

ACADEMIC AND CAREER PLANNING GRADE LEVEL STANDARDS, ARTIFACTS & ACTIVITIES

ACP – Academic and Career Planning
 MHS – Marshfield High School
 FCS – Family and Consumer Science

MSTC – Mid-State Technical College
 CTE – Career & Technical Education
 PBIS – Positive Behavioral Interventions & Supports

ACP Standard	Grade Level	Staff	6 th Grade College and Career Readiness Activities
Understand the definitions and terms related to Academic and Career Plan	6	Elementary Guidance	School Counseling and During the School Day <ul style="list-style-type: none"> • Introduction to Purpose of ACP • ACP District Resources, ACP Guide and Website Exploration • Introduction to Career Cruising • Middle School Course information • Initial Goal Setting Activities: <ul style="list-style-type: none"> • Middle School Tours • MHS Career Explorer • Middle School Counseling Presentation- Courses and Registration
Learn and explore each of the 16 Career Clusters and develop Programs of Study to explore further	6	Elementary Guidance	
Develop an initial course plan to modify over time	6	Classroom Teacher and Middle School Counselor	
CAREER CRUISING ACTIVITIES	Grade Level	Location	
Career Matchmaker	6	Elementary Guidance and Classroom Teacher	
My Skills	6	Elementary Guidance and Classroom Teacher	
Learning Style Inventory	6	Elementary Guidance and Classroom Teacher	
Hobbies and Interests (minimum of 2)	6	Elementary Guidance and Classroom Teacher	
Extracurricular Activities (minimum of 1)	6	Elementary Guidance and Classroom Teacher	
My Saved Careers (minimum of 3)	6	Elementary Guidance and Classroom Teacher	
Career Planning Activities	6	Elementary Guidance and Classroom Teacher	
CAREER CRUISING ACTIVITIES	Grade Level	Location	
ACP Standard	Grade Level	Staff	
Complete inventories that help students understand themselves and the concept of a personal brand, and use the inventories to identify potential career interests to explore further	7	FCS and Lunch & Learn	Middle School Advisory Lessons (Lunch & Learn) <ul style="list-style-type: none"> • Purpose of ACP • ACP District Resources, ACP Guide and Website • Functional Goals • Course Registration • Update ACP • PBIS • Community Service • Problem Solving and Decision Making Activities:
Understand how to set academic and personal goals, and use school resources including the Course Offerings to develop a six-year academic plan	7	FCS and Lunch & Learn	
Understand how to align course selection with potential career interests	7	FCS	
CAREER CRUISING ACTIVITIES	Grade Level	Location	

Career Matchmaker	7	FCS	<ul style="list-style-type: none"> • Career and Technical Student Organizations • Counseling Registration Information Session • MSTC Career Exploration • Parent Registration Night • Personal Development Night
My Skills	7	FCS	
Learning Style Inventory	7	Lunch & Learn	
My Saved Careers (minimum of 3)	7	FCS	
My Saved Clusters	7	FCS	
6 Year Education Plan (sketch)	7	Lunch & Learn	
Hobbies and Interests (minimum of 2)	7	Lunch & Learn	
Extracurricular Activities (minimum of 1)	7	Lunch & Learn	
My Journal (minimum of 1)	7	Lunch & Learn	
ACP Standard	Grade Level	Staff	
Understand graduation requirements, what makes up a high school transcript and the high school timeline of College and Career Readiness events	8	Career Quest	Middle School Advisory Lessons (Lunch & Learn) <ul style="list-style-type: none"> • Purpose of ACP • ACP District Resources, ACP Guide and Website Exploration • Career and Life Goals • Course Registration • Update ACP • Functional Resume
Review the High School Course Offerings to revise the six-year course plan, and use the Programs of Study to select courses that support personal goals	8	Career Quest	
Learn how to create a resume and understand the importance of building resumes over time	8	Career Quest	
CAREER CRUISING ACTIVITIES	Grade Level	Location	Activities: <ul style="list-style-type: none"> • Job Application and Job Mock Interviews • Career Quest Café • Senior Panel • Heavy Metal Tour • Reality Store • High School Counseling Presentation- Courses and Registration • Individual Learner Plans • Tiger Course Hunt • Pathway Partners Mentoring Program Introduction • Career and Technical Student Organizations
Career Matchmaker	8	Career Quest	
My Skills	8	Career Quest	
Learning Style Inventory	8	Career Quest	
My Saved Careers (minimum of 3)	8	Career Quest	
Career Selector	8	Careers Quest	
My Saved Schools (minimum of 1)	8	Careers Quest	
School Selector	8	Career Quest	
My Saved Clusters	8	Career Quest	
Career Planning Activities (minimum of 1)	8	Career Quest	
Career and Life Goals	8	Career Quest	
Hobbies and Interests (minimum of 2)	8	Lunch & Learn	
Extracurricular Activities (minimum of 2)	8	Lunch & Learn	
Skills and Abilities (minimum of 1)	8	Career Quest	
My Journal (minimum of 1)	8	Lunch & Learn	
ACP Standard	Grade Level	Staff	9 th Grade College and Career Readiness Activities
Update personal inventories to identify any key changes that could affect goals or plans	9	English Department and ACP	High School Advisory Lessons <ul style="list-style-type: none"> • Purpose of ACP • ACP District Resources, ACP Guide and Website Exploration
Be exposed to the concept of “post-secondary alignment,” available	9	School Counselors and CTE Coordinator	

opportunities and financial planning that supports post-secondary			<ul style="list-style-type: none"> • Career and Life Goals • Course Registration • Transcript Review • Review Individual Learning Plan (6-Year Plan) • Update ACP • Functional Resume
CAREER CRUISING ACTIVITIES	Grade Level	Location	
Career Matchmaker	9	English Department	
My Saved Careers (minimum of 3)	9	English Department and ACP	
My Saved Clusters	9	English Department	
Career and Life Goals	9	English Department and ACP	
Hobbies and Interests (minimum of 2)	9	English Department and ACP	
Extracurricular Activities (minimum of 2)	9	English Department and ACP	
Skills and Abilities (minimum of 1)	9	English Department and ACP	
My Journal (minimum of 1)	9	English Department and ACP	
ACP Standard	Grade Level	Staff	10th Grade College and Career Readiness Activities
Conduct structured research on potential careers	10	English Department	<ul style="list-style-type: none"> • High School Advisory Lessons • Purpose of ACP • ACP District Resources, ACP Guide and Website Exploration • Career and Life Goals • Course Registration • Transcript Review • Update ACP • Functional Resume
Identify roles and responsibilities, skills and abilities, education/training needed for identified careers	10	School Counselors, CTE Coordinator and Advisory	
Learn about Career-based Learning Opportunities	10	CTE Coordinator	
CAREER CRUISING ACTIVITIES	Grade Level	Location	
Career Matchmaker	10	English Department	
My Skills	10	English Department	
Learning Styles Inventory	10	English Department	
My Saved Careers (minimum of 3)	10	English Department and ACP	
Career Selector	10	English Department and ACP	
School Selector	10	English Department and ACP	
My Saved Clusters	10	English Department and ACP	<ul style="list-style-type: none"> • Activities: • Counseling Focus- Post Secondary Options • Wisconsin Education Fair • MSTC CareerView • Career and Technical Student Organizations • Tiger Course Hunt • Career-based Learning Programs Introduction • Ready for Success • Pathway Partners Mentoring Program
Career Planning Activities (minimum of 2)	10	English Department, School Counselors and Advisors	
Career and Life Goals	10	English Department and ACP	
Hobbies and Interests (minimum of 3)	10	English Department and ACP	
Extracurricular Activities (minimum of 3)	10	English Department and ACP	
Skills and Abilities (minimum of 2)	10	English Department and ACP	

My Journal (minimum of 2)	10	English Department and ACP	
ACP Standard	Grade Level	Staff	11 th Grade College and Career Readiness Activities
Understand how to research job opportunities, create and use a network to find employment, and leverage labor market projections to assess future job opportunities	11	School Counselors and ACP	<p>High School Advisory Lessons</p> <ul style="list-style-type: none"> • Purpose of ACP • ACP District Resources, ACP Guide and Website Exploration • Course Registration • Transcript Review • Career and Life Goals • College and Career Search and Identify information needed to complete applications • Refining Career Focus • Update ACP • Functional Resume • Scholarships • Understanding the cost of college/ Cost and Income Analysis <p>Activities:</p> <ul style="list-style-type: none"> • Counseling Focus - Junior Conference Planning • Xtreme Xploration • Wisconsin Education Fair • MSTC CareerView • Career-based Learning Programs • Career and Technical Student Organizations • Tiger Course Hunt • Financial Aid Night/Scholarships • Content Specific Community Business Experiences • Pathway Partners Mentoring Program • Ready for Success
Understand how to evaluate post-secondary opportunities, do a college search, and locate and complete a college application	11	School Counselors, English Department and ACP	
Review assessment results and how they support post-secondary choices	11	School Counselors and Advisory	
Understand financial implications for alternative post-secondary options along with resources available	11	School Counselors, Consumer & Personal Finance Teachers and ACP	
Create a resume for employment	11	English Department	
CAREER CRUISING ACTIVITIES	Grade Level	Location	
Career Matchmaker	11	English Department	
My Saved Careers (minimum of 3)	11	English Department and Advisory	
My Saved Schools (minimum 2-3)	11	English Department and Advisory	
School Selector	11	English Department and Advisory	
Career Planning Activities (minimum of 3)	11	English Department, School Counselors and Advisory	
Post-Secondary Plan	11	English Department, School Counselors and Advisory	
Career and Life Goals	11	English Department and Advisory	
Hobbies and Interests (minimum of 3)	11	English Department and Advisory	
Extracurricular Activities (minimum of 3)	11	English Department and Advisory	
Skills and Abilities (minimum of 2)	11	English Department and Advisory	
ACP Standard	Grade Level	Staff	12 th Grade College and Career Readiness Activities
Develop a financial plan to support post-secondary transition	12	Consumer & Personal Finance Teachers	<p>Monthly Advisory Lessons</p> <ul style="list-style-type: none"> • Purpose of ACP • ACP District Resources, ACP Guide and Website Exploration • Scholarships • Transcript Review
Ensure Academic and Career Plans and related documents accurately reflect all honors, credentials, endorsements, etc. that comprise their high school portfolio	12	School Counselor and Advisory	

Transition Academic and Career Plan portfolio elements to ensure access after graduation	12	School Counselor and Advisory	<ul style="list-style-type: none"> • Career and Life Goals • Financial Aid Overview and Resources • Post-Secondary Transition • Update ACP • Reviewing/Reflecting on a budget • Accessing an Academic and Career Plan after graduation • ACP End-of-the Year Reflection/Survey <p>Activities:</p> <ul style="list-style-type: none"> • Counseling Focus - one-on-one guidance and follow-up regarding applications, scholarships, and student loans • Wisconsin Education Fair • MSTC CareerView • Career-based Learning Programs • Career and Technical Student Organizations • Financial Aid Night/Scholarships • Career-based Learning Certificates • Pathway Partners Mentoring Program • Ready for Success • Content Specific Community Business Experiences
CAREER CRUISING ACTIVITIES	Grade Level	Location	
Career Matchmaker	12	English Department	
My Saved Careers (minimum of 3)	12	English Department and Advisory	
My Saved Schools (minimum 3)	12	English Department and Advisory	
Financial Aid Selector	12	English Department and School Counselors	
Career and Life Goals	12	English Department and Advisory	
Hobbies and Interests (minimum of 3)	12	English Department and Advisory	
Extracurricular Activities (minimum of 3)	12	English Department and Advisory	
Skills and Abilities (minimum of 3)	12	English Department and Advisory	