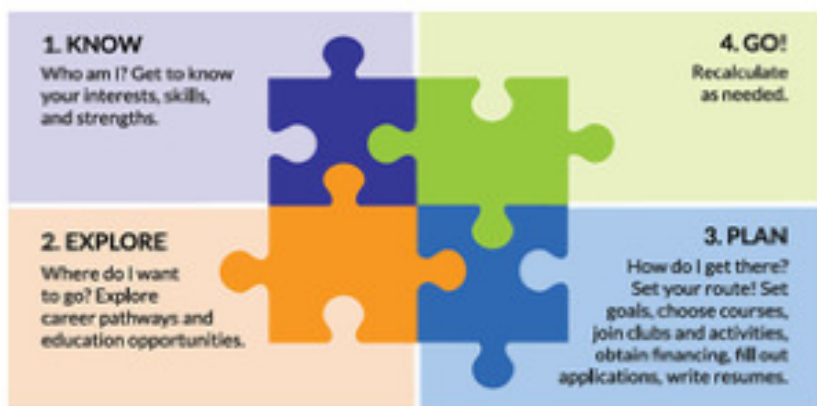




## WHAT IS ACADEMIC AND CAREER PLANNING?

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 (after high school) success obtained through self-exploration, career exploration and the development of career management and planning skills. The term ACP refers to both a process that helps students engage in academic and career development activities and a product that is created and maintained for the student's academic, career, and personal advancement. Students in our district will take part in a variety of activities that help them discover their strengths and how they can be used after graduation. ACP is not a resume or a portfolio; it is a process of exploration where students can learn more about themselves and post-secondary (after high school) opportunities. Through our ACP program every graduate will develop an Individual Learning Plan and be college and career ready no matter what they choose to do upon graduation.

Through our ACP process students are exposed to a variety of opportunities and assessments that help **students understand and appreciate the relevance of education**. Having a realistic career plan in place is an essential part of our personal growth and development. Without goals to strive for, students stray from the relevance of education and not be empowered. SPASD feels that by providing a variety of engaging activities students will **become active participants in their education** and have the knowledge to **make informed decisions regarding post-secondary career and educational options**. As students mature and grow more opportunities are available and students are always allowed to revisit any opportunities.

ACP is a school-wide initiative where teachers, caregivers, and community members can guide students through a process that deepens their knowledge of themselves. This process does not require a student to pick a career for the rest of their lives; instead, it develops the skills of self-awareness and planning.

Academic and Career Planning (ACP) is a collaboratively developed, student-driven process for planning for success in middle school, secondary school, and post-secondary academics and career development. ACP will ultimately provide opportunities for students to learn to their full potential.

## **Xello: College and Career Readiness Software**

To assist students on the ACP journey students and staff are utilizing Xello. Xello is an engaging online program that helps students build the skills, knowledge and plans to be future ready. The program uses an investigative, discovery-based learning process. Students better understand themselves, their future career options, and the 21st century skills they'll need to succeed.

## **The Student Experience with Xello**

**Students will learn the following skills within the program:**

- Build Self-knowledge
- Define their interests, skills, preferences, and aspirations so they can explore the opportunities right for them.
- Create a Plan
- Create dynamic actionable plans that outline the steps needed to achieve school, career, and life goals.
- Explore Options
- Learn about career possibilities and educational pathways by exploring rich, engaging content and lessons
- Provided the ability to Learn & Reassess
- Interactive lessons help your child develop skills and knowledge for success in school and beyond

**Intended outcomes with the use of Xello:**

1. Improvement in academics (attendance, test scores, participation, behavior)
2. Students' exploration of academics, social/ emotional skills and career readiness
3. Provide community support and partnership opportunities based on education and career goals
4. Caregiver support/communication through collaboration
5. Goals/objectives related to both education and career outcomes

## Xello Grading/Credit:

Each grade level will complete grade appropriate lessons in Xello to help them prepare for scheduling their high school courses with a purpose, while looking at their post-secondary Academic and Career Plan. Students will receive a Pass/Fail grade based upon completion of their lessons.

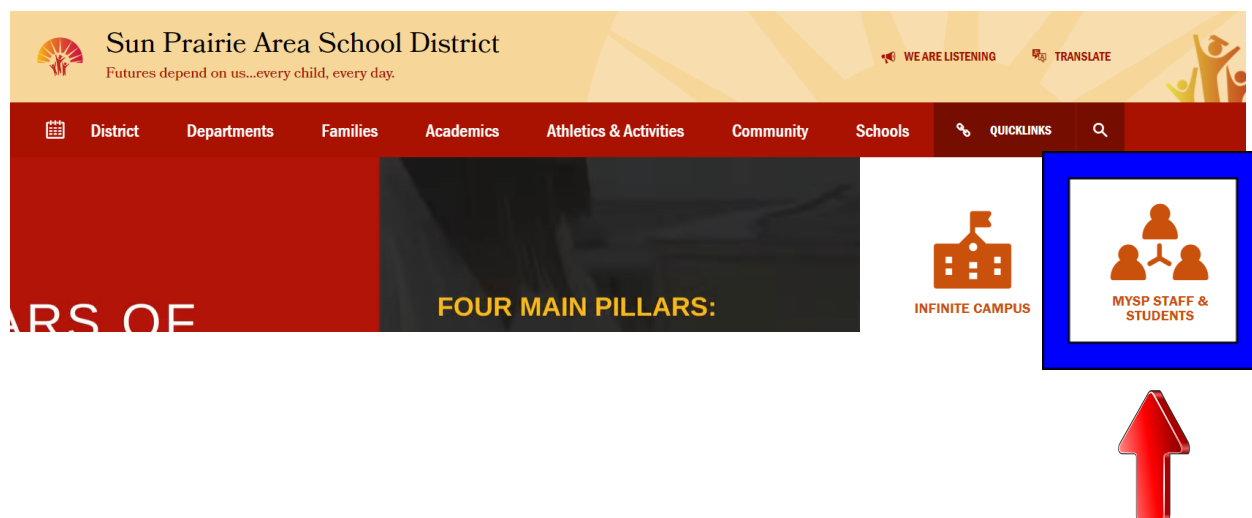
Xello lessons are distributed to your students in their SP30(Homeroom). All Xello lessons are in your students ACP Google Classroom along with instruction through video or presentations on how to locate and complete the lessons. By completing the Xello lesson assignments, both first and second semester, students then receive a Pass and will earn a 0.25 elective credit each high school year.

Parents are encouraged to explore Xello with their children by logging in together. Your child can log in to their account via desktop or mobile device to share what they've learned about themselves, the world of work, and their future options.

### [Sun Prairie Schools Website](#)

#### 1. Log on to MySP

#### 2. Click on the Xello icon



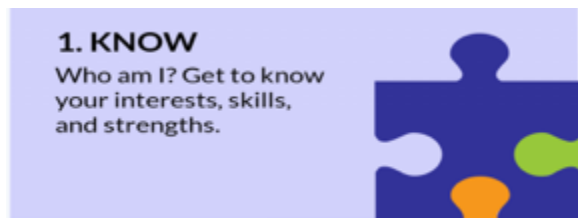
# ACADEMIC AND CAREER PLANNING OPPORTUNITIES

Welcome to Academic & Career Planning at SPASD.

It is an exciting time as students discover the many educational and extra-curricular opportunities available to them. Students will explore career options that match their personalities, skills, interests, and values. They will identify goals and use information learned in Xello to help determine the education pathway that can lead to success in middle school, high school, and beyond.

## Students will:

- Start thinking about future career possibilities.
- Explore different occupations that match their interests.
- Start exploring high school classes that match their desired career
- Explore post-secondary options to obtain their goals.
- Learn more about themselves through interest inventories on Xello
- Communicate with parents about future career goals.



## 9th grade

During Freshman year students will continue to use Xello to explore and research different post-secondary options. Students are encouraged to enroll in a variety of classes to help them explore their interests. Some of the ACP activities they will be exposed to will include co-curricular activities, career research projects, scheduling Expo, continued Xello assessments and reassessments.

## 2. EXPLORE

Where do I want to go? Explore career pathways and education opportunities.



### 10th grade

Sophomore year students will begin to have the opportunity to take more classes in their own areas of interests. Our more advanced related pathway focused and academic classes are available as well as those classes they may have missed Freshman year.

Sophomores will revisit assessments completed on Xello, participate in assessments to determine academic abilities and to reassess their career pathway.

## 3. PLAN

How do I get there?  
Set your route! Set goals, choose courses, join clubs and activities, obtain financing, fill out applications, write resumes.



### 11th grade

Junior year is when students can really begin to realize the possibilities. Students will then start exploring possibilities through job shadows, career research, college visits and trade externships.

## 4. GO!

Recalculate as needed.



### 12th grade

Senior year is the time for students to solidify their plans. Through rigorous academic and related career cluster classes, students will discover more about themselves. Students are all in different spots on their career pathway, and senior year is when they can go back and re-experience different opportunities and maybe even pursue new ones.

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## VISUALIZING AND PREPARING YOUR ACADEMIC AND CAREER PLAN

To support students in their Academic and Career planning, we have created ACP Blueprints to serve as guides to aid students in their course selection based on their career pathway(s) and post-secondary educational pathways.

**Career Cluster Framework:** The career cluster blueprint provides a sequential path for students to take a career interest and develop it into job potential. Students will be able to learn about multiple careers within each pathway and choose a program of study available in their school, which will be developed through the ACP process! The blueprint(s) becomes a foundation for each students' Academic and Career Plan, in preparation for post-secondary education or the workforce.

**Career Clusters** are broad occupational groupings based on a set of common knowledge and skills required for a broad group of careers. Wisconsin has adopted the National 16 Career Clusters that also serve as a tool for organizing curriculum and instruction. Career clusters provide opportunities for all students regardless of their career goals and interests. They are a tool for a seamless educational system that blends rigorous academic/technical preparation, provides career development, offers options for students to experience all aspects of a business or industry, and facilitates/assists students and educators with ongoing transitions.

**Career Pathways** are a sub-grouping of careers used as an organizing tool for curriculum design and instruction. Similar to career clusters, career pathways are grouped based on their requirements for a set of core and similar knowledge and skills for career success. Each pathway highlights a specific part of each cluster. An easy example of this can be seen in the Agriculture, Food and Natural Resources cluster. Seven different pathways, from Animal to Plant Systems highlight the variety of interests that each cluster holds for students. Career Pathways are critical to 21st Century schools and learners. Each pathway is grounded in a set of four guiding principles:

1. Career Pathways prepare students for post-secondary education and careers. A Pathway is always about both objectives; it is never a choice between one or the other.
2. Career Pathways connect academics to real-world applications. Each Pathway integrates challenging academics with a demanding career and technical educational curriculum. Pathways alter how core academic subjects are taught; they do not lower expectations about what is taught.
3. Career Pathways lead to the full range of post-secondary opportunities. Pathways prepare students for all the avenues they might pursue following high school graduation—two- and four-year college, certification programs, apprenticeships, formal job training, and military service. Each Pathway represents a broad industry theme that can appeal to and engage a student regardless of prior academic achievement and post-secondary aspirations.
4. Career Pathways improve student achievement. Pathways and Programs of Study

are based on accountability. They are designed to produce higher levels of achievement in a number of measurable arenas, including academic and technical scores, high school completion, post-secondary transitions to career and education, and attainment of a formal post-secondary credential.

**Post-Secondary Education Pathways Recommendations** serve as a opportunity for students to match their career interests with recommended post high school education pathways, including:

- Direct to Job Market or Apprenticeship programs
- 2 year Technical or Junior College
- 4 year college or university
- Selective\* 4 year college or university

\*The term selective is used to describe college and universities that have a low acceptance rate based on number of applicants

***Students can change Blueprints or Pathways at ANYTIME, based on their changing career and academic interests. Both Blueprints and Pathways serve as guiding information to help students, caregivers, and faculty best prepare students for courses in and life after, high school***

## **POST-SECONDARY PLANNING into PRACTICE (Junior/Senior)**

**Dual Credit:** Wisconsin's Early College Credit Program or Madison College Start College Now; courses that provide Transcribed Credit/Advanced Standing, and Advanced Placement coursework, as well as Career Experience and Service Learning credit, to begin some of their post-secondary education while still in High School

**Youth Apprenticeship:** Wisconsin Youth Apprenticeship is a unique opportunity for juniors and seniors to start preparing for a career while still in high school. This program provides the opportunity for work-based learning, occupational instruction, and academic education. As a youth apprentice, students will earn an hourly wage while learning from skilled professionals. Upon successful completion of the program, students will be awarded a Certificate of Occupational Proficiency from the Department of Workforce Development. Students are required to provide their own transportation to class and the worksite during the day/evening.

**ACCEL Academies:** serve as an internship based experience to help students learn the skills and knowledge needed within each Career Cluster. ACCEL Students will have professional learning experiences that are directly related to Career Clusters within that academy field. Students will work both in the classroom and off campus with business partners on professional (real) projects

# THE 16 CAREER CLUSTERS



The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.



Careers in designing, planning, managing, building, and maintaining the built environment.



Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.



Careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.



Planning, managing and providing education and training services, and related learning support services such as administration, teaching/training, administrative support, and professional support services.



Planning and related services for financial and investment planning, banking, insurance, and business financial management.

|                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Government &amp; Public Administration</b></p>           | <p>Planning and executing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.</p>                                                           |
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Health Science</b></p>                                   | <p>Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.</p>                                                                                           |
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Hospitality &amp; Tourism</b></p>                        | <p>Preparing individuals for employment in career pathways that relate to families and human needs such as restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement and attractions.</p>                                       |
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Human Services</b></p>                                   | <p>Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.</p>                                      |
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Information Technology</b></p>                         | <p>Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services.</p>                                  |
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Law, Public Safety, Corrections &amp; Security</b></p> | <p>Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.</p>                                                                                                |
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Manufacturing</b></p>                                  | <p>Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.</p> |
|  <p><b>CareerClusters®</b><br/>PATHWAYS TO COLLEGE &amp; CAREER READINESS</p> <p><b>Marketing</b></p>                                      | <p>Planning, managing, and performing marketing activities to reach organizational objectives such as brand management, professional sales, merchandising, marketing communications and market research.</p>                                                    |



Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.



The planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

My top three Career Clusters of interest are:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_