America, etc.)
- Career focused summer camps (i.e. STEM, Health, IT, etc.)
- School and community-based programs (i.e. Junior Achievement, Math Corps, DAPCEP, Girls Who Code, 4-H, Girls & Boy Scouts of America, etc.)
- Community resource awareness that supports family engagement in career awareness (i.e. museums, libraries, zoo, state parks, etc.)

# Career Awareness Resources

## Elementary (Grades K-3 and 4-6)

The following are some examples for your consideration in developing your model.

### **American School Counselor Association**

Career Conversation Starters

<https://www.schoolcounselor.org/school-counselors/publications-position-statements/career-conversation-starters>

ASCA Mindsets & Behaviors for Student Success: K-12 College and Career-Readiness Standards for Every Student

<https://www.schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf>

Career Readiness from K-8

<https://www.schoolcounselor.org/newsletters/february-2018/career-readiness-from-k-8>

How Do You Promote Career Readiness?

<https://www.schoolcounselor.org/newsletters/february-2018/how-do-you-promote-career-readiness>

School Counselor Resources for College and Career Readiness

<https://www.schoolcounselor.org/newsletters/february-2018/from-the-chair-school-counselor-resources-for-col>

### **Michigan Department of Health & Human Services – Michigan Rehabilitation Services Assisting Students with Disabilities**

Pre-Employment Transition Services

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_82325---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_82325---,00.html)

Michigan Career & Technical Institute

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_40242---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_40242---,00.html)

Young Adults Looking for Employment

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_70985---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_70985---,00.html)

### **Xello [formerly Career Cruising]/MI Bright Future**

<https://public.careercruising.com/en/>

### **Michigan Department of Licensing and Regulatory Affairs Services for Blind Persons**

Blind and Low Vision Students Explore Careers in 21<sup>st</sup> Century Transportation

[https://www.michigan.gov/lara/0,4601,7-154-89334\\_28313-482212--,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_28313-482212--,00.html)

Blind Students Gain Employability Skills at Camp

[https://www.michigan.gov/lara/0,4601,7-154-89334\\_28313-475810--,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_28313-475810--,00.html)

## **Michigan's Action Plan for Literacy Excellence**

[https://www.michigan.gov/mde/0,4615,7-140-28753\\_74161---,00.html](https://www.michigan.gov/mde/0,4615,7-140-28753_74161---,00.html)

## **ADVANCE CTE State Leaders Connecting to Work**

Expanding Middle School CTE to Promote Lifelong Learner Success

<https://careertech.org/resource/expanding-middle-school-cte>

Engage Parents and Learners – How to Promote Career and Technical Education

<https://careertech.org/recruitmentstrategies>

Resources to Engage Policymakers, Parents, and Stakeholders-

<https://careertech.org/advocate>

## **Talent Portfolio Helpful Links:**

Edutopia – 11 Essentials for Excellent Digital Portfolios

<https://www.edutopia.org/blog/11-essentials-for-excellent-eportfolios-vicki-davis>

21<sup>st</sup> Century Digital Portfolio – Heritage High School, Newport News, VA

[http://heritage.nn.k12.va.us/career\\_portfolios.html](http://heritage.nn.k12.va.us/career_portfolios.html)

High School Essential Skills Portfolio Guide – The New Northern Virginia HS

[http://newschoolva.com/files/Portfolio\\_Guide.pdf](http://newschoolva.com/files/Portfolio_Guide.pdf)

High School E-Portfolio – Livermore HS, Livermore, CA

<https://livermorehs.schoolloop.com/portfolio>

Maine Career Advantage - Career Portfolios for Middle Schools Students

[http://www.breitlinks.com/careers/career\\_pdfs/portfolio.pdf](http://www.breitlinks.com/careers/career_pdfs/portfolio.pdf)

Diagnostic Center North, California Department of Education – Middle School Transition Portfolio Guide

<https://www.transitioncoalition.org/wpcontent/originalSiteAssets/files/docs/MSGuide1214275537.pdf>

## ***A Short List of Michigan Districts who Have Established Career Development Programs***

Grand Haven Area Public Schools "Homegrown" Program

<https://www.facebook.com/GrandHavenAreaPS/>

Muskegon Area Intermediate School District "Muskegon Made"

<https://www.muskegonisd.org/career-college/muskegonmade/>

Alpena Public Schools "Alpena Career & College Access Network (ACCAN)"

<http://www.alpenacareerandcollegeready.org/>

Genesee Intermediate School District "Career Planning Manual"

[https://www.geneseeisd.org/educational\\_programs/career\\_technical\\_education/additional\\_resources](https://www.geneseeisd.org/educational_programs/career_technical_education/additional_resources)

Kent Intermediate School District "Career Planning Tools"

<http://www.kentisd.org/instructional-services/career-readiness/educators/career-planning-tools/>

Stockbridge Schools "Academic Career Plan"

<https://docs.google.com/a/stockbridge.k12.wi.us/viewer?a=v&pid=sites&srcid=c3RvY2ticmlkZ2UuazEyLndpLnVzfh3d3xneDoxZWJkZTgyMzY5NGFmZjc2>

### **Career Development Models from Other States**

State of California Career Resource Network

<http://www.californiacareers.info/#?Lesson%20Plans>

State of Georgia Career Awareness and Exploration

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Elementary-Cluster-Activities.aspx>

State of Missouri Career Awareness and Exploration

<https://dese.mo.gov/college-career-readiness/school-counseling/curriculum/career-development-lesson-plans>

# Michigan Career Development Model



## CAREER EXPLORATION (Grades 7-8)

### Middle School

#### **Definition of Career Exploration:**

Students explore and investigate Michigan's 17 Career Clusters to discover which pathway and careers best align with their interests. Through embedded classroom lessons and activities, students start to develop an Educational Development Plan (EDP) and a Talent Portfolio. Career information and postsecondary education data are included within the planning process. During Career Exploration, course selections, investigation of multiple pathways, and refining of the EDP occurs.

The goal is to create learning opportunities that support academic rigor, knowledge and skill development, social emotional learning, and career exploration. Career Exploration activities are an integrated collection of assessments, skill sets, and services intended to define students' areas of interest and are aligned with core academic, technical, and employability skills. The following Career Exploration section contains learning targets and suggested strategies that can be utilized to assist schools in developing a local or regional career development model. Michigan's 17 Career Clusters can be found on the next page.

# Michigan's 17 Career Clusters

Agriculture, Food & Natural Resources

Architecture & Construction

Arts, A/V Technology & Communications

Business, Management & Administration

Education & Training

Energy

Finance

Government & Public Administration

Health Science

Hospitality & Tourism

Human Services

Information Technology

Law, Public Safety, Corrections & Security

Marketing

Manufacturing

Science, Technology, Engineering & Mathematics

Transportation, Distribution & Logistics



# Michigan Career Development Model

## Career Exploration

### Middle School (Grades 7–8)

#### Target 1: Career Clusters/Career Pathways

##### Introduce Students and Parents to Michigan’s 17 Career Clusters

###### Suggested Strategies:

- Communicate middle school Grades 7-8 Career Exploration initiatives to parents (i.e. brochures, newsletters, websites, etc.)
- College and career days
- Career Exploration through search engine tools (i.e. Xello [formerly Career Cruising], MI Bright Future, My Next Move, Pathfinder, Naviance, Kuder, etc.)
- Career Specific Exploration Days (i.e. Manufacturing Day, Health Occupations, Construction Days, etc.)
- Student/parent workshops on EDP; how parents can support their child in reviewing the EDP
- Current “hot” jobs; what makes them hot in Michigan (i.e. high-skill, high-wage, high-demand)

#### Target 2: Contextualized Academics

##### Deliver Core Academic Content through Subject Matter

###### Suggested Strategies:

- Embed Career Exploration activities in the core curriculum through a career focused education
- Focus on each Career Cluster in a specific grade or subject matter
- Integrate core academics to Michigan’s 17 Career Clusters
- Incorporate collaborative teaching model (i.e. ELA and Social Studies combined lesson plan)
- College and community-based programs (i.e. Junior Achievement, Math Corps, DAPCEP, Girls Who Code, etc.)
- Student competency-based activities (i.e. Science Fairs, Science Olympiad, Robotics, STARBASE, Project Lead the Way, Lego League, etc.)

### **Target 3: Career Exploration**

#### **Continue to Acquire Knowledge about Careers, Postsecondary, and Employment Opportunities**

##### Suggested Strategies:

- Field trip to a community college/university for postsecondary exploration to show how Michigan Merit Curriculum (MMC) requirements can be met prior to entering high school
- Career and Technical Education program visits/tours
- Business and industry guest speakers, including nontraditional and persons with disabilities
- Simplified mock interviews
- One day job shadowing
- Volunteering for a non-profit
- Identify personal traits and characteristics that may later link to career interests
- Study skills and time management lessons
- Soft skills/work ethics (i.e. teamwork skills, problem-solving skills, critical thinking skills, technological literacy, conflict resolution, etc.)

### **Target 4: Out of School Time/Family Engagement**

#### **Engage Students and Families in Out of School Activities to Support Career Exploration**

##### Suggested Strategies:

- Transitional events designed for students and families (i.e. activities held at feeder middle schools, tours at high schools, 4-week pre-high school summer course, etc.)
- Creation of a parent organization that conducts focus groups with families to identify issues and report back to school leadership team
- Academic focused workshops for families (i.e. what high-level academic work looks like at each grade level, where to get help for students, discussion of Student Success Plans, homework help, etc.)
- Parent career readiness workshops (including Career and Technical Education, Early Middle College options, dual enrollment, choosing a college, Military career options, etc.)
- Family support groups and education classes to promote family learning, develop job skills, and address health needs
- Local partners cosponsor community, building, and cultural events (i.e. health fair, heritage celebration, job fair, summer camps/planning, etc.)
- Career focused summer camps (i.e. STEM, Health, IT, etc.)

## **Target 5: Career Interest Inventories and Activities**

### **Utilize Career Planning Assessments**

#### Suggested Strategies:

- Assist students with identifying career interests and activities as aligned to their academic strengths
- Career Assessment inventories administered to students
- Career Assessment inventory results interpreted with students prior to the completion of the EDP (i.e. Career Matchmaker, Xello [formerly Career Cruising], etc.)
- Complete a career ability assessment
- Complete a work values inventory

## **Target 6: Career Planning**

### **Engage Students in Course Planning and Career Focus**

#### Suggested Strategies:

- Schedule appointment with high school counselor to plan high school courses and a career focus
- Advise students that many of the curricular requirements may be fulfilled through CTE opportunities
- Career Exploration class (i.e. Career and Technical Education Rotational Pathway Options)
- Begin discussions on obtaining early college credit in high school (i.e. dual enrollment, articulated credit, advanced placement, and Early Middle College opportunities)
- Teach SMART goal setting (Specific, Measurable, Attainable, Relevance/Realistic, Time-Bound)
- Preparing to transition to high school

## **Target 7: Educational Development Plan (EDP)**

### **Initiate an EDP\***

#### Suggested Strategies:

- Develop an EDP in Grade 7 under the supervision of the student's school counselor or qualified designee
- Review, revise, and complete the EDP in Grade 8 to identify career development goals as they relate to academic requirements for high school
- Create student-driven notebook/folder/portfolio
- EDP should include the following components:

<i>Personal Information</i>	<i>Work-Based Learning</i>
<i>Career Goal(s)</i>	<i>Course Selections</i>
<i>Projected Job Openings</i>	<i>Career Options</i>
<i>Education/Training Goal(s)</i>	<i>Identify Career Goals</i>
<i>Assessment Results</i>	<i>Parent Consultation/Endorsement</i>
<i>Plan of Action</i>	<i>Revise/Update EDP Annually</i>
<i>Career Awareness/Exploration</i>	

\*See reference section for EDP example

## **Target 8: Talent Portfolio**

### **Orientation to the Purpose of a Talent Portfolio\***

Suggested Strategies:

- Initiate in Grade 7 the development of a Talent Portfolio which will be revised annually through the student's EDP
- The Talent Portfolio shall include a record of the student's experiences, proficiencies, certifications, digital badges, and accomplishments that demonstrate talents or marketable skills

*\*See reference section for Talent Portfolio examples*

# Career Exploration Resources

## Middle School (Grades 7-8)

The following are some examples for your consideration in developing your model.

### American School Counselor Association

Career Conversation Starters

<https://www.schoolcounselor.org/school-counselors/publications-position-statements/career-conversation-starters>

ASCA Mindsets & Behaviors for Student Success: K-12 College and Career-Readiness Standards for Every Student

<https://www.schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf>

Career Readiness from K-8

<https://www.schoolcounselor.org/newsletters/february-2018/career-readiness-from-k-8>

How Do You Promote Career Readiness?

<https://www.schoolcounselor.org/newsletters/february-2018/how-do-you-promote-career-readiness>

School Counselor Resources for College and Career Readiness

<https://www.schoolcounselor.org/newsletters/february-2018/from-the-chair-school-counselor-resources-for-col>

### Xello [formerly Career Cruising]/MI Bright Future

<https://public.careercruising.com/en/>

### ADVANCE CTE State Leaders Connecting to Work

Expanding Middle School CTE to Promote Lifelong Learner Success

<https://careertech.org/resource/expanding-middle-school-cte>

Engage Parents and Learners – How to Promote Career and Technical Education

<https://careertech.org/recruitmentstrategies>

Resources to Engage Policymakers, Parents, and Stakeholders-

<https://careertech.org/advocate>

### Michigan Department of Education Work-Based Learning Manual (3 Guides- Non-CTE Programs, Non-CTE Students with an IEP, State-Approved CTE Programs)

[https://www.michigan.gov/mde/0,4615,7-140-2629\\_53968-472911--,00.html](https://www.michigan.gov/mde/0,4615,7-140-2629_53968-472911--,00.html)

### Career Pathfinder

<https://pathfinder.mitalent.org/#/home>

## **Michigan Comprehensive Guidance and Counseling**

Career Awareness/Exploration:

[https://www.michigan.gov/mde/0,4615,7-140-28753\\_38924\\_52164-220902--,00.html](https://www.michigan.gov/mde/0,4615,7-140-28753_38924_52164-220902--,00.html)

## **Educational Development Plans (EDP)**

Michigan Comprehensive Guidance and Counseling

Sample EDPs can be found at the School Counselor website:

[http://www.michigan.gov/mde/0,4615,7-140-38924\\_52164---,00.html](http://www.michigan.gov/mde/0,4615,7-140-38924_52164---,00.html)

Nellie Mae Education Foundation – Personal Opportunity Plans

<https://www.nmefoundation.org/resources/personalization/personal-opportunity-plans>

Oregon Sample of an EDP

[http://www.oregon.gov/ode/students-and-family/oregondiploma/plr/documents/education%20plan%20and%20profile%20\(2018\).docx](http://www.oregon.gov/ode/students-and-family/oregondiploma/plr/documents/education%20plan%20and%20profile%20(2018).docx)

## **Michigan Department of Health & Human Services – Michigan Rehabilitation Services Assisting Students with Disabilities**

Pre-Employment Transition Services

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_82325---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_82325---,00.html)

Michigan Career & Technical Institute

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_40242---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_40242---,00.html)

Young Adults Looking for Employment

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_70985---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_70985---,00.html)

## **Michigan Department of Licensing and Regulatory Affairs Services for Blind Persons**

Blind and Low Vision Students Explore Careers in 21<sup>st</sup> Century Transportation

[https://www.michigan.gov/lara/0,4601,7-154-89334\\_28313-482212--,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_28313-482212--,00.html)

Blind Students Gain Employability Skills at Camp

[https://www.michigan.gov/lara/0,4601,7-154-89334\\_28313-475810--,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_28313-475810--,00.html)

## **Association for Career & Technical Education (ACTE)**

Career Exploration in Middle School: Setting Students on the Path to Success

<https://www.acteonline.org/career-exploration-in-middle-school-setting-students-on-the-path-to-success/>

## **Jobs for the Future Toolkit – Creating Paths to Employment for Opportunity Youth**

<https://www.iff.org/resources/toolkit-creating-paths-employment-opportunity-youth/>

### ***A Short List of Michigan Districts who Have Established Career Development Programs***

Grand Haven Area Public Schools “Homegrown” Program

<https://www.facebook.com/GrandHavenAreaPS/>

Muskegon Area Intermediate School District “Muskegon Made”

<https://www.muskegonisd.org/career-college/muskegonmade/>

Alpena Public Schools “Alpena Career & College Access Network (ACCAN)”

<http://www.alpenacareerandcollegeready.org/>

Genesee Intermediate School District “Career Planning Manual”

[https://www.geneseeisd.org/educational\\_programs/career\\_technical\\_education/additional\\_resources](https://www.geneseeisd.org/educational_programs/career_technical_education/additional_resources)

Kent Intermediate School District “Career Planning Tools”

<http://www.kentisd.org/instructional-services/career-readiness/educators/career-planning-tools/>

Stockbridge Schools “Academic Career Plan”

<https://docs.google.com/a/stockbridge.k12.wi.us/viewer?a=v&pid=sites&srcid=c3RvY2ticmlkZ2UuazEyLndpLnVzfhHd3d3xneDoxZWJkZTgyMzY5NGFmZjc2>

### **Career Development Models from Other States**

State of California Career Resource Network

<http://www.californiacareers.info/#?Lesson%20Plans>

State of Georgia Career Awareness and Exploration

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Elementary-Cluster-Activities.aspx>

State of Missouri Career Awareness and Exploration

<https://dese.mo.gov/college-career-readiness/school-counseling/curriculum/career-development-lesson-plans>

# Michigan Career Development Model



## CAREER PREPARATION (Grades 9-12)

### High School

#### **Definition of Career Preparation:**

During Career Preparation, high school students refine their career goals and the necessary educational preparation needed to be productive citizens in a global society. Various career preparation activities provide advanced/real-world experiences that help students link their career options and educational decisions. Students learn through coursework consistent with their career interest area, contextual learning, and Career Preparation while meeting academic standards. Counselors help students and their families plan and prepare for postsecondary education and careers.

The goal is to create learning opportunities that support academic rigor, knowledge and skill development, social emotional learning, and career preparation. Career Preparation activities assist students in their academic readiness, connect students to their Career Cluster of interest, and prepare them for high-wage, high-skill, high-demand careers. Student coursework should be aligned with their academic, technical, and career preparation interests as they begin to develop their employability skills. The following Career Preparation section contains learning targets and suggested strategies that can be utilized to assist schools in developing a local or regional career development model.



# Michigan Career Development Model

## Career Preparation

### High School (Grades 9-10)

#### Target 1: Career Clusters/Career Pathways

##### Engage Students and Parents to Michigan's 17 Career Clusters

###### Suggested Strategies:

- Communicate to parents grades 9-10 Career Preparation initiatives (i.e. brochures, newsletters, websites, etc.)
- EDP reminder to review and update with student
- Career Preparation through search engine tools (i.e. Xello [formerly Career Cruising], MI Bright Future, My Next Move, Pathfinder, Naviance, Kuder, etc.)
- Communicate to parents and students regarding how career clusters relate to industry job titles
- Career and Technical Education program visits/tours (including information about articulated college credit and industry credentials)
- Parent and student information forums (including CTE, Early Middle College options, dual enrollment, choosing a college, FAFSA, scholarship submissions, college financing options, NCAA eligibility, college application timeline and submissions, Military career options, etc.)

#### Target 2: Contextualized Academics

##### Continue to Build Career Pathways Through Academic Subject Matter and Leadership Experiences

###### Suggested Strategies:

- Involvement in pre-college programming
- Student competency-based activities (i.e. Science Fairs, Science Olympiad, FIRST Robotics, etc.)
- Embed Career Preparation activities in the core curriculum through a career focused education
- Focus on each Career Cluster in a specific grade or subject matter
- Participate in student clubs, leadership activities, and career and technical student organizations (i.e. National Honor Society, student government, athletics, FIRST Robotics, Science Olympiad, etc.)
- PSAT testing in Grade 10 (possible to qualify for National Merit Scholarships)
- SAT prep class in Grade 10 to prepare for Michigan Merit Exam (MME)

### **Target 3: Career Preparation**

#### **Build Knowledge about Careers, Postsecondary, and Employment Opportunities**

##### Suggested Strategies:

- Field trip to a community college/university for postsecondary exploration to show how MMC requirements can be met
- Career and Technical Education program visits/tours
- Employability preparation workshops (i.e. resume writing, mock interviews, leadership training, soft skills, etc.)
- Interaction with business partners and professionals for an extended period of time
- Entrepreneurial projects in the classroom and with business partnerships
- Formal mentoring with business/industry
- Leadership/Character Education (i.e. study skills, time management, self-advocacy, public speaking, etc.)
- Soft skills/work ethics (i.e. teamwork skills, problem-solving skills, critical thinking, technological literacy, conflict resolution)
- Have local employers visit students to discuss top employability skills

### **Target 4: Out of School Time/Family Engagement**

#### **Engage Students and Families in Out of School Activities to Support Career Preparation**

##### Suggested Strategies:

- Parent leaders participate on college pathways and school leadership teams
- Parents/families are invited to attend postsecondary education fairs
- Parent Career Preparation workshops (including Career and Technical Education, Early Middle College options, dual enrollment, choosing a college, Military career options, etc.)
- Parents/families are invited to student exhibits (i.e. students present and critique their work)
- Academic focused workshops for families (i.e. what high-level academic work looks like for high school, where to get help for students, discussion of student growth and creation of new goals, homework help, etc.)
- Student involvement in college and community-based programs
- Student and families attend student-led leadership conferences/programs (i.e. National Honor Society, National Technical Honor Society, Career and Technical Student Organizations' state and national leadership conferences)
- Participation in career focused summer camps and employment fairs

## **Target 5: Career Interest Inventories and Activities**

### **Utilize Career Planning Assessments**

#### Suggested Strategies:

- Assist students with identifying and solidifying their career interests and activities as aligned to their strengths and interests
- Career Assessment inventories administered to students
- Career Assessment inventory results interpreted with students prior to the completion of the EDP (i.e. Career Matchmaker, Xello [formerly Career Cruising], educational requirements and salary projections, etc.)
- Complete a career ability assessment
- Complete a work values inventory
- Introduction to apprenticeships and Work-Based Learning (what is it, why is it important, what are the options in their area, etc.)
- Importance of volunteer work (impact on the community, importance to employers; add to resume, etc.)
- Life skill activity games (i.e. Monopoly, Life, Reality Store\*, etc.)

*\*See reference section for link*

## **Target 6: Career Planning**

### **Engage Students in Course Planning and Continuing to Acquire Knowledge about Careers, Education, and Employment Opportunities**

#### Suggested Strategies:

- Updating Career Exploration profiles through search engine tools (i.e. Xello [formerly Career Cruising], MI Bright Future, My Next Move)
- Class level/small group/individual advisement with counselor to plan career focus and appropriate coursework
- Class level/small group/individual exploration on career geographic demands, educational demands, job requirements (i.e. hours, salary vs hourly), regional cost of living, and resulting lifestyles
- Update student's four-year high school course plan annually to reflect career goals

## **Target 7: Educational Development Plan (EDP)**

### **Review and Revise EDP to Meet the Student's Current Career and Educational Goals/Interests\***

EDP should include the following components:

<i>Personal Information</i>	<i>Work-Based Learning</i>
<i>Career Goal(s)</i>	<i>Course Selections</i>
<i>Projected Job Openings</i>	<i>Career Options</i>
<i>Education/Training Goal(s)</i>	<i>Identify Career Goals</i>
<i>Assessment Results</i>	<i>Parent Consultation/Endorsement</i>
<i>Plan of Action</i>	<i>Revise/Update EDP Annually</i>
<i>Career Awareness/Exploration</i>	

*\*See reference section for EDP examples*

## **Target 8: Talent Portfolio**

### **Continue the Development of a Talent Portfolio\***

Suggested Strategies:

- Discuss and begin creating the Talent Portfolio based on the information from the EDP
- Update the Talent Portfolio with certifications, documentation of key competencies or accomplishments (i.e. Red Cross CPR, Science Olympiad Award, Industry license/certification, digital badges, etc.)
- Refining Talent Portfolios to individual experiences, educational goals, and career interests

*\*See reference section for Talent Portfolio examples*

# Michigan Career Development Model

## Career Preparation

### High School (Grades 11-12)

#### Target 1: Career Clusters/Career Pathways

##### Continue to Engage Students and Parents to Michigan's 17 Career Clusters

###### Suggested Strategies:

- Communicate to parents Grades 11-12 career preparation initiatives (i.e. brochures, newsletters, websites, etc.)
- Update Career Preparation through search engine tools (i.e. Xello [formerly Career Cruising], MI Bright Future, My Next Move, Pathfinder, Naviance, Kuder)
- Communicate to parents and students how career clusters relate to industry job titles
- Career and Technical Education program visits/tours (including information about articulated college credit and industry credentials)
- Parent information forums (including Career and Technical Education, Early Middle College options, dual enrollment, choosing a college, FAFSA, scholarship submissions, college finance options, NCAA eligibility, college application timeline and submissions, military career options, etc.)

#### Target 2: Contextualized Academics

##### Continue to Build Career Pathways Through Academic Subject Matter and Leadership Experiences

###### Suggested Strategies:

- Involvement in college and community-based programs (i.e. Junior Achievement, Math Corps, DAPCEP, Girls Who Code, etc.)
- Involvement in pre-college programming
- Student competency-based activities (i.e. Science Fairs, Science Olympiad, FIRST Robotics, etc.)
- Embed Career Preparation activities in the core curriculum through a career focused education
- Focus on each Career Pathway in a specific grade or subject matter
- Participate in student clubs and leadership activities (i.e. National Honor Society, student government, athletics, FIRST Robotics, Science Olympiad, etc.)
- Career and Technical Education students participate in career and technical student organizations
- Earn early college credit through AP, dual enrollment, Early Middle College, Career and Technical Education courses
- ASVAB (Armed Services Vocational Aptitude Battery)
- SAT testing in Grade 11 (admission criteria for college/university)

### **Target 3: Career Preparation**

#### **Continue to Build Knowledge about Careers, Education, and Employment Opportunities**

##### Suggested Strategies:

- Career and job fairs
- Business tours
- Postsecondary campus tours, sibling visits, overnight campus stay
- College fair night
- Campus visits to two and four-year colleges and universities
- Job Shadow and industry-related field trips
- Apprenticeships
- Internships
- Employability preparation workshops (i.e. resume writing, cover letters, mock interviews, thank you letters/emails, business writing skills, email/social media etiquette, etc.)
- Reverse job fair; employers/college reps learn from students
- How to job search
- Employer hiring practices/documents (i.e. identification/citizenship documents, drug screening, physicals, etc.)
- Soft skills/work ethics (i.e. teamwork skills, problem-solving skills, critical thinking, technological literacy, conflict resolution, etc.)
- Have local employers visit students to discuss top employability skills
- Leadership/Character Education (i.e. study skills, time management, self-advocacy, public speaking)

### **Target 4: Out of School Time/Family Engagement**

#### **Engage Students and Families in Out of School Activities to Support Career Preparation**

##### Suggested Strategies:

- Parent leaders participate on college pathways and school leadership teams
- Parents/families are invited to student exhibits (i.e. students present and critique their work)
- Academic focused workshops for families (i.e. postsecondary tests, applications, and timelines required for college, what high-level academic work looks like for postsecondary, post-high school transition, homework help, etc.)
- Invite parents/families to postsecondary education fairs/open houses
- Parent career preparation workshops (including Career and Technical Education, Early Middle College options, dual enrollment, choosing a college, military career options, etc.)
- Workshops for parents/families on PSAT, SAT, and ACT exams
- Workshops for parents/families on completing college applications and applying for financial aid
- Student and families attend student-led leaderships conferences/programs (i.e. National Honor Society, National Technical Honor Society, career and technical student organizations' state and national leadership conferences)
- Student involvement in college and community-based programs

## **Target 5: Career Interest Inventories and Activities**

### **Update and Utilize Career Planning Assessments to Finalize Post-Graduation Plans**

#### Suggested Strategies:

- Assist students with identifying and solidifying their career interests and activities as aligned to their strengths and interests
- Update Career Assessment inventories administered to students
- Career Assessment inventory results interpreted with students prior to the completion of the EDP (i.e. Career Matchmaker, Xello [formerly Career Cruising], educational requirements and salary projections, etc.)
- Complete a career ability assessment
- Complete a work values inventory
- Workshop on college applications and how to write a college essay
- Orientation for apprenticeships and work-based learning; what are the options in your area
- Importance of volunteer work (impact on the community, importance to employers; add to resume, etc.)
- Life skill activity games (i.e. Monopoly, Life, Reality Store\*, etc.)

*\*See reference section for link*

## **Target 6: Career Planning**

### **Assist Students in Course Planning and Continuing to Acquire Knowledge About Careers, Education, and Employment Opportunities**

#### Suggested Strategies:

- Updating Career Preparation profiles through search engine tools (i.e Xello [formerly Career Cruising], MI Bright Future, My Next Move, etc.)
- Class level, small group, individual advisement with counselor to plan career focus and appropriate coursework
- Class level, small group, individual exploration on career geographic demands, educational demands, job requirements (i.e. hours, salary vs hourly), regional cost of living, and resulting lifestyles
- Update student's four-year high school course plan annually to reflect career goals
- Have college admissions reps present on what they look for in an incoming freshman; what do they look for on the admission essay
- Building professional references by networking
- Transitioning from high school to employment or advanced training

## **Target 7: Educational Development Plan (EDP)**

### **Final Review and Updates to the EDP to Meet the Student's Current Career and Educational Goals/Interests\***

EDP should include the following components:

<i>Personal Information</i>	<i>Work-Based Learning</i>
<i>Career Goal(s)</i>	<i>Course Selections</i>
<i>Projected Job Openings</i>	<i>Career Options</i>
<i>Education/Training Goal(s)</i>	<i>Identify Career Goals</i>
<i>Assessment Results</i>	<i>Parent Consultation/Endorsement</i>
<i>Plan of Action</i>	<i>Revise/Update EDP Annually</i>
<i>Career Awareness/Exploration</i>	

*\*See reference section for EDP examples*

## **Target 8: Talent Portfolio**

### **Final Review and Updates to the Talent Portfolio to Meet the Student's Current Career and Educational Goals/Interests\***

Suggested Strategies:

- Modify the Talent Portfolio based on the information from the EDP
- Update the Talent Portfolio with certifications, documentation of key competencies or accomplishments (i.e. Red Cross CPR, Science Olympiad Award, industry license/certification, digital badges, etc.)
- Refine Talent Portfolios to individual experiences, educational goals, and career interests
- Refine Talent Portfolio to include professional weblinks, social media platforms
- Present the Talent Portfolio to class, teacher, business professionals

*\*See reference section for Talent Portfolio examples*



# Career Preparation Resources

## High School (Grades 9-10 and 11-12)

The following are some examples for your consideration in developing your model.

### **ADVANCE CTE State Leaders Connecting to Work**

Engage Parents and Learners – How to Promote Career and Technical Education

<https://careertech.org/recruitmentstrategies>

Resources to Engage Policymakers, Parents, and Stakeholders

<https://careertech.org/advocate>

### **American School Counselor Association**

Career Conversation Starters

<https://www.schoolcounselor.org/school-counselors/publications-position-statements/career-conversation-starters>

ASCA Mindsets & Behaviors for Student Success: K-12 College and Career-Readiness Standards for Every Student

<https://www.schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf>

Career Readiness from K-8

<https://www.schoolcounselor.org/newsletters/february-2018/career-readiness-from-k-8>

How Do You Promote Career Readiness?

<https://www.schoolcounselor.org/newsletters/february-2018/how-do-you-promote-career-readiness>

School Counselor Resources for College and Career Readiness

<https://www.schoolcounselor.org/newsletters/february-2018/from-the-chair-school-counselor-resources-for-col>

### **Michigan Department of Education Work-Based Learning Manual (3 Guides- Non-CTE Programs, Non-CTE Students with an IEP, State-Approved CTE Programs)**

[https://www.michigan.gov/mde/0,4615,7-140-2629\\_53968-472911--,00.html](https://www.michigan.gov/mde/0,4615,7-140-2629_53968-472911--,00.html)

### **Jobs for the Future Toolkit – Creating Paths to Employment for Opportunity Youth**

<https://www.jff.org/resources/toolkit-creating-paths-employment-opportunity-youth/>

### **Michigan Department of Labor Market Information**

<http://milmi.org/>

<http://milmi.org/research/michigans-hot-50-through-2026>

<http://milmi.org/research/regional-hot-jobs-through-2024>

<http://milmi.org/research/michigans-career-outlook-through-2026>

<http://milmi.org/research/annual-planning-information-and-workforce-analysis-reports-2018>

**U.S. Department of Labor**

<https://www.dol.gov/>

**Xello [formerly Career Cruising]/MI Bright Future**

<https://public.careercruising.com/en/>

**Careeronestop**

<https://www.careeronestop.org/Toolkit/toolkit.aspx>

**Career Pathfinder**

<https://pathfinder.mitalent.org/#/home>

**Reality Store**

<http://moneymattersmakeitcount.com/pages/RealityStore.aspx>

**College Board, SAT, PSAT, Scholarships**

<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/scholarships-and-recognition>

**Michigan Department of Health & Human Services –  
Michigan Rehabilitation Services  
Assisting Students with Disabilities**

Pre-Employment Transition Services

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_82325---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_82325---,00.html)

Michigan Career & Technical Institute

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_40242---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_40242---,00.html)

Young Adults Looking for Employment

[https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_25392\\_70985---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_70985---,00.html)

**Michigan Licensing and Regulatory Affairs  
Services for Blind Persons**

Blind and Low Vision Students Explore Careers in 21<sup>st</sup> Century Transportation

[https://www.michigan.gov/lara/0,4601,7-154-89334\\_28313-482212--,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_28313-482212--,00.html)

Blind Students Gain Employability Skills at Camp

[https://www.michigan.gov/lara/0,4601,7-154-89334\\_28313-475810--,00.html](https://www.michigan.gov/lara/0,4601,7-154-89334_28313-475810--,00.html)

**Michigan Department of Education**

**Guidelines for Awarding Credit in CTE Humanities, and Other Delivery Models**

[https://www.michigan.gov/documents/mde/Credit in CTE and Integrated Guidelines\\_199363\\_7.pdf](https://www.michigan.gov/documents/mde/Credit_in_CTE_and_Integrated_Guidelines_199363_7.pdf)

**Pure Michigan Talent Connect - Career Exploration, Skill Assessment, Skill Development, and Resources**

<http://www.mitalent.org/career-explorer/>

## ***A Short List of Michigan Districts who Have Established Career Development Programs***

Grand Haven Area Public Schools "Homegrown" Program

<https://www.facebook.com/GrandHavenAreaPS/>

Muskegon Area Intermediate School District "Muskegon Made"

<https://www.muskegonisd.org/career-college/muskegonmade/>

Alpena Public Schools "Alpena Career & College Access Network (ACCAN)"

<http://www.alpenacareerandcollegeready.org/>

Genesee Intermediate School District "Career Planning Manual"

[https://www.geneseeisd.org/educational\\_programs/career\\_technical\\_education/additional\\_resources](https://www.geneseeisd.org/educational_programs/career_technical_education/additional_resources)

Kent Intermediate School District "Career Planning Tools"

<http://www.kentisd.org/instructional-services/career-readiness/educators/career-planning-tools/>

Stockbridge Schools "Academic Career Plan"

<https://docs.google.com/a/stockbridge.k12.wi.us/viewer?a=v&pid=sites&srcid=c3RvY2ticmlkZ2UuazEyLndpLnVzfhHd3d3xneDoxZWJkZTgyMzY5NGFmZjc2>

## **Career Development Models from Other States**

State of California Career Resource Network

<http://www.californiacareers.info/#?Lesson%20Plans>

State of Georgia Career Awareness and Exploration

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Elementary-Cluster-Activities.aspx>

State of Missouri Career Awareness and Exploration

<https://dese.mo.gov/college-career-readiness/school-counseling/curriculum/career-development-lesson-plans>

# Appendix A

## Legislative Requirements

In 2018 several bills were passed in the legislature that require school districts to take a more active role in assisting students as they prepare for their future education and careers.

- BEGINNING IN THE 2019-20 SCHOOL YEAR, districts must incorporate career development education once per grade level (i.e. at least once during elementary school, at least once during middle school, and once during high school).
- This document was created in response to amendments made to the Revised School Code, PA 451 of 1976, as amended (Revised School Code), which required MDE to develop this model.
- Overview: The following guidance has been developed in compliance with the Revised School Code in providing a broad overview to assist schools in developing a model program of strategies to incorporate career development for students grade K-12.
- This document is designed to provide examples, but the content and form of the career development education is completely up to districts and is not limited to the examples on this list.
- Ideally, these career development activities will be part of a comprehensive career development framework and implemented at every grade.

*The Revised School Code, (MCL 380.1166a) (1)<sup>1</sup> Not later than January 1, 2019, the department, in consultation with the department of talent and economic development, shall develop or adopt, and make available to schools, a model program of instruction in career development will meet at least all of the following:*

- a) Defines learning targets and themes for each grade level.
- b) Includes instruction for pupils in grades K to 12.
- c) Incorporates career development education embedded within core instruction.
- d) Includes strategies for engaging parents and community business and industry interests.

*(2) Beginning in the 2019-2020 school year, the board of a school district or board of directors of a public school academy shall ensure that the school district's or public school academy's curriculum incorporates grade-appropriate instruction on career development in each grade level in grades K to 12.*

The following guidance has been developed in compliance with the Revised School Code in providing a broad overview to assist schools in developing a model program of strategies to incorporate career development for students grade K-12.

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<sup>1</sup> <http://www.legislature.mi.gov/documents/2017-2018/publicact/pdf/2018-PA-0229.pdf>

In addition, the Revised School Code<sup>2</sup>, defines specific requirements of an EDP and talent portfolio.

*(11) The board of a school district or board of directors of a public school academy shall provide the opportunity for each pupil to develop an educational development plan during grade 7, and shall ensure that each pupil reviews his or her educational development plan during grade 8 and revises it as appropriate before he or she begins high school. The board of a school district or board of directors of a public school academy shall also ensure that each pupil reviews and revises his or her educational development plan as appropriate during each year of high school. An educational development plan shall be developed, reviewed, and revised by the pupil under the supervision of the pupil's school counselor or another designee qualified to act in a counseling role under section 1233 or 1233a selected by the school principal and shall be based on high school readiness scores and a career pathways program or similar career exploration program. An educational development plan shall be designed to assist pupils to identify career development goals as they relate to academic requirements. During the process of developing and reviewing a pupil's educational development plan, the pupil shall be advised that many of the curricular requirements of this section and section 1278a may be fulfilled through career and technical education. In addition, during the process of developing and reviewing an educational development plan, the pupil shall be provided with all of the following:*

*(a) Information on various types of careers and current and projected job openings in this state and those jobs' actual and projected wages.*

*(b) An opportunity to explore careers specific to a pupil's interests and identify career pathways and goals for achieving success in those careers, including, but not limited to, the level and type of educational preparation necessary to accomplish those goals.*

*(c) An opportunity to develop a talent portfolio. A talent portfolio shall be developed and revised throughout the implementation of a pupil's educational development plan. A talent portfolio shall include, but is not limited to, a record of the pupil's experiences, proficiencies, certifications, or accomplishments that demonstrate talents or marketable skills. The department, in conjunction with the department of talent and economic development, shall develop and make available to the public schools model information materials that districts or public school academies may use to comply with this subdivision.*

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<sup>2</sup> <http://www.legislature.mi.gov/documents/2017-2018/publicact/pdf/2018-PA-0230.pdf>