

Oklahoma State Department of Education Individual Career Academic Plans (ICAP) Dr. Cindy Koss, Deputy Superintendent Academic Affairs and Planning Marissa Lightsey, Program Manager – New Skills for Youth

Oklahoma Edge Individual Career Academic Plan



Superintendent of Public Instruction





Agenda – ICAP Pilots

August 30, 2017, Metro Technology Center 9 a.m. – 3:30 p.m.

- 1. Welcome State Superintendent, Joy Hofmeister
- 2. "Why ICAP?"
- 3. Determine why, what, and how for implementing ICAP
- 4. Define Implementation Strategies for ICAP: Assess, Explore, Plan, Act
- 5. Next Steps







Participants will:

- •Understand the WHY behind the process
- •Explore the connection between the WHY and the WHAT in ICAP process
- •Explore **HOW** to best implement ICAP process in schools while aligning ICAP to broader school activities





WHY?





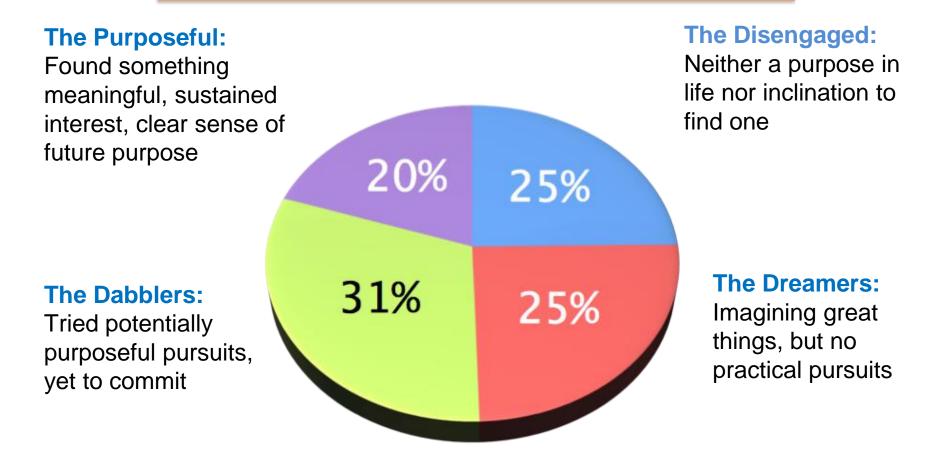


Why will ICAPs be important to your students?





Many Youths Without Purpose



Source: The Path to Purpose, William Damon







"Hope, engagement, and well-being are significantly related to student performance, influencing outcomes such as grades, credits earned, achievement scores, likelihood to stay in school, and future employment."

"Students' emotional engagement with school is the non-cognitive measure most directly related to academic achievement."

Gallup, 2013, http://www.gallup.com/businessjournal/168242/not-enough-students-success-ready.aspx





The Why

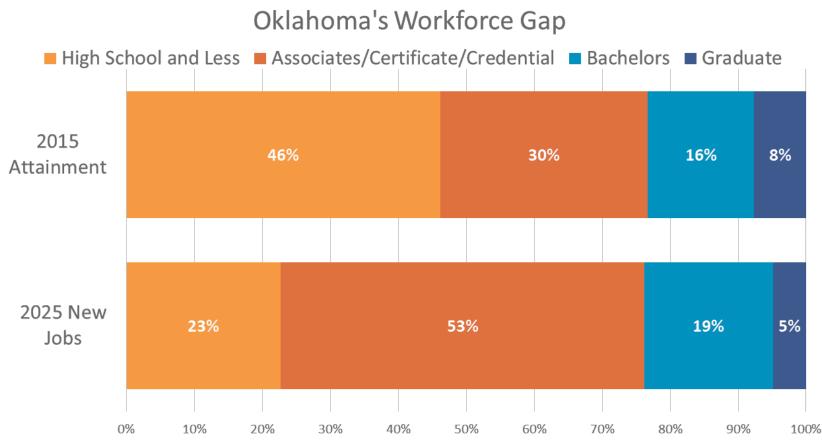
"When a child has a plan and a goal, it is called hope."

Kathy Dunn Mid-Del Public Schools





Oklahoma's Workforce Gap



Source: OK Office of Workforce Development; EMSI Q2, 2015





Ability to Adapt to New Work Demands Is Critical

Academic Skills
(reading,
writing, math,
science)Career/Industry
specializationImployability
Skills
(reading,
writing, math,
science)Employability
Skills
(transferable
skills)Imployability
SpecializationImployability
Skills
(reading,
writing, math,
science)Employability
Skills
(transferable
skills)





New Skills for Youth Grant

"This grant will enable families to engage early with their own student's academic strengths, needs and aspirations for the careers and jobs of the future and will equip schools to support that work. We are very grateful to JP Morgan Chase for the resources to make great things happen." Hofmeister said.

College and career readiness are of particular importance in Oklahoma, where, by the year 2025, three-fourths of Oklahoma jobs will require postsecondary credentials.





New Skills for Youth Objectives

The Vision

To ensure all students have the opportunity and support to successfully secure a postsecondary degree and/or industry certification that reflects each individual's passions and skills.

Objective 1 – Employer Engagement Objective 2 – Rigorous and Quality Curriculum Objective 3 – Career Focused Accountability – Postsecondary Indicators **Objective 4 – Multiple Pathways That Culminate in Credentials of Value** Objective 5 – Aligned Funding Objective 6 – Cross Institutional Alignment Objective 7 – Strategic Communication





College and Career Readiness

College and career ready means that students graduate from high school prepared to enter and succeed in postsecondary opportunities whether college or career.







WHAT?





What is ICAP?

An Individual Career Academic Plan is a multi-year process that intentionally guides students as they explore career, academic, and postsecondary opportunities.

Beginning with the family and student involvement in the ICAP process and support from educators, students develop the awareness, knowledge, and skills to create their own meaningful pathways to be career and college ready.





What Is ICAP?

4-Year Plan (Traditional)	ICAP (The Vision)						
Product-based	Process-based						
Some or select students (CTE, Special Education)	All students						
Acts as a 4-year plan of courses	Acts as a navigational tool for students in grades 6-12 and beyond						
Career application in elective CTE classes	Career application in all classes						
Career development in elective courses or not at all	Career development infused throughout all courses						
Student "on own" for his/her development	Student-driven with collaboration (advisor, mentor, parents)						
High school graduation = end point	High school graduation = checkpoint						
Career development is only the school counselor's job	Career development is systematic, whole- school responsibility						

What do you notice that is different from current practice?





Oklahoma Legislation HB 2155

B. 2. The ICAP system shall be implemented according to the following schedule:

a. For the 2017-2018 school year, the Oklahoma State Department of Education shall work with school districts, the Oklahoma State Regents for Higher Education and the Oklahoma State Board of Career and Technology Education to develop individual career academic planning tools for students in grades six through twelve.

b. For the 2018-2019 school year, the Department shall incorporate the ICAP as described in paragraph 1 of this subsection on a pilot program basis, and

c. For the 2019-2020 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the ICAP as described in paragraph 1 of this subsection for all students entering the ninth grade.
C. Nothing in this section shall be construed to prevent a district from implementing the ICAP for students in earlier grades.





The What



Individual Career Academic Plan **Oklahoma Legislation Requirements**

HB 2155 Oklahoma Legislation

WHAT IS HB 2155 OKLAHOMA LEGISLATION?

HB 2155 Individual Career and Academic Plan (ICAP) means an individualized plan developed by the student and the student's parent or legal guardian, in collaboration with their school counselors, school administrators, teachers and other school personnel, that is used to help establish personalized academic and career goals, explore postsecondary career and educational opportunities, align course work and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce.

Individual Career Academic Plan (ICAP)

WHAT IS AN INDIVIDUAL CAREER ACADEMIC PLAN?

An ICAP is a multi-year process that guides students as they explore career, academic and postsecondary opportunities. Family, student and educators collaborate to develop the ICAP, which equips students with the awareness, knowledge and skills to create their own meaningful exploration of college and career opportunities. The ICAP is an evolving document that reflects students' changing passions, aptitudes, interests and growth.

a. career- and college-interest surveys	ASSESS a. OK Career Guide and OK College Start are free tools available to all students. These tools offer several career interest surveys. • Career Interest Survey • Student Strengths Survey • Career Cluster
b. written postsecondary and workforce goals and information of progress toward these goals	EXPLORE b. Districts select an ICAP tool for parents, students, and counselors to review and revise annually that documents postsecondary and workforce goals.
c. intentional sequence of courses that reflect	PLAN c. Using several resources provided through the

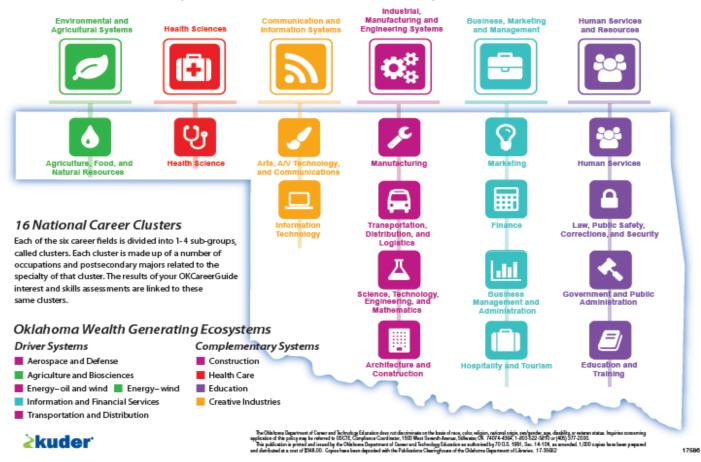




Career Fields & Clusters

6 Career Fields

The career fields are the six large groups. They include all of the occupations in the United States, and their titles tell you something about the focus of work in that group of occupations.









Career Clusters are groups of occupations and industries that share a set of foundational knowledge and skills. There are 16 nationally recognized career clusters with multiple career pathways.

As a student progresses from elementary through high school and beyond, career clusters **serve as a guide to assist students and families** with course selection and opportunities for students beyond the school day.





Career Pathways

Career Pathways are multi-year programs of academic and technical study that prepare students for a full range of options within each of the 16 career clusters.

There are 79 nationally recognized pathways that are organized within the 16 career clusters. These pathways **provide a context for exploring career options** at all levels of education and expose students to the **full range of postsecondary options** needed for future education and employment.





Programs of Study

Programs of Study are sequences of courses that follow a logical progression of secondary and postsecondary components that are connected to each career pathway.

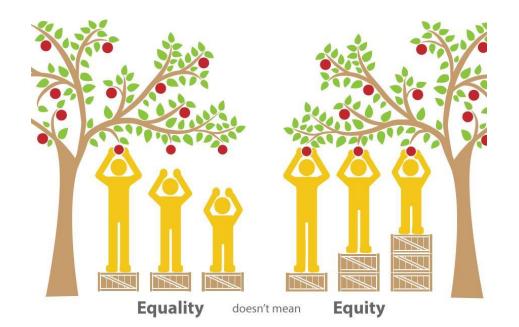
Programs of study include opportunities to earn college credit, earn an industry-recognized credential or certificate and/or an associate or baccalaureate degree. Programs of study can also include participation in formal internship or apprenticeship options while in high school.





Equity Activity

Equality doesn't mean equity!







Equity Breakdown

While **Equality in the classroom** is loosely defined as giving all students the same resources to succeed.

Equity in the classroom can be defined as giving all students what they need to succeed.

Ohio State University, Beyond Penguins, 2009







Our goal is for all students to have equal access to post-secondary options while providing equitable resources for all students to achieve their goals.





ICAP Pilot Group

- Choose at least one site in grades 6-12
- Identify contact person for study
- Identify school advisory team
- Choose an online tool
- Commit to provide Parent Nights fall & spring
- Commit to attending monthly Advisory Group Meetings
- Commit to responding to an online survey
- Commit to 2-3 days of training from OSDE and schedule training as needed for online tool





ICAP Pilot Study Districts

- Ada
- Atoka
- Bristow
- Bennington
- Broken Arrow
- Carnegie
- Choctaw-Nicoma Park
- Duncan
- Enid
- Glenpool
- Grove
- Jenks
- Lawton
- Mid-Del

- Millwood
- Mustang
- Norman
- Oklahoma City
- Owasso
- Peggs
- Ponca City
- Pryor
- Putnam City
- Sallisaw
- Shawnee
- Stillwater
- Stillwell
- Yukon





ICAP Roles & Responsibilities

Stakeholder	Roles	Responsibilities
Principal	Promote successful implementation by demonstrating enthusiasm & commitment	Set priorities & commitment Provide support Encourage participation
Counselor	Support implementation with information and resources for teachers and provide feedback to ICAP Team	Engage students, families & teachers in the process Act as a resource and mentor to students Lead the ICAP process with school-wide participation Provide ongoing feedback to ICAP Team
Teacher	Contribute to successful implementation by providing feedback to ICAP team and referrals to counselors.	Encourage students in area of interest Facilitate conversation with students & families Act as a resource and mentor to students
Parent	Parents and family members influence student perspectives of career and postsecondary options	Demonstrate active interest & support of ICAP With student complete online ICAP Encourage & influence students' interests & abilities
Community	Provide resources and career & college information & add to students' experiences in the ICAP	Provide schools and students with opportunities for experiences (field trips, guest speakers, internships)





ICAP – The Why?

Dr. Don Raleigh, Superintendent Pryor Public Schools



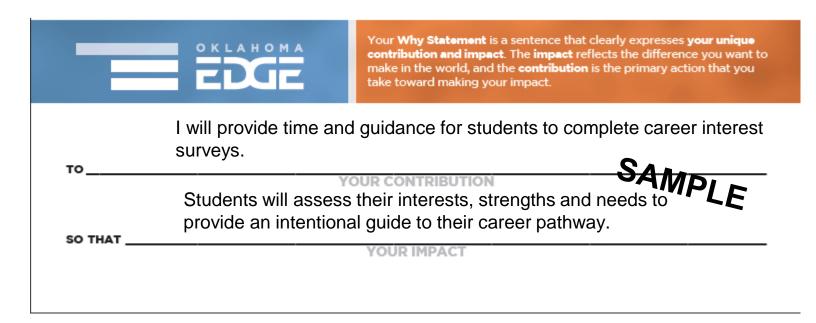
2017 Oklahoma Superintendent of the Year





WHY ICAP?

On your index card, please complete.... Share at your table...







MORNING BREAK





ASSESS







Where are you now? What opportunities are available for your students? Use your ICAP chart of components to recognize what you already have in place!

Current Implementation $\sqrt{}$

Plan for Implementation 2017-2018

Future Implementation



4 STAGES OF SUCCESSFUL INDIVIDUAL CAREER ACADEMIC PLANNING

ASSESS – WHO AM I? GET TO KNOW YOUR INTERESTS, SKILLS AND STRENGTHS

EXPLORE – WHERE DO I WANT TO GO? EXPLORE CAREER PATHWAYS AND EDUCATION OPPORTUNITIES

PLAN – HOW DO I GET THERE? SET YOUR ROUTE? SET GOALS, CHOOSE COURSES, JOIN CLUBS AND ACTIVITIES, OBTAIN FINANCING, COMPLETE APPLICATIONS, WRITE RESUMES

ACT – REVIEW AND REVISE PLAN AS NECESSARY





Let's Talk About It

- •What do you want your graduates to take away with them?
- •What are you already doing in the area of college and career readiness?
- •Who helps students be college & career ready at your school?
- •What resources do you use to ensure this is happening?







Where are you now? What opportunities are available for your students? Use your ICAP chart of components to check what you already have in place!

Current Implementation $\sqrt{}$

Plan for Implementation 2017-2018

Future Implementation



Individual Career Academic Plan Components

The following table outlines the components that comprise ICAP and are aligned to the ICAP model. Many are already in place in your district. The shift will be systemic, toward a student-centered model that allows all students access to the components they need to meet their individual goal.

4 STAGES OF SUCCESSFUL INDIVIDUAL CAREER AND ACADEMIC PLANNING							
ASSESS Self-Awareness Activities		EXPLORE Exploration Activities		PLAN Career Planning Activities		ACT Management Activities	
Set personal goals	Set personal goals	Revise goals	Career interest inventories	Setting career goals	Resume writing	Writing cover letters	Modify academic goals as necessary
Write personal reflection	Identify strengths	Identify needs	Career cluster exploration	Career pathway exploration	Investigate postsecondary options	Campus visits and reflections	Modify intentional sequence of courses as necessary
Career skills inventory	Technical skills inventory	Academic skills inventory	Creation of program of study	Job fair participation and reflection	Applications to postsecondary options	Leadership opportunities	Modify personal goals as necessary
Acad	demic Prepara	ation	Career research	Mock interview	Personal financial literacy concepts	Financial plan	Modify career goals as necessary
Graduation requirements	AP or advanced courses	Online courses	Interviews of career experts	Career research paper	Complete FAFSA form	Scholarship information	Update ICAP regularly (annually, each semester, quarterly)
Elective courses	CTE courses	Concurrent enrollment	Job shadowing	Work-based learning	Gather letters of recommendation	Mock interviews and reflection	
International Baccalaureate programs	Extra/co- curricular involvement	Career academics	Internship	Youth apprenticeship	Choosing a postsecondary option	Decision-making reflection	
Project Lead the Way	Industry or technical credentials	Career endorsements	Service learning projects	Work experience	Academic Planning Activities		
Pre-ACT/ACT PSAT/SAT	Industry certifications WorkKeys	ASVAB	Volunteering	Labor market information	academic seque	on track for graduation	

Adapted from Wisconstn Department of Public Instruction Academic and Career Planning (ACP) resources at: https://dpl.wi.gov/acp





HOW?





The How

ICAP is not "just one more thing."

It is possible to integrate into what you are already doing. It is possible to use one of Oklahoma's free online tools available to all districts. OK Career Guide OK College Start







Pair share:

How can ICAP be integrated into what you are already doing?







Group share out:

How will you implement ICAP in your school? What are your challenges? What support do you need?





The How

ICAP can be implemented in any number of ways. Methods that have worked in many districts:

- Provide brown bag lunch sessions
- Postsecondary & Workforce Readiness (PWR) days across the school
- Advisory class
- Provide classroom guidance with school counselors
- Utilize community partners to support career exploration
- Integrate career awareness/exploration in core content classes
 as appropriate
- Provide career exploration units in elective classes
- Provide student-led parent conferences with a focus on career goals





LUNCH





EXPLORE





Explore



OKLAHOMA VOICES FROM THE FIELD

Career Discovery Program	ogram Paula Kedy,	
Ada Public Schools	Executive Director	
Early College	Doug Stafford,	
Enid Public Schools	Assistant Superintendent	
Project Lead the Way	Kathy Dunn,	
Mid-Del Public Schools	Assistant Superintendent	
National Academy Foundation	Cindi Walls, District Career	
Oklahoma City Public Schools	Academy Coordinator	





Career Development Continuum

Preparing all Youth for Success in College, Career, and Life

ALLIN.

Career Awareness Learn about a wide variety of jobs and careers	Career Exploration Explore, research, and plan for the future	Career Preparation Gain education, training, and work experience	Productive Future
Classroom & School • Web research • Guest speakers • Career interest assessment • College and career fairs • Career contextual instruction • College awareness	Classroom & School • Career pathways, courses, and clubs • Integrated curriculum • Classroom simulations • Career plan development • Career-focused projects and assignments	Classroom & School • Core academic preparation • Career technical courses and programs • Work skills classes • Career-related project-based learning • Work-ready certification • Occupational certifications	Educated Engaged
 Workplace Industry tours and field trips Career and job fairs Youth in the workplace 	College exploration Workplace Job shadowing Career mentoring Community projects	 College preparation Workplace Work experience Internships Apprenticeships 	Experienced Aware
 Informational interviews Families & Neighborhood Adult interaction Role model observation 	Families & Neighborhood • Risk-taking • Role-playing	Families & Neighborhood • Skill-building • Progression of responsibility	Skilled Prepared
K-8 Awareness	Exploration	9-16 Preparation	Connected

Career and Academic Planning – Emporia, Kansas Example

Component 1 – Seminar with Teacher as Advisor

- Facilitate Career Academic Plan
- Explore Student Skills & Interests
- Monitor Academic Progress
- Determine Postsecondary Readiness

Each individual student explores available options toward college and career readiness. Career Advising Program facilitates planning with families and students.





Career and Academic Planning – Emporia, Kansas Example

Component 2 – CAP – Advisor Model

- Student/Teacher Calls Family to Schedule Parent Conference
- Student Led Conference 15 minutes
- Discuss Individual Plan of Study
- Same Teacher Advisor for 4 Years

Each individual student explores available options toward college and career readiness. Career Advising Program facilitates planning with families & students.





Family Engagement & CAP– Emporia, Kansas Example

Effects of Changing to CAP Model

- Changes Conversation from Grades to College/Career Awareness/Readiness
- Changes from negative emphasis to positive future oriented
- Increased the percentages of families attending parent-teacher conference from 30% to over 80%
- Families appreciate focus on student interests and and goals and develop positive relationship with teachers











Plan



Individual Career Academic Planning Template Oklahoma State Department of Education

Use the following template resource to prepare and plan for ICAP implementation in your school district.

Sign up/Follow ICAP with the ICAP Communications Tools.	wнo	CONSIDERATIONS/ CONSTRAINTS	BY WHEN	COMPLETED
A. ICAP email list: Subscribe at New Skills for Youth Website (coming soon!)				
B. ICAP on Twitter: Follow New Skills for Youth on Twitter (coming soon!)				

Determine Individual Readiness.	wнo	CONSIDERATIONS/ CONSTRAINTS	BY WHEN	COMPLETED
A. Review your district and/or school vision, mission and goals.				
B. Work through the reflective questions on your own. Keep your district and/or school vision, mission and goals in mind. Allow yourself to begin reflecting based on your current knowledge (or lack thereof) about ICAP; this helps to determine your starting point.				

Get Started.	wнo	CONSIDERATIONS/ CONSTRAINTS	BY WHEN	COMPLETED
A. Form the ICAP Implementation Team.				
 What partners need to be engaged in this process? 				
 Focus on ICAP, not other work. 				
 Represent stakeholder groups. 				
- Administration leader(s)				
 School counseling faculty 				
- CTE faculty				
- Special education faculty				
1				











AFTERNOON BREAK











Putting ICAP Process Into Practice Choose 3 Topics. Discuss for 5-7 minutes each. Academic Advising – Shelly Ellis, OSDE Advanced Learning – Rebecca McLaughlin, OSDE Business & Education Partnerships - Paula Kedy, Ada Public Schools **Career Technology Center & Mid-Del Schools ICAP** – Megan Bryant, Mid-Del Public Schools **Every Day Casual Career Conversations with Students** – Merry Stone, Duncan Public Schools **Internships** – Dr. Kaylin Coody, Hilldale Public Schools **ICAP** (awareness, exploration, planning) – Marissa Lightsey, OSDE **ICAP Online Tool OK Career Guide** – Erica Harris and Becki Foster, ODCTE **ICAP Online Tool OK College Start** – Chelsea Hunt and Kelli Kelnar, OCAP **Redefining the Senior Year** – Dr. Cindy Koss, OSDE







Learn more ways to implement ICAP strategies. Visit OSDE website: http://sde.ok.gov/sde/new-skills-youth





Next Steps

- Choose Online Tool & Schedule Training for staff, students and parents
- Put ICAP Advisory Meetings on Your Calendar
- Establish Meetings with School Advisory Team Identify the Why, What, and How for Your School
- Establish Intentional Steps for ICAP Begin with Career Interest Inventory
- Establish a Student Advisory
- Schedule Fall Parent Meeting
- Respond to ICAP Fall Survey Baseline Data
- Connect with Other Pilot Districts
- Connect with your Local Chamber of Commerce, Your Community Partners
- Share Your Successes, Challenges & Lessons Learned

Twitter, Facebook, Newsletter, Testimonials, Faculty Meetings

• Email or Call Cindy and Marissa with Questions





ICAP Monthly Meetings



Individual Career Academic Plan Pilot Monthly Meetings Timeline

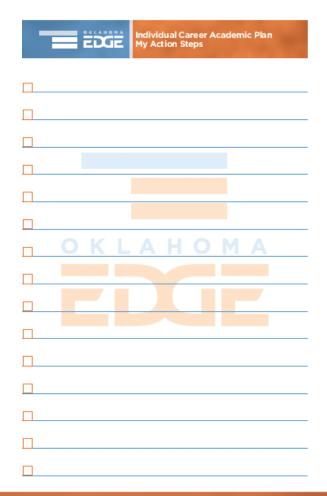
August 30, 2017	9-3:30 p.m.	ICAP Kick-Off Meeting ICAP Designees Principals Counselors Lead Teachers	Metro Technology Center Oklahoma City
September 12, 2017	3-4:30 p.m.	ICAP Advisory Meeting ICAP Designees District Representatives	OSDE – Oklahoma City
October 10, 2017	3-4:30 p.m.	ICAP Advisory Meeting Counselors	OSDE – Oklahoma City
November 7, 2017	9-11 a.m.	ICAP Advisory Meeting Principals	OSDE - Oklahoma City
January 9, 2018	9:30-11 a.m.	ICAP Advisory Meeting Parents Students District Representatives	OSDE – Oklahoma City
February 13, 2018	2-3:30 p.m.	ICAP Advisory Meeting Counselors	OSDE – Oklahoma City
March 27, 2018	9-11 a.m.	ICAP Advisory Meeting ICAP Designees District Representatives	OSDE – Oklahoma City
April 10, 2018	9-10:30 a.m.	ICAP Advisory Meeting Rusiness Leaders	OSDE – Oklahoma City





My Actions

Talk with your team. What have you already completed? What will you do to move the process forward in the months ahead?







	Exit Ticket	
3		
•		
2		
1		
1	Destructive Magazettica	1

Please complete at least two sentences on your index card! THANK YOU!

- 1. Today was perfect because...
- 2. Today would have been better if...
- 3. If I were in charge, we would have...
- 4. Next time, I hope we...
- 5. I'm leaving feeling...





Contacts





Dr. Cindy Koss, Deputy Superintendent Academic Affairs and Planning cindy.koss@sde.ok.gov 405-522-6369 FB: Oklahoma ICAP Twitter: @koss_cindy Marissa Lightsey, Program Manager Skills for Youth (NSFY) marissa.lightsey@sde.ok.gov 405-522-4499 Twitter: @OK_ICAP Twitter: @LightseyMarissa





Supports/Resources

- •OSDE Website Information
- ICAP Newsletter
- ICAP Toolkit
- OSDE Staff
- •OK Career Guide Erica Harris erica.harris@careertech.ok.gov
- OK College Start Chelsea Hunt, <u>chunt@ocap.org</u>
- Your suggestions





ICAP Study Example

- Kansas State Department of Education Individual Learning Plan (ILP) Implementation Survey
- http://tinyurl.com/mepa4fl
 - Wisconsin Department of Public Instruction Academic Career Plan Pre-Implementation Study
- http://goo.gl/rDd3fB





Research

- •National Association for College Admission Counseling (NACAC) (2015). *Individual Learning Plans for College and Career Readiness: State Policies and School-Based Practices – Research to Practice Brief.*
- •Resource: Colorado ICAP <u>https://www.cde.state.ok.us/postsecondary/icap</u>
- •Resource: Wisconsin ACP (Academic & Career Planning) <u>https://www.dpi.wi.gov/acp</u>





Research

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Bromberg, M. and Theokas, C. (April 2016). *Meandering Toward Graduation*. Education Trust Washington, D.C.

Colorado Department of Education and Colorado Department of Higher Education. (December 2014). *The High School Graduation Initiative. ICAP Toolkit.* CO. Retrieved from: <u>www.cde.state.co.us/postseondary/icap</u>.

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