

Granton Middle School & High School Academic and Career Planning Manual



Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills.

For further information about Granton's ACP visit:

REQUIREMENTS BY GRADE LEVEL - 6th Grade 2017-18

*Required activities in **BOLD***

- **Career Matchmaker**
- **My Skills**
 - After Matchmaker, on the left hand side students can select *Start My Skills*.
- **Learning Styles**
- **Forward Testing**
- **SMART Goal Setting Activities**
- **PAWS Activities - Volunteer Experience**
- **My Saved Careers - Minimum 2**
 - Save a career by selecting *Save to My Plan* in the top right corner while viewing the career.
- **Hobbies and Interests - Minimum 1**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Interest*
 - **Attach a file - photo, document, etc.**
- **Extra Curricular Activities - Minimum 1**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Activity*
- **Skills and Abilities - Minimum 1**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Skill*
- **College Days for Kids or Alternative Assignment**
- Awards and Certificates (Optional)
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add an award*
- **Volunteer Experience - Minimum 1 hour**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a Volunteer Experience*
- **My Assignments and Activities**
- **My Journal Reflections (3 goal entries - one for each area)**
 - Goals
 - Academic
 - Social/Emotional
 - Career
- **Annual Portfolio Review: Homeroom Teacher Responsibility**
 - Staff review student progress and completion

Adjustments to requirements based on advisor recommendation (Transfer, ELL & SPED)

- Advisors and case managers will collaborate on adjustments as needed.

REQUIREMENTS BY GRADE LEVEL - 7th Grade 2017-18

*Required activities in **BOLD***

- **Career Matchmaker**
- **My Skills**
 - After Matchmaker, on the left hand side students can select *Start My Skills*.
- **My Saved Careers - Minimum 3**
 - Save a career by selecting *Save to My Plan* in the top right corner while viewing the career.
- **Forward Testing**
- **SMART Goal Setting Activities**
- **PAWS Activities - Volunteer Experience**
- **Career Selector**
 - Under *Careers*, choose *Career Selector*
- **Career Planning**
 - **My Saved Clusters**
 - Under *Careers*, click *My Saved Clusters*
- **Career Planning Activities - Minimum 1**
 - **Attend Mid-State Career Exploration Day**
 - **Complete Assignment**
 - Click down arrow next to name, click *My Assignments and Activities*
- **Mid-State Career Day or Alternative Assignment**
- **Hobbies and Interests - Minimum 2**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Interest*
 - **Attach a file - photo, document, etc.**
- **Extra Curricular Activities - Minimum 2**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Activity*
- **Skills and Abilities - Minimum 2**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Skill*
- Awards and Certificates (Optional)
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add an award*
- **Volunteer Experience - Minimum 2 hours**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a Volunteer Experience*
- **My Journal Reflections (5 total entries)**
 - **3 goal entries - one for each area**
 - Academic
 - Social/Emotional
 - Career
 - **Reflection - one journal entry for each**
 - Community Service reflection
 - Field trip reflection
- **Annual Portfolio Review: Homeroom Teacher Responsibility**
 - Staff review student progress and completion

Adjustments to requirements based on advisor recommendation (Transfer, ELL & SPED)

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REQUIREMENTS BY GRADE LEVEL - 8th Grade 2017-18

*Required activities in **BOLD***

- **Career Matchmaker**
- **My Skills**
 - After Matchmaker, on the left hand side students can select *Start My Skills*.
- **Learning Styles**
- **Forward Testing**
- **SMART Goal Setting Activities**
- **PAWS Activities - Volunteer Experience**
- **4 Year Academic Planning**
- **My Saved Careers - Minimum 4**
 - Save a career by selecting *Save to My Plan* in the top right corner while viewing the career.
- **Career Selector**
 - Under *Careers*, choose *Career Selector*
- **Heavy Metal Tour or Alternative Assignment**
- **Reality Store Activity**
- **My Saved Schools - Minimum 1**
 - Under *Education*, can do *School Selector* or *Search*
- **Career Planning**
 - **My Saved Clusters**
 - Under *Careers*, click *My Saved Clusters*
- **Career Planning Activities - Minimum 1**
 - **Attend Reality Store Event**
 - **Complete Assignment**
 - Click down arrow next to name, click *My Assignments and Activities*
- **Hobbies and Interests - Minimum 2**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Interest*
 - **Attach a file - photo, document, etc.**
- **Extra Curricular Activities - Minimum 3**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Activity*
- **Skills and Abilities - Minimum 3**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a New Skill*
- Awards and Certificates (Optional)
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add an award*
- Work Experience (Optional)
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a Work Experience*
- **Volunteer Experience - Minimum 3 hours**
 - Click down arrow next to name, click *Activities and Experiences*
 - *Add a Volunteer Experience*
- **My Journal Reflections (3 entries)**
 - **Print 2 copies: One for folder, one for interviewer**

- **3 goal entries - one for each area**
 - Academic
 - Social/Emotional
 - Career
- **Annual Portfolio Review: Homeroom Teacher Responsibility**
 - Staff review student progress and completion
- **Printed copy of resume and journal for exit interview**
- **Completed exit interview**

Adjustments to requirements based on advisor recommendation (Transfer, ELL & SPED)

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**REQUIREMENTS BY GRADE LEVEL - 9th Grade
2017-18**

*Required activities in **BOLD***

- **Career Matchmaker**
- **My Skills**
 - After Matchmaker, on the left hand side students can select *Start My Skills*.
- **My Saved Careers Update**
- **Personality Assessments**
- **Graduation Requirements & Review**
- **ASPIRE Testing**
- **SMART Goal Setting Activities**
- **4 Year Academic Planning**
- **Career Venture Day or Alternative Assignment**
- Optional Career events and tours as they arise
- **CVTC Campus Tour Event**
- **4 Career Cluster Studies - Career Fair**
- Hobbies and Interests Updates
- **Extra Curricular Activities**
- Skills and Abilities Update
- Awards and Certificates Update
- **Volunteer Experience**
 - **PAWS Activities**
- **My Assignments and Activities**
 - **Homeroom assignments**
- **My Journal Reflections**
 - **Career Venture**
 - **CVTC Exploration**
 - **Career Fair**
- **Annual Portfolio Review: Homeroom Teacher Responsibility**

Adjustments to requirements based on advisor recommendation (Transfer, ELL & SPED)

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REQUIREMENTS BY GRADE LEVEL - 10th Grade 2017-18

*Required activities in **BOLD***

- **Career Matchmaker**
- **My Skills**
 - After Matchmaker, on the left hand side students can select *Start My Skills*.
- **Learning Styles Update**
- **My Saved Careers Update**
- **Graduation Requirements & Review**
- **Forward Testing**
- **ASPIRE Testing**
- **SMART Goal Setting Activities**
- **Review and Updates on 4 Year Academic Planning**
- Optional Career events and tours as they arise
- **UW Eau Claire Tour Event**
- **4 Career Cluster Studies - Career Fair**
- Hobbies and Interests Update
- **Extra Curricular Activities**
- **Skills and Abilities Update - My Skills and Ability Profiles**
- Awards and Certificates Update
- **Volunteer Experience**
 - **PAWS Activities**
- **My Assignments and Activities**
 - **Begin My Resume**
 - **Cover Letters Introduction**
- **My Journal Reflections**
 - **UW Eau Claire Experience**
 - **Career Fair**
- **Annual Portfolio Review: Homeroom Teacher Responsibility**

Adjustments to requirements based on advisor recommendation (Transfer, ELL & SPED)

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REQUIREMENTS BY GRADE LEVEL - 11th Grade 2017-18

*Required activities in **BOLD***

- **Career Matchmaker**
- **My Skills**
 - After Matchmaker, on the left hand side students can select *Start My Skills*.
- **My Saved Careers Update**
- **Graduation Requirements & Review**
- **ACT Testing**
- **Work Keys**
- Accuplacer Testing Optional
- **SMART Goal Setting Activities**
- **Review and Updates on 4 Year Academic Planning**
- Optional Career events and tours as they arise
- ASVAB Option
- **4 Career Cluster Studies - Career Fair**
- Hobbies and Interests
- **Extra Curricular Activities**
- **Skills and Abilities Update**
- Supervised Work Experience Option
- Youth Apprenticeship Option
- Job Shadow Option
- Awards and Certificates Update
- **Volunteer Experience**
 - **PAWS Activities**
- **My Assignments and Activities**
 - **My Resume Begin**
 - **Cover Letters Begin**
 - **Real World Writing - Research Paper**
- **My Journal Reflections**
 - **Career Fair**
 - SWE Options, etc.
- **Annual Portfolio Review: Homeroom Teacher Responsibility**

Adjustments to requirements based on advisor recommendation (Transfer, ELL & SPED)

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REQUIREMENTS BY GRADE LEVEL - 12th Grade 2017-18

*Required activities in **BOLD***

- **Career Matchmaker**
- **My Skills**
 - After Matchmaker, on the left hand side students can select *Start My Skills*.
- **Learning Styles Update**
- **My Saved Careers Analysis**
- **Graduation Requirements & Review**
- **PAWS Activities - Volunteer Experience**
- Accuplacer Testing Optional
- **SMART Goal Setting Activities**
- **Review and Updates on 4 Year Academic Planning**
- Optional Career events and tours as they arise
- ASVAB Option
- **4 Career Cluster Studies -**
- Hobbies and Interests Update
- **Extra Curricular Activities**
- **Skills and Abilities Update**
- Supervised Work Experience Option
- Youth Apprenticeship Option
- Job Shadow Option
- Awards and Certificates Update
- **My Assignments and Activities**
 - **My Resume Complete**
 - **Cover Letters Complete**
 - **Mock Interviews**
- **My Journal Reflections**
 - Campus Visits
 - Scholarships
 - **Job Shadows**
- FAFSA Night Optional
- **Annual Portfolio Review: Homeroom Teacher Responsibility**
 - **Prepare and Take With**

Adjustments to requirements based on advisor recommendation (Transfer, ELL & SPED)

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