ICAP Building Blocks
To Real World Connections

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Oklahoma State Department of Education
Introduction

- Why Are We Here?
  - Every Student Succeeds Act (ESSA)

- ICAP Building Blocks: Middle School to High School
  - Where Are You Now?
  - Plan With ICAP In Mind
  - Real World Connections
  - Work-Based Learning, Building Partnerships

- Resources
Oklahoma Edge: 8-Year Strategic Plan

- Oklahoma’s Every Student Succeeds Act (ESSA) plan outlines the 8-year strategic goal of 100% of grade 6-12 students developing a meaningful Individual Career Academic Plan (ICAP).

- ICAP equips students with the awareness, preparation, and action to create individualized, meaningful exploration of college- and career-readiness opportunities.
Why Are We Here?

To learn more visit, OKEdge.com
ICAP Requirements - HB 2155

- College & career interest surveys
  - OKCareerGuide or OKCollegeStart
- Written post-secondary & workforce goals and progress towards goals
- Intentional sequence of courses
- Academic progress
- Scores on college & career ready assessments
- Experience in service learning and/or work environment activities
Close Oklahoma’s Workforce Gap

GOAL: By 2025, 70% of residents 25-64 years-old will have education or training beyond high school.

**SKILLS GAP FOR NEW JOBS BY 2028**

<table>
<thead>
<tr>
<th></th>
<th>High School and Less</th>
<th>Associate’s/Certificate/Credential</th>
<th>Bachelor’s</th>
<th>Graduate</th>
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<tr>
<td>2018 Attainment</td>
<td>46%</td>
<td>31%</td>
<td>16%</td>
<td>8%</td>
</tr>
<tr>
<td>2028 New Jobs</td>
<td>31%</td>
<td>48%</td>
<td>16%</td>
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Source: OK Office of Workforce Development EMSI, 2018.2
### ICAP: Building Blocks to Real World Connections – Where Are You Now?

<table>
<thead>
<tr>
<th>Provide a time in the master schedule to expose students to college and career opportunities (i.e. daily advisory or career exploration class)</th>
<th>Select an online tool to facilitate Individual Career Academic Planning (i.e. OKCollegeStart, OKCareerGuide)</th>
<th>Assemble an ICAP Team that meets regularly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with middle/high school on transition activities to stay abreast of graduation requirements</td>
<td>Provide students with authentic and applied career exploration opportunities</td>
<td>Assemble a Business/Community Partnership Team that meets regularly</td>
</tr>
<tr>
<td>Incorporate employability (life) skills into your lesson plans and curriculum</td>
<td>Participate in activities that address real world experiences (e.g. job-shadowing, mentorships, internships)</td>
<td>Assess student career interest and awareness for use as reflective tool throughout ICAP process</td>
</tr>
</tbody>
</table>

Share with other participants your successes and challenges for these bridging indicators.
Build Blocks Early

6th & 7th Grade Career Assessment

Early awareness is critical to developing an appropriate, relevant career pathway for students. Elementary/Middle School counselors and teachers must introduce ICAPs AND share that information with receiving schools.

➢ Introduce ICAP
➢ Assessment—OK CareerGuide, OKCollegeStart
➢ Guest Speakers
➢ Career Fairs/Projects
➢ Exploration Activities

8th Grade Academic Career Plans

Students must see value in coursework as many high school plans require some courses be taken prior to 10th grade; therefore, middle schools must identify students who are eligible for and need to take high school courses in middle school such as Algebra I, English I and/or Technology.

➢ Update ICAP
➢ Purposefully Plan HS Enrollment
➢ Visit Career Tech
➢ Promote ACT/SAT
➢ Oklahoma’s Promise Application
Build Blocks HS - 1

9th Grade Freshman Super Saturday

Orientation PRIOR to 9th grade helps parents and students make informed decisions about high school.

- Update ICAP
- Review HS Course Selection
- Review Pathways:
  - Career Tech
  - Concurrent
  - Internships

10th Grade Sophomore Seminar

Parents and students play a major role in high school success by developing a plan that best fits the needs of the student.

- Career Tech Plan
- Concurrent Plan – PreACT/PSAT/ACT/SAT Score
- Oklahoma’s Promise Deadline
- Credit Check
- Attendance/Grades
**Build Blocks HS - 2**

**11th Grade Junior J.A.A.M.**

Junior Academic Advisement Meetings

- Academic Status PRIOR TO Senior Year
- Group w/Juniors, Parents, Counselor
- Diploma of Distinction
- OK Promise Review
- Concurrent Enrollment
- Service Learning
- Career Tech Program
- Internship Readiness
- State Assessment (ACT/SAT)

**12th Grade**

Senior Exit Meetings

- Individual w/Senior, Parent, Counselor PRIOR to Fall Break
- Finalize Credits
- Concurrent Enrollment / Career Tech Certifications
- Finalize OK Promise
- Scholarships / FAFSA
- College Applications / Requirements
- Service Learning
- Internships
## ICAP Building Blocks

### JANUARY/FEBRUARY

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<tr>
<th>Completion Criteria</th>
<th>6</th>
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*Taken from ICAP Toolkit on OKEdge.com*
Roadblocks to Building Blocks

● Securing adequate team planning time
  ➢ First year is the hardest
  ➢ Schedules vary
  ➢ Staffing limited

● Ensuring ALL team members are on same page
  ➢ Difficult monitoring
    (Who takes the lead?)
  ➢ Some staff go rogue!
  ➢ Students tell all!
    (“We didn’t do that in our class!”)
Roadblocks to Building Blocks

- **Consistency in resource usage**
  - A must for replication purposes
  - Online platform rolls students by grade level (can HS continue?)
  - Catching up new students

- **Building “The Binder”**
  - Documenting Lesson Plans/Activities
  - Calendar of Events
  - Google folders
  - Copies

**Acknowledge the challenges; explore the possibilities.**
Subject (Course) Codes:

Summary of 2019-2020 Subject Codes Changes

PK-8th Grade Subject Codes for 2019-2020

9th-12th Subject Codes for 2019-2020

Career Technology Subject Codes for 2019-2020*

*May only be taught by Career Technology Education teachers

More information about subject codes can be found at: Office of Accreditation, Office of Accountability, CareerTech
What is Work-Based Learning?

Work-based learning (WBL) expands academic and technical learning and accelerates advancement along career pathways. WBL develops readiness for work as well and skills that support entry or advancement in a particular career field.

~ Employer Guide To Work-Based Learning

WBL is equivalent to the Work Environment requirement of ICAP
OKLAHOMA’S WORK-BASED LEARNING CONTINUUM
Work-based learning is a continuum of activities that occur, in part or in a whole, in the workplace, providing the learner with hands-on, real world experience.

LEARNING ABOUT WORK
Career Awareness helps individuals build awareness of the variety of careers available.
- Workplace Tours
- Guest Speakers
- Career Fairs
- Field Trips

Career Exploration provides individuals with experiences that help inform career decisions.
- Job Shadowing
- Career Research
- Informational Interviews
- Career Interest Assessment
- Mentoring

LEARNING THROUGH WORK
Career Preparation supports career readiness and includes extended direct interaction with professionals from industry and the community.
- Clinical Experiences
- Credit-for-Work-Experiences
- Internships
- Pre-Apprenticeship
- Project-Based Learning
- Service-Learning

LEARNING AT WORK
Career Training occurs at a work site and prepares individuals for employment.
- Apprenticeship
- On-the-Job-Training
- Employee

HIGH QUALITY WBL FRAMEWORK
- Clear work-based learning partnership agreement
- Authentic work experience component
- Structured learning component
- Culminating assessment and recognition of skills

OUTCOMES:
Skilled Talent for Business + Meaningful Careers for Students & Job Seekers

www.oklahomaworks.gov/work-based-learning
Mentorships

"Every child deserves a champion: an adult who will never give up on them, who understands the power of connection and insists they become the best they can possibly be."

- Rita Pierson, Educator

Allows students to explore a specific career of interest by developing a mentor mentee (role model) with an experienced person in a company for guidance and to improve employability skills.
Internships

An internship (paid or unpaid) is a position for a student or trainee to work in an organization for a limited duration to gain work experience, and potentially satisfy requirements for a credential and/or course credit if enrolled in an academic institution.
(HB 2535) Credit on Academic Indicators for Internships:

**Internships Course Codes:** These course codes should be used for all approved internships. Only the following internship course codes will be used for the Postsecondary Opportunities indicator in accountability.

- 2790 Internship I – Juniors
- 2791 Internship II – Seniors
- 8102 Business Information Technology Internship
- 8468 Culinary Arts Internship
- 8622 Marketing Internship

**Reporting:** Internship participation is also reported to the Wave by the school. The reporting process for internships aligns closely with the College Prep Coursework reporting procedures previously discussed. Schools should ensure that their local SIS accurately populates the required fields:

1) Course Code and Title  
2) Local Course Description  
3) Instructional level  
4) Term Span Code  
5) Length of Course  
6) Grade(s)

For more information, view Internships FAQs.
Work-Based Learning At-A-Glance

Apprenticeships
- Paid or not paid
- Age Requirements
- Scheduling
- Insurance/Liability
- Areas of Need (Student Interest)
- Location
- Transportation
  **Connected:**
  - Your Local Resources

Internships
- Paid or not paid
- Transportation/Location
- Relevant Experience
- Student Schedules
- Graduation Requirements
  **Connected:**
  - County Health
  - County Parks/Recreation
  - Colleges/University
  - Businesses

Mentorships
- Availability
- Consistency
- Hidden Agendas
- Privacy
- Social vs Career
  **Connected:**
  - Community Programs
  - Church Groups
  - Girl/Boy Scouts
  - Fraternities/Sororities
"When schools and community organizations work together to support learning, **everyone benefits**. Partnerships can serve to strengthen, support, and even transform individual partners, resulting in improved program quality, more efficient use of resources, and better alignment of goals and curricula."

**Benefits To Partnerships**

*The Expanded Learning & Afterschool Project*
Your education and experience may make you eligible to apply for a job, but to be successful in most roles, you will need skills that you are likely to develop over time. Some will be specific to the job, but the vast majority will be so-called ‘soft skills’ that can be used in any job or employment sectors.

These soft skills are ‘employability skills’: they are what makes you employable.
Effective partnerships require continuous listening skills and communication skills to ensure desired results.
Suggested Partnership Process

Get Connected!

1. Oklahoma Workforce Development Boards
2. Oklahoma Chambers of Commerce
3. Oklahoma CareerTech Regional Coordinators

Form Partnership Team!

School/District & Industry/Community
Superintendents & Principals
Counselors & Teachers (Special Ed)
Youth & Family Coordinators
College- and Career-Readiness Staff
Human Resources
Executive Teams
Public Affairs/Public Relations
Tribal Nations
Develop Outreach Plan!

Market with intent to entice a business/community organization to partner with your school district.

ICAPs ensures that Oklahoma students have the necessary skills for the workforce upon graduation.

For more information, view Sample Partnership Calendar.
## Business/Community Partnership Team - Where Are You Now?

<table>
<thead>
<tr>
<th>Interests you know your students have:</th>
<th>Partnerships you already have connections with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Table cells for Interests]</td>
<td>[Table cells for Partnerships]</td>
</tr>
<tr>
<td>Partnerships in your community you know of but need to reach out to:</td>
<td>Who can you think of to serve on your partnership team? (staff, parents, business/community, students):</td>
</tr>
</tbody>
</table>

**Engage In Activity**
Partnerships in Action

Oklahoma high schools are giving their seniors a taste of adulthood with a full day devoted to the next steps after graduation.
Prepare Your Workforce

- Business & Education Partnership Guides
- Internships & Exterships
- Build a Better Workforce
- Connect with Local Educators
- Oklahoma’s High-Demand Industries
- How to Get Involved

Supporting Students

- Supporting Your Students
- Implementing the ICAP
- Financial Aid & Scholarships
- Career Literacy
- Oklahoma’s Workforce
- How to Get Involved
- Professional Development

Plan for the Future

- Elementary School
- Middle School
- High School
What is Oklahoma Career Expo Week?

This week-long event connects students with businesses to give our future talent an opportunity to explore the possibilities that await them in Oklahoma.

Planning Resources:
Career Expo Week Event Planning Guide
Career Expo Week Website
Contact Information:

Oklahoma State Department of Education

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ICAP Building Blocks Survey
Thanks for joining us!