Education Planning for Students' Successful Transition to Postsecondary Education and Employment (120B.125) Toolkit

Element: Provide a comprehensive academic plan for completing a college and career-ready curriculum premised on meeting state and local academic standards

Strategies	Resources for Implementations (examples)	Partnerships
Incorporate the Association of	-School Course Planners	Perkins Consortium
School Counselors National Model (ASCA)	Minnesota Program of Study site	Minnesota High Tech Association
Review other states benchmarks: Colorado, Iowa, Nebraska, Ohio	Classroom, Counseling, Advisory, vignettes, Curriculum Examples <u>Minnesota Program of Study Website</u> (http://www.mnprogramsofstudy.org/mnpos/)	Rural Minnesota CEP
Publications:	Department of Education Graduation Standards	Hobsons (Naviance)
The Career Pathway Effect – Linking Education and Economic Prosperity	Minnesota Graduation Standards (http://education.state.mn.us/MDE/EdExc/StanCurri/index.html)	Minnesota Career Information System
Provide and Implement the EXPLORE and PLAN system.	-Implementing the Common Core MCIS Course Planner	Minnesota State Colleges and Universities
Become a Ramp Up to Readiness School	MCIS Career Development Curriculum – cross-walked to the ASCA Model	Genesys Works
Research multiple electronic	MCIS MCIS website	Best Prep
portfolio systems. Become a participant in the	ACT EXPLORE and PLAN EPAS System ACT EXPLORE and PLAN Website (http://www.act.org/solutions/college-career-readiness/)	Career and College Readiness Collaborative
Career and College Readiness Collaborative.	National Collaborative on Workforce and Disability-Youth Individualized Learning Plans "How to Guide"	TRIO Student Support System
 Create advisory committee and or PLC (that includes togehers) 	(http://www.ncwd-youth.info/ilp/how-to-guide)-National College and Career Readiness and Success Center (CCRS Center) briefs:	Upstream Art
(that includes teachers, administrators,	Improving College and Career Readiness for Students with Disabilities	Twin Cities

Strategies	Resources for Implementations (examples)	Partnerships
counselors, parents, and current/former students) Review curriculum for all classes Assess alignment between courses and specific standards Review curriculum to better meet standards Fill in gaps where standards are not met Explore connections where classes could meet standards in other subjects Create tool for students & parents that includes: grid of standards & what courses meet each, sample schedule, & worksheet to use as decision making tool	 Improving College and Career Readiness by Incorporating Social and Emotional Learning The District Role in Supporting College and Career Readiness for Students How Career and Technical Education Can Help Students be College and Career Ready: A Primer Ramp Up to Readiness Website Ramp Up to Readiness (http://www.rampuptoreadiness.org/) MDE College and Career Readiness Website MDE College and Career Readiness Page (http://education.state.mn.us/MDE/StuSuc/CollReadi/index.html) Ready Set Go (Learn about options for high school students to earn college credit before graduation): Ready Set Go (http://readysetgo.state.mn.us/RSG/index.html) (ABE) My Minnesota Careers. This website was developed with ABE Teachers to help English Language Learners and others start exploring careers. ABE My Minnesota Careers (http://www.iseek.org/mymncareers/index.html) Online resources for a variety of audiences Iseek Curriculum Guide (http://www.iseek.org/careers/viewCareers?id=00) Iseek Career Search (http://www.iseek.org/careers/viewCareers?id=00) Iseek Career Pathways (http://www.iseek.org/careers/pathways.html) CareerOneStop Website My Skills My Future (http://www.myskillsmyfuture.org/) GPS Lifeplan Four versions – Secondary; Postsecondary; Military; Workforce Built off 5 Domains – Career; Education; Finance; Leadership; Personal GPS Lifeplan (http://gpslifeplan.com/secondary/education/index.php?link=studyskill) 	Minnesota Department of Education GPS LifePlan Minneapolis Youth Coordinating Board Minnesota Association of Alternative Program Minnesota School Counselor's Association

Element: Developing 21st century skills such as teamwork, collaboration, and good work habits

Strategies	Resources for Implementations (examples)	Partnerships
Identify an Employability Assessment/Curriculum. Visit Skills USA website and programs. Identify already existing Community Partners that work on this topic. Create Professional Learning Communities around Career Development. Work with District Curriculum staff on incorporating employability skills within other course standards. Implement more Experiential Learning Opportunities to ALL students. Review district requirements to determine whether additional time/commitments/require ments can be freed-up to facilitate access to	Assessments, Common Core Competencies, Blueprint around Foundation, Knowledge and Skills Employability Skills (http://www.cte.mnscu.edu/programs/Tech%20Skill%20Asses/Assessments/Found ation-Knowledge-and-Skills.pdf) The Minnesota Intelligent Rural Communities (MIRC) project is a multi-sector, comprehensive approach to rural Minnesota broadband adoption that targets residents, small businesses, local governments and critical services providers. Minnesota Intelligent Rural Community Initiative (http://www.blandinfoundation.org/_uls/resources/MIRC_Year_1_Retrospective_Ve rsion_4_FINAL.pdf) Digital Literacy Lessons Digital Literacy Website (http://mydigitalliteracy.us/) Basic computer digital literacy standards and modules in six main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, and Word Processing (Word). Digital Literacy Assessment (http://digitalliteracyassessment.org/index.php) Equipped for the Future—the National standards-based educational improvement initiative for adult basic education and English language learning. ABE/ESL Equipped for the Future (http://eff.cls.utk.edu/) Free online resources for public education. Minnesota Learning Commons (https://mnlearningcommons.us/) The National Repository of Online Courses (NROC) is a growing library of highquality online course content for students and faculty in higher education, high	Southwest Minnesota Private Industry Council Minnesota Chamber of Commerce – Business Advisory Committee Department of Employment and Economic Development Genesys Works Best Prep ISeek Solutions Southwest/West Central Service Cooperative EJ Ajax, Inc. Freshwater Education District Griffin-Hammis Associates Vocational Rehabilitation
transition activities Include college placement diagnostic results in career planning process Explore workforce system partnerships/resources Consider the ABE ACES	school and Advanced Placement National Repository of Online Courses (http://www.montereyinstitute.org/nroc/) Career education resources for middle school, high school and college students and instructors MN LC Hippo (http://www.hippocampus.org/HippoCampus/collection/NROC?user=%20myMnLC)	Quality Career Services Workforce Development, Inc. Minnesota Business Partnership

Strategies	Resources for Implementations (examples)	Partnerships
standards to inform the content domain	Through age-appropriate curricula, Junior Achievement programs begin in kindergarten, teaching children how they can impact the world around them as individuals, workers and consumers. Junior Achievement programs continue through the middle and high school grades, preparing students for their future and teaching them how to succeed in the global economy. Junior Achievement (http://jaum.org/) BestPrep emphasizes the importance of business practices such as entrepreneurship and ethics, as well as organizational functions including advertising, marketing and sales. Best Prep (http://www.bestprep.org/) Collection of Information around Work Based Learning Minnesota Work Based Learning (https://sites.google.com/site/mdeworkbasedlearning/) The IB mission statement translated into a set of learning outcomes for the 21st century. IB International Learner Profile (http://www.ibo.org/programmes/profile/) CTSO Career Technical Student Organizations such as: HOSA (Health Occupations), FFA (Future Farmers of America) etc. Workforce Center Job Seeking and Career Guide Minnesota Workforce Center (http://positivelyminnesota.com/JobSeekers/Creative_Job_Search_Guide/index.asp x) National Career Readiness Certificate NCRC (https://www.act.org/certificate/) US Department of Labor —"Soft Skills to Pay the Bills" curriculum and videos: DOL Soft Skills (http://www.dol.gov/odep/topics/youth/softskills/) MHA stands for the means and measure of human achievement. A assessment program that design labs to prototype 21st century skill-building products. MHA Labs (http://www.mnideaopen.org/sites/www.mnideaopen.org/files/mha_assessment.pdf)	Bridges Workplace Connection Minnesota Career Information System (MCIS)

Strategies	Resources for Implementations (examples)	Partnerships
	ISEEK Skills Assessment Iseek Career Assessment (http://www.iseek.org/careers/skillsAssessment) O'NET Skills Assessment	
	O'NET Skills (http://www.onetonline.org/skills/) CareerOneStop Skills and Ability Videos CareerOneStop (http://www.careeronestop.org/Videos/SkillandAbilityVideos/skill-	
	"The mission of Upstream Arts is to enhance the lives of adults and youth with disabilities by fostering creative communication and social independence through	
	the power of arts education." <u>Upstream Arts</u>	
	Framework for 21st Century Learning.	

Element: Emphasize academic rigor and high expectations

Strategies	Resources for Implementations (examples)	Partnerships
Work with local Perkin's Consortium around this topic since it is a requirement of each consortium. During a Professional Development Day have conversation about how this is accomplished within the district. Peer presentations: academic choices/career choices impact Financial literacy: understanding personal finance Communications information system programs offered (IB, AP,		Applied Learning Institute HealthForce Minnesota Minnesota Office of Higher Education
PSEO, CTE, concurrent enrollment) Credit for prior learning: business & industry, higher education, advisory committees Research what learning style inventories are currently available. (in what systems, on the net, free) Create a list: Best age appropriate to do a learning style (Jr. High? Senior?)		

Strategies	Resources for Implementations (examples)	Partnerships
Learning styles –create a betterunderstanding of self		
Where does the career assessment fit in this plan?		

Element: Help students identify personal learning styles that may affect their postsecondary education and employment choices

Strategies	Resources for Implementations (examples)	Partnerships
During a Professional Development Day have conversation about how this is accomplished within the district. Research what learning style Inventories are currently available In what systems On the net Free Create a list Best age appropriate to do a learning style (Junior high?/senior high?) Learning styles — create a better understanding of self Where is the career assessment in this plan?	A Guide to search skills and careers. MySkills My Future (http://www.myskillsmyfuture.org/) Help people uncover their talents through an online assessment. Discover Your Strengths. Strength Finder (http://www.strengthsfinder.com/home.aspx) Discover, develop and apply your talents for academic, personal, and career success Strength Finder Student Version http://www.strengthsquest.com/home.aspx) Universal Design for Learning is a set of principles for curriculum development that give all individuals equal opportunities to learn. Universal Design of Learning (http://www.cast.org/udl/) Customized Employment Podcasts The Discovery Program (http://www.mntat.org/corps/index.asp) Minnesota Office of Higher Education Data Bank OHE (http://www.ohe.state.mn.us/sPages/interestAssessment.cfm) Iseek Learning Style Guide Iseek (http://www.iseek.org/education/fieldOfStudy?id=220200) This Guide is designed for people who are incarcerated and for those on community supervision (probation and parole). It will help you get started—or continue—on the path to further education and training. ABE -Corrections (http://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/take-charge-your-future.pdf) A Career Development and Exploration Site My Next Move (http://www.mynextmove.org/) Measuring the Effectiveness of Workplace Education Programs Scorecard for Skills Merlot	Minnesota State Colleges and Universities Department of Employment and Economic Development

Strategies	Resources for Implementations (examples)	Partnerships
	Learning Styles Online	
	Swinburne Education	
	<u>Edutopia</u>	
	<u>Oercommons</u>	
	<u>Capone</u>	
	webexplorations	

Element: Help students succeed at gaining/gain access to postsecondary education and career options.

Strategies	Resources for Implementations (examples)	Partnerships
Identify how this is already taking place across your district. Host a Minnesota College Goal FAFSA completion event Work with local Perkin's Consortium around this topic since it is a requirement of each consortium.	Resource (FAFSA training and resources for guidance counselors and Career Center personnel, Minnesota College Goal Training Sessions, Minnesota College Goal Partnership (Minnesota College Goal) Site for searching Colleges and Programs. College Navigator (http://nces.ed.gov/collegenavigator/?md=0) The Minnesota Career Information System (MCIS) is an Internet-based system that combines a wealth of career, educational and labor market information into one comprehensive, easy-to-use exploration tool.	Advance IT Minnesota Minnesota Learning Commons Hubert H. Humphrey Job Corps Center
Through a Professional Development day education entire staff around all options available to students such as: IB, PSEO, Concurrent Enrollment, Articulation Agreements and others that are listed under the resource	MCIS (https://mncis.intocareers.org/materials/portal/home.html) Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals. Naviance (http://www.naviance.com/) Minnesota career, education and job resource Iseek (http://www.iseek.org/education/prepare-tips.html%20http://www.iseek.org/education/educationSearch#)	
section. At 9 th Grade Orientation provide information around each of these areas including multiple postsecondary opportunities. Revisit at Parent Nights and Conferences. • Promote and gain buy-in from parents, students and community members, businesses, etc. • Free classes offered by	GPS Lifeplan Four versions – Secondary; Postsecondary; Military; Workforce Built off 5 Domains – Career; Education; Finance; Leadership; Personal GPS Lifeplan (http://gpslifeplan.com/secondary/education/index.php?link=determining-major-post2) Ready Set Go (Learn about options for high school students to earn college credit before graduation): Ready Set Go (http://readysetgo.state.mn.us/RSG/index.html) Postsecondary Enrollment Options (PSEO) Reference Guide PSEO (http://education.state.mn.us/MDE/EdExc/CollegePlan/index.html) Upward Bound provides fundamental support to participants in their preparation for college entrance. Upward Bound/TRIO (http://www2.ed.gov/programs/trioupbound/index.html)	

Strategies	Resources for Implementations (examples)	Partnerships
or tech. college so students can get a sample of classes – experience the college	AVID, Advancement Via Individual Determination, is a college readiness system for elementary through higher education that is designed to increase school wide learning and performance. AVID (http://www.avid.org/abo_whatisavid.html)	
course Business could offer job shadowing opportunities for students	The Center for College Readiness connects college instructors with high school students to provide the students direct feedback about their college readiness skills in writing, reading, and math Ready or NOT (https://www.centerforcollegereadiness.org/)	
□ Open house at HE institution showing occupations/car	Know your Education Options MyMNCareers (http://www.iseek.org/mymncareers/advance-career/know-education-options.html)	
eers offered by business, schools, colleges	This site is full of info for first-generation college students – kids who will be the first in their families to go to college. You've got a lot of questions about how to pay for college, where to apply, or what you need to do right now! My First Generation (http://www.firstgenerationstudent.com/)	
User friendly resources identified for teachers,	Learn what combination of classes and activities will help you prepare for your future. A Program of Study is an academic and career plan developed by your school to help move you towards a college and career path. Including Classroom Activities and Worksheets.	
students, businesses,	Minnesota Program of Study (http://www.mnprogramsofstudy.org/mnpos)	
parents □ Emphasize this is a process not dictate a college	Career pathways are small groups of occupations within a career cluster. Occupations within a pathway share common skills, knowledge, and interests. Graphic format Career Pathway Graphics (http://www.iseek.org/careers/pathways.html)	
degree at an early age (i.g. grade 6)	The Get Ready program is an early intervention and college awareness program targeted primarily at low-income students and their families and those underrepresented in post-secondary education. Get Ready for College (http://www.ohe.state.mn.us/mPg.cfm?pageID=2002)	
costs of postsecondary	Experiential Learning such as Job Shadowing, Informational Interviews, Short Term Jobs, Mentoring, Career Camps, Internships, and Youth Apprenticeship, Etc.	
education Interagency involvement along	This website will help you with career planning, college selection and the application process.	

Strategies		Implementations amples)	Partnerships
with postsecondary education	ABE College for Adults Website (http://w	ww.collegeforadults.org/index.html)	
and secondary	Website of Federal Student Aid- Office of Federal Student Aid (http://studentaid.ed	•	
	Cluster Industry Information		
	Iseek (http://www.iseek.org/education/prepare-educationSearch#)	ips.html%20http:/www.iseek.org/education/	
	MCIS website		
	Minnesota Program of Study (http://www.	mnprogramsofstudy.org/mnpos/)	
	GPS Lifeplan (http://gpslifeplan.com/secondary/education/index.php?link=determining-major-post2)		
	Naviance (http://www.naviance.com/)		
	<u>Discovery-Advance IT Minnesota</u> (http://discovery.advanceitmn.org/)		
	Adult Career Pathways- LINCS (http://lin	cs.ed.gov/programs/acp)	
	DOL-Bureau of Labor Statistics (http://ww	vw.bls.gov/ooh/)	
	ISeek; MCIS; Naviance; GPS Lifeplan; M information around these topics:	innesota Program of Study sites offer	
	Postsecondary training for Energy	Apprenticeships	
	Energy Training Maps	Green Career options	
	Videos about green careers	Interviews with people working in Green	
	Minnesota Green industries	High school classes for Green careers	
	Postsecondary training for Green	Green internships	
	Health Care career options	Health care majors (fields of Study)	

Strategies	Resources for Implementations (examples)		Partnerships
	Information Technology career options	Info Tech Industries in MN	
	IT postsecondary programs	Manufacturing career options	
	Manufacturing Industries	Manufacturing camps	
	Manufacturing postsecondary programs	Manufacturing apprenticeships	

Element: Integrate strong academic content into career-focused courses and integrate relevant career-focused courses into strong academic content

Strategies	Resources for Implementations (examples)	Partnerships
Work with District Curriculum staff on incorporating career development within other course standards. Career classes could use "Ready Set Go" MDE website use for career exploration Service learning projects with career focus Federal Reserve College planning events Scholarship website MDE website MDE website Testing to find interests career classes College planning	Career and Technical Programs - MDE website Minnesota Career and Technical Education (http://education.state.mn.us/MDE/SchSup/CareerEdAdmin/index.html) mn-stem.com is an educational website launched as part of a larger initiative promoting science, technology, engineering and math (STEM) Minnesota STEM (http://www.mn-stem.com/) Project Lead The Way (PLTW) is the leading provider of rigorous and innovative Science, Technology, Engineering, and Mathematics (STEM) education curricular programs used in middle and high schools across the U.S. Project Lead the Way (http://www.pltw.org/) STEP is a high school in a college setting where students explore hands-on careers, fulfill district academic requirements and have the opportunity to earn high school and college credit. S.T.E.P (http://www.anoka.k12.mn.us/education/components/scrapbook/default.php?sectionid=22642) FastTRAC's innovative approach helps educationally underprepared adults succeed in well-paying careers by integrating basic skills education and career-specific training in fields where new skills are in high demand. Minnesota fastTrac MCIS website	Project Lead the Way Best Prep Boys and Girls Club Junior Achievement Church Groups Jump Start Federal Reserve Community scholarship groups Neighborhood House Postsecondary Institutions CTSO/DECA/BPA

Element: Help students and families identify and gain access to appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship

Strategies	Resources for Implementations (examples)	Partnerships
Host a Minnesota College Goal FAFSA completion event Collaborate with your local Community Transition Interagency Committee (CTIC). Become a participant in the Career and College Readiness Collaborative. Mentoring Access to career information system Infuse career development in all curriculum Implement rigorous programs of study — more options	•	Partnerships
	Minnesota and National School Files	

Strategies	Resources for Implementations (examples)	Partnerships
Strategies	•	Partnersnips
	quality afterschool programs. Afterschool Alliance (http://www.afterschoolalliance.org/policyStateFacts.cfm?state_abbr=MN)	

Element: Help students and families identify collaborative partnerships of kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and employers that support students' transition to postsecondary education and employment and provide students with experiential learning opportunities

Strategies	Resources for Implementations (examples)	Partnerships
Establish a meeting off all School Support Personnel to discuss this issue. Become a participant in the Career and College Readiness Collaborative.	School Support Services This effort, The Strive Partnership, is contributing to improved student outcomes. These successes have been achieved after significant investments of time, talent, and treasure by cross sector community leaders committed prioritizing education for their region. The Partnership engages executive and grassroots partners in the vision, works through turf issues among service providers, and encourages funders to move existing resources to proven strategies. Strive Together (http://www.strivetogether.org/news/media-appearances/minnesota-whole-towns-coming-together-all-students) An unprecedented partnership of key education, community, government and business stakeholders dedicated to accelerating educational achievement for all of our children – from early childhood through early career. Generation Next Partnership (http://www.tcgennext.org/) Ensuring our community's future by helping high school students understand their local career opportunities Bridges Career Academies (http://www.bridgesconnection.org/) Our youth employment, training and education programs provide vital experience and guidance to help prepare Minnesota's neediest young people to succeed. Minnesota Office of Youth Development (http://www.positivelyminnesota.com/All_Programs_Services/Office_of_Youth_Development/index.aspx)	Big Brother/Big Sister Program Science Museum of Minnesota Governor's Workforce Development Council — Youth Experiential Learning Policy Committee Metropolitan Education Future Employment Junior Achievement Goodwill Easter Seals YMCA Initiative Foundation Minnesota Alliance with Youth Minnesota State Legislature Youth Pride PACER United States Legislature Boy Scouts Girl Scouts

Strategies	Resources for Implementations (examples)	Partnerships
		Boys and Girls Clubs of Minnesota
		Minnesota Department of Human Services
		Amherst H. Wilder Foundation
		Greater Minnesota United Way

Other Elements

Strategies	Resources for Implementations (examples)	Partnerships
Others:	Enhancing Digital Awareness and Skills	
Digital (Computer Skills etc.)	Digital Literacy (http://www.digitalliteracy.gov/)	