Building a Foundation for Success Through Individual Planning

The Personal Plan of Study

National Office for School Counselor Advocacy
NOSCA
National Conference

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Think about your own school experiences.

- How did your school help you with your own educational and career planning?

- Did you have a 4-6 year plan of study to guide you through your high school years?

- If you are a school counselor, do your students have a 4-6 year plan of study to guide them through their high school years?

- If you are a counselor educator, do you present information regarding the 4-6 year plan of study to your counseling students? If so, what course?
Objectives for Today

- Define Individual Planning
- Explain why individual planning is an important part of the educational process
- List the 3 major activities associated with individual planning
- Describe the difference between a program of study and a personal plan of study
Objectives (con’t)

- Explain the purpose of Missouri Connections
- Identify at least 5 different post-secondary options for students
- Name the 6 career paths and explain how their association with the 16 career clusters
- Begin thinking about how to enhance the Career Development and Individual Planning Process in your school
How NOT to do Individual Planning

Jim Carrey, Guidance Counselor
Individual Student Planning includes guidance and counseling activities designed to help students establish personal goals and develop future school and post-secondary plans.

Within this component, activities are designed to help students:

• Develop and evaluate their educational, career and personal goals

• Develop personal plans of study no later than the 8th grade in collaboration with parents/guardians that lead to successful post-secondary transitions (It’s not about high school graduation anymore)

• Personal Plans of Study are aligned with students’ educational, career, and personal goals
Missouri School Improvement Program (MSIP 5) Process Requirement

An individual planning system assists all students in developing personal plans of study leading to successful transition to post-secondary education and/or employment.
What are the Post-Secondary Options?

Destinations

Six Destinations: Career Choices

1. University / 4 Yr. College
2. 2 Yr. Community College
3. Military
4. Apprenticeship
5. Private Training
6. Work/Employment
Individual Planning is a PROCESS

• Requires knowledge and skills that revolve around self and the world of education and work.

• The process begins in elementary school building knowledge and skills

• To create a flexible personal plan of study by the end of grade 8

• That is reviewed at least annually during grades 9-12 and revised as necessary.
K-12 Career Development

- Sequential—grade level expectations
- Systematic—Purposeful and planned delivery through individual student planning process
- Comprehensive—K-12 approach
- Collaborative—Individual student planning process is a school-wide effort
- Evaluative—are rigorous and relevant personal plans of study developed for ALL students that lead to a successful post-secondary transition?
  - On-going evaluation
  - Continual improvement
Individual Planning Activities

- Awareness – Elementary
- Appraisal - Middle/High School
- Educational and Career Exploration and Planning Middle/High
- Transition K-post-secondary placement
Life Career Development: self-development over the life span through the integration of roles, settings, and events of a person's life-academic, career, and personal/social development.

Career Paths (6) Clusters (16) Career Pathways (78): A progressive framework to organize the world of work and career information. The framework provides the structure to assist students in understanding the world of work, and to organize course and co-curricular offerings in the school.

Program of Study (POS): Secondary-to-postsecondary sequences of academic and career education coursework and related activities that lead students to attain a postsecondary degree or industry-recognized certificate or credential.

Personal Plan of Study (PPOS): A student’s scope and sequence of coursework and related activities based upon their chosen Career Path or Career Cluster and their educational goals. Initiated in the eighth grade, it is designed to insure a successful post-secondary transition. The key component of the Individual Planning process.
6 Career Paths and 16 Career Clusters: Understanding the Language of Careers

- Business, Management & Administration
- Information Technology
- Marketing, Sales & Service
- Finance
- Agriculture, Food & Natural Resources
- Education & Training
- Government & Public Administration
- Hospitality & Tourism
- Law, Public Safety, Corrections & Security
- Human Services

Career Path:
- Business, Management & Technology
- Natural Resources Agriculture
- Human Services
- Industrial & Engineering Technology
- Health Services
- Arts & Communication
- Foundation Knowledge & Skills
- Academic & Technical

Career Clusters:
# Programs of Study Sample Template

(Schools will have their own models)

<table>
<thead>
<tr>
<th>Interest Inventory Administered and Plan of Study Initiated for all Learners</th>
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<tbody>
<tr>
<td><strong>EDUCATION LEVELS</strong></td>
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<tr>
<td><strong>SECONDARY</strong></td>
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</table>

**Articulation/Dual Credit** Transferred Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.

<table>
<thead>
<tr>
<th><strong>POST-SECONDARY</strong></th>
<th><strong>ENGLISH</strong></th>
<th><strong>COMPOSITION</strong></th>
<th><strong>ALGEBRA</strong></th>
<th><strong>CHEMISTRY</strong></th>
<th><strong>AMERICAN GOVERNMENT</strong></th>
<th><strong>INTRODUCTION TO AGRIBUSINESS</strong></th>
<th><strong>CAREERS REQUIRING BACCALAUREATE DEGREE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 13</strong></td>
<td>Speech/Oral Communication</td>
<td>Biological Science or Botany</td>
<td>American History Geography</td>
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<td><strong>Agricultural Commodity Broker</strong></td>
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<td></td>
<td>Technical Writing</td>
<td>Statistics</td>
<td>Psychology</td>
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<td></td>
<td><strong>Agricultural Economist</strong></td>
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<td></td>
<td><strong>Agricultural Educator</strong></td>
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<td><strong>Agricultural Lender</strong></td>
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<td><strong>Banker/Loan Officer</strong></td>
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<td><strong>Farm Investment Manager</strong></td>
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<td></td>
<td><strong>Produce Commission Manager</strong></td>
</tr>
</tbody>
</table>

**YEAR 16** Continue courses in the area of specialization.

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*This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.*

**SAMPLE**

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*Project funded by the U.S. Department of Education (VO518020001)*
A student’s scope and sequence of coursework based upon their chosen career path or career cluster. It is a map of coursework which includes:

1. graduation requirements
2. approved coursework for the students educational and career goals
3. developmentally appropriate work based learning experiences.

Personal plans of study are developed cooperatively with the student, the student’s counselor, teachers, and parents. They are reviewed at least annually and revised as needed.
Key Elements in Developing Personal Plans of Study

- Graduation Requirements
- Staff involvement
- Group/Individual Participation
- Regular Review and Revision as Necessary
- Parental Involvement
- Academic, Interests, and Abilities Assessments
- Student Participation in School and Community Involvement
- Linkage to Post-Secondary Experiences
- An Educational and Career Planning Guide that links courses to career paths and outlines all post-secondary options
“....high schools that provided students better educational and career planning services (Individual Planning) as part of comprehensive guidance programs had significantly higher AYP scores.”

Missouri School Counselors Benefit All Students (Lapan, Gysbers, Kayson, 2006)
Individual Planning has been shown to:

- Improve student motivation and engagement
- Improve student understanding of post-secondary options and long-term planning
- Improve school-family communication and foster family involvement in academic and career planning
- Increase student awareness of their individual strengths and weaknesses

(Student Learning Plans p.4)
Assignment for Graduate Students

1. Select an 8th grade student of your choice (family member, family friend, etc.)

2. Print the "Whats Your Plan" publication.

3. Work with your student to complete the Career Interest Inventory in the What's Your Plan" publication (pg. 3 & 4).

4. Work with your student to complete the Prep Your Personal Plan of Study worksheet in the "What's Your Plan" publication (pg. 22)

5. Based on the information gained from the "What's Your Plan" publication information, assist your student in completing a Personal Plan of Study
   
   a) You will need to work with the high school counselor in your district to determine available high school courses.
   
   b) Your student may select the post-secondary institution of his/her choice for this assignment. You may use the website and/or visit or phone call to the post-secondary institution to determine post-secondary courses appropriate for your student.
   
   c) You may refer to the attached sample Personal Plans of Study.
6. Submit the completed [Personal Plan of Study](#) for your student.

7. In addition to the [Personal Plan of Study](#), attach a one page reflection paper answering the following questions:

   a) How do you believe this assignment will help prepare you as a K-8 or 7-12 Professional School Counselor?

   b) Do you believe that Personal Plans of Study will help students with education and career planning? Why? Why not?

   c) What do you need to know more about to provide better individual planning for your students in your role as a K-8 or 7-12 Professional School Counselor?
<table>
<thead>
<tr>
<th>Name of Cluster: ___________________________</th>
<th>Name of Pathway __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education Levels</strong></td>
<td><strong>Other Required Courses, Recommended Electives, and Learner Activities</strong></td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td><strong>Career &amp; Technical Courses and/or Degree Major Courses</strong></td>
</tr>
<tr>
<td><strong>Interest Inventory Administered</strong></td>
<td><strong>SAMPLE Occupations Relating to this Pathway</strong></td>
</tr>
<tr>
<td><strong>Secondary</strong></td>
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<tr>
<td>9</td>
<td>All plans of study need to meet local and state high school graduation requirements as well as college entrance requirements.</td>
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<td>10</td>
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<td>11</td>
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<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td><strong>Articulation/Dual Credit Transcripted</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Postsecondary</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year 13</strong></td>
<td>All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status.</td>
</tr>
<tr>
<td><strong>Year 14</strong></td>
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<tr>
<td><strong>Year 15</strong></td>
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<tr>
<td><strong>Year 16</strong></td>
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</tr>
</tbody>
</table>
SAMPLE PERSONAL PLAN OF STUDY

SAMPLE HIGH SCHOOL PERSONAL PLAN OF STUDY FOR:
Name__________________________Graduation Year_____

Choose a Career Path (Circle One)
Business, Management, & Technology
Industrial & Engineering/Technology

Arts & Communications
Human Services

Health Services
Natural Resources

Use the following as a guide for selecting your course schedule for your high school years and beyond.

9th

10th

11th

12th

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Post-Secondary Education/Training (Cluster)
Major Area of Study or Training: _____________________________

Circle Post-Secondary Education/Training Choice for grades 13, 14, & beyond:

Career Center
Community College
University
Other

Short-Term Educational/Career Goal:

__________________________

Long-Term Educational/Career Goal:

__________________________

Career Related Activities/Job Shadowing/Work Experience:

__________________________

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All students need a total of 24 (25 College Prep) or more credit to graduate.

Language Arts - 4 units (4-College Prep)
English I__________________
English II__________________
English III__________________
English IV__________________

Social Studies - 3 units (2-College Prep)
World History______________
American History____________
American Government (.5)____
Social Studies Elective (.5)____

Mathematics - 3 units (4-College Prep)
Algebra I__________________
Algebra II__________________
Geometry__________________

Foreign Language - (2-College Prep)
Spanish I/French I__________
Spanish II/French II__________

Practical Arts-1 Fine Arts-1

Computer Applications (.5 College Prep)____

Physical Education-1____

Personal Finance - .5 unit ______
Speech - (.5 College Prep)____
Health-5____

All students are required to return to the counselor their official class selection with their parent's signature:

Parent's signature__________________________

Student's Signature__________________________

Date__________________________

Please check one of the following:

Initial___ 9th Review___ 10th Review___ 11th Review___

Go through your Plan of Study above and make sure you have all the requirements you need to graduate. Total____ ALL
YOU MUST HAVE SUCCESSFULLY MET ALL GRADUATION REQUIREMENTS TO GO THROUGH THE GRADUATION CEREMONY.
Missouri Connections: Web-based Career Exploration and Educational Planning

Connect to Your Future... Today!

Missouri Connections is a web-based resource to help Missouri Citizens determine their career interests, explore occupations, establish education plans, develop job search strategies, and create resumes. Sponsored by the Department of Elementary and Secondary Education and the Department of Economic Development, Missouri Connections is available to students, parents, guidance counselors, educators, and job seekers at no charge.

Students

Begin your career exploration and planning with the Missouri Connections Career Information System.

- Take Career Information System assessments
- Build a portfolio
- Create your career plan and course plan

Register/log-in for these personalized features:
Resources

Missouri Center for Career Education
MCCE
MCCE is part of the College of Education
University of Central Missouri
T.R. Gaines 302
Warrensburg, MO 64093
phone: 660-543-8768
fax: 660-543-8995
Email: Resources@MCCE.org

Download FREE Resources:
http://www.missouricareereducation.org/index.php?view=project&project=individualplan
More FREE Resources

- **Individual Student Planning**
  - Individual Student Planning Process Rubric (PDF, DOC)
  - Individual Student Planning Vocabulary (PDF, DOC)

- **Personal Plan of Study Templates**
  - Personal Plan of Study Checklist (PDF, DOC)
  - Personal Plan of Study Template 1: Landscape with Sidebars (PDF, DOC)
  - Personal Plan of Study Template 2: Portrait (PDF, DOC)
  - Personal Plan of Study Template 3: Landscape, POS Style (PDF, DOC)

- **Program of Study Template Instructions**
  - All Program of Study Templates (PDF, DOC)
  - Checklist for Program of Study Templates (PDF, DOC)
  - Instructions for Program of Study Templates (PDF, DOC)

- **Program of Study Templates by Cluster**
  - Agriculture, Food, and Natural Resources POS Template (PDF, DOC)
  - Architecture and Construction POS Template (PDF, DOC)
  - Arts, Audio-Visual Tech, and Communications POS Template (PDF, DOC)
  - Business Management and Administration POS Template (PDF, DOC)
  - Education and Training POS Template (PDF, DOC)
  - Finance POS Template (PDF, DOC)
  - Government and Public Administration POS Template (PDF, DOC)
  - Health Science POS Template (PDF, DOC)
  - Hospitality and Tourism POS Template (PDF, DOC)
  - Human Services POS Template (PDF, DOC)
  - Information Technology POS Template (PDF, DOC)
  - Law, Public Safety, Corrections, and Security POS Template (PDF, DOC)
  - Manufacturing POS Template (PDF, DOC)
  - Marketing POS Template (PDF, DOC)
  - Science, Technology, Engineering, and Math POS Template (PDF, DOC)
  - Transportation, Distribution, and Logistics POS Template (PDF, DOC)

- **Career and Educational Planning Guide**
  - Career and Educational Planning Guide (PDF, DOC)
Think-Pair-Share

Based on what you have learned here, from your graduate coursework and experience:

» Think about one thing you will do when you return to school to improve/enhance your individual planning process

» Pair and Share