



# 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-Pair-Share



- **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 4-6year 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

# What is Individual Student Planning?



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

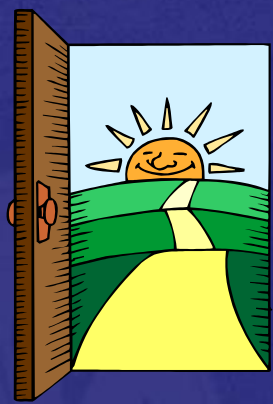
Within this component, activities are designed to help students:

- 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.



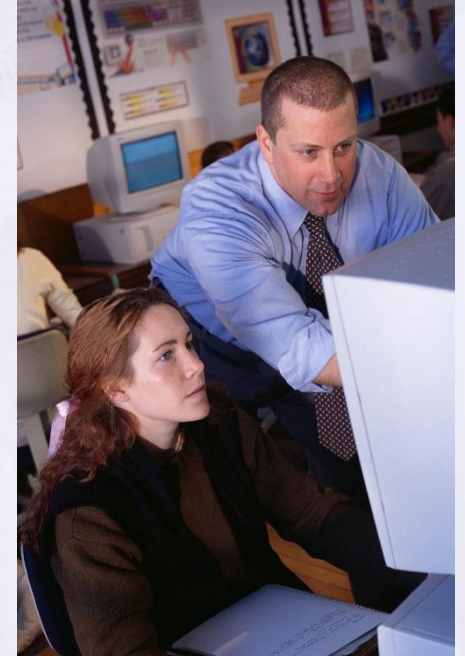
# K-12 Career Development



- 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

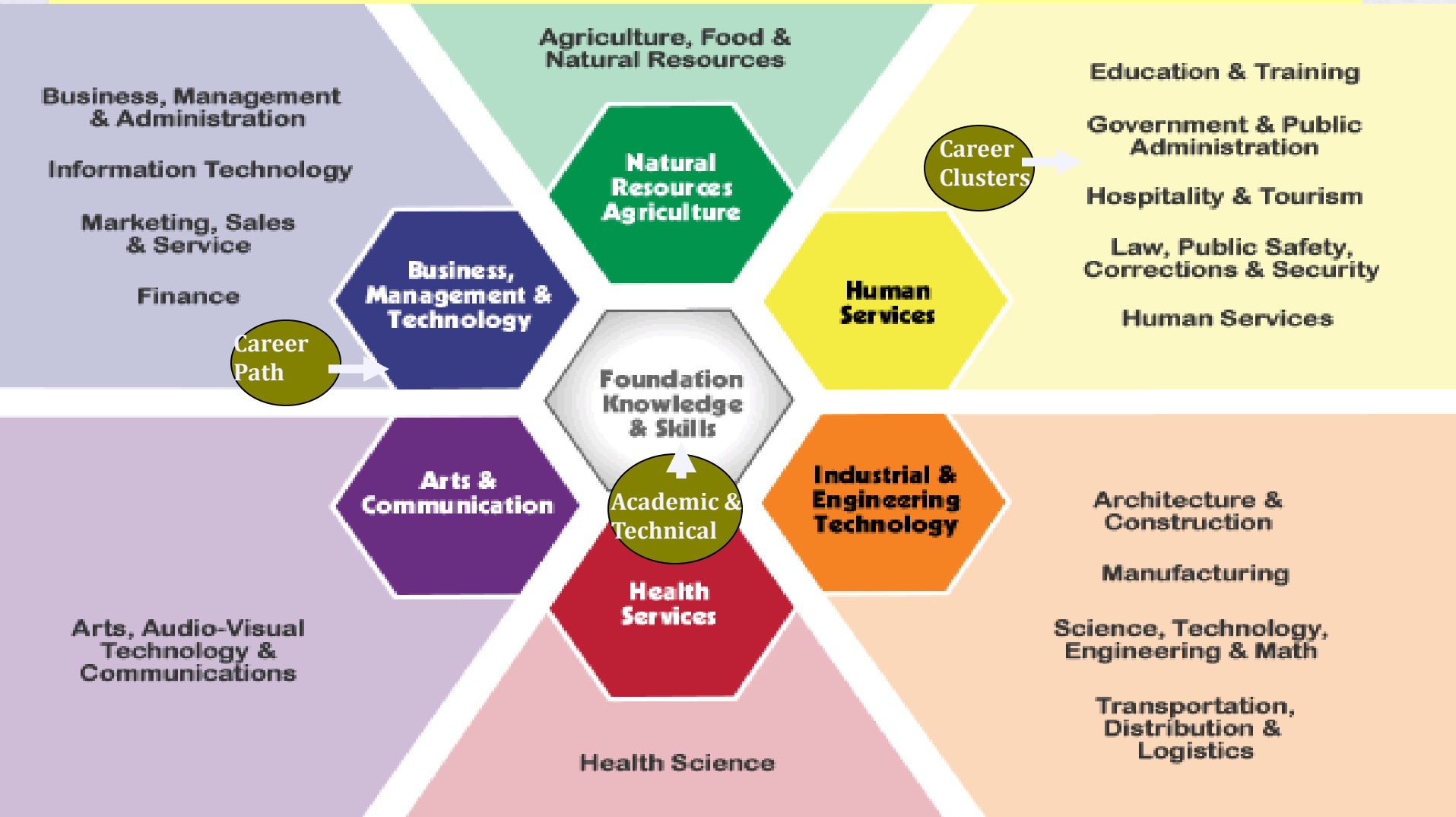


# The Vocabulary of Career Development and Individual Student Planning

- ▶ **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



# Programs of Study Sample Template

(Schools will have their own models)



## Agriculture, Food and Natural Resources: Agribusiness Systems Career Pathway Plan of Study for ▶ Learners ▶ Parents ▶ Counselors ▶ Teachers/Faculty

This Career Pathway Plan of Study (based on the Agribusiness Systems Pathway of the Agriculture, Food and Natural Resources Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. \*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

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Agribusiness Systems Pathway	SAMPLE Occupations Relating to This Pathway
<i>Interest Inventory Administered and Plan of Study Initiated for all Learners</i>								
SECONDARY	9	English/ Language Arts I	Algebra I	Earth or Environmental Science	State History Civics	All plans of study should meet local and state high school graduation requirements and college entrance requirements. Supervised Agricultural Experience (SAE) and participation in appropriate FFA activities support and reinforce classroom and laboratory learning and should be a requirement for all students.	<ul style="list-style-type: none"> <li>- Introduction to Agriculture, Food and Natural Resources</li> <li>- Introduction to Agricultural Marketing, Business and Entrepreneurship</li> <li>- Accounting</li> <li>- Agricultural Business Management</li> </ul>	<b>Occupations Requiring Postsecondary Education</b> <ul style="list-style-type: none"> <li>▶ Agricultural Chemical Dealer</li> <li>▶ Agricultural Products Buyer-Distributor</li> <li>▶ Bank/Loan Office</li> <li>▶ Dairy Herd Supervisor</li> <li>▶ Entrepreneur</li> <li>▶ Farm Manager</li> <li>▶ Farmer-Rancher-Feedlot Operator</li> <li>▶ Feed-Supply Store Manager</li> <li>▶ Field Representatives for Bank, Insurance Company or Government Program</li> <li>▶ Livestock Manager</li> <li>▶ Sales Manager</li> <li>▶ Salesperson</li> </ul>
	10	English/ Language Arts II	Geometry	Biology	U.S. History			
	11	English/ Language Arts III	Algebra II or other math course	Chemistry or other science course	World History			
	<i>College Placement Assessments-Academic/Career Advisement Provided</i>							
	12	English/ Language Arts IV	Statistics or other math course			<ul style="list-style-type: none"> <li>- Agricultural Economics</li> <li>- Internship in Agribusiness</li> </ul>		
<i>Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.</i>								
POSTSECONDARY	Year 13	English Composition	Algebra	Chemistry	American Government	All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	<ul style="list-style-type: none"> <li>- Introduction to Agribusiness</li> <li>- Principles of Agribusiness</li> <li>- Agricultural Economics</li> <li>- Agricultural Salesmanship</li> <li>- Agricultural Finance</li> <li>- Agricultural Advertising/Merchandising</li> <li>- Continue Courses in the Area of Specialization</li> <li>- Complete Agribusiness Systems Major (4-Year Degree Program)</li> </ul>	<b>Occupations Requiring Baccalaureate Degree</b> <ul style="list-style-type: none"> <li>▶ Agricultural Commodity Broker</li> <li>▶ Agricultural Economist</li> <li>▶ Agricultural Educator</li> <li>▶ Agricultural Lender</li> <li>▶ Banker/Loan Officer</li> <li>▶ Farm Investment Manager</li> <li>▶ Produce Commission Manager</li> </ul>
	Year 14	Speech/ Oral Communication		Biological Science or Botany	American History Geography			
	Year 15	Technical Writing	Statistics		Psychology			
	Year 16	Continue courses in the area of specialization.						

# SAMPLE

# From A Program of Study To The Personal Plan of Study

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



# Individual Planning Does Make a Difference

**“....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)*



## Additional Findings

# Renne Center for Education Research and Policy

- ▶ 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.

# Assignment Cont..



**Missouri State**  
UNIVERSITY

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?



Name of Cluster: \_\_\_\_\_

Name of Pathway: \_\_\_\_\_

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses, Recommended Electives, and Learner Activities	Career & Technical Courses and/or Degree Major Courses	SAMPLE Occupations Relating to this Pathway
Interest Inventory Administered								
Secondary	9					All plans of study need to meet local and state high school graduation requirements as well as college entrance requirements.		
	10							
	11							
	12							
Articulation/Dual Credit Transcribed								
Postsecondary	Year 13					All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status.		
	Year 14							
	Year 15							
	Year 16							

Sample Personal Plan of Study

# 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      Arts & Communications      Health Services  
 Industrial & Engineering/Technology      Human Services      Natural Resources

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

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<b>Language Arts - 4 units (4-College Prep)</b>	<b>Mathematics - 3 units (4-College Prep)</b>	<b>Science - 3 units (3-College Prep)</b>
English I _____	Algebra I _____	Physics First _____
English II _____	Algebra II _____	Chemistry I _____
English III _____	Geometry _____	Biology _____
English IV _____	Other _____	Other _____
<b>Social Studies - 3 units (3-College Prep)</b>	<b>Foreign Language- (2-College Prep)</b>	<b>Practical Arts-1    Fine Arts-1</b>
World History _____	Spanish I/French I _____	_____
American History _____	Spanish II/French II _____	_____
American Government (.5) _____		<b>Physical Education-1 _____</b>
Social Studies Elective (.5) _____	<b>Computer Applications (.5 College Prep) _____</b>	
<b>Personal Finance -.5 unit _____</b>	<b>Speech - (.5 College Prep) _____</b>	<b>Health-.5 _____</b>

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.

**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:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 \_\_\_

# Missouri Connections: Web-based Career Exploration and Educational Planning

The screenshot shows the MissouriConnections.org website in a Windows Internet Explorer browser window. The browser's address bar displays the URL <http://www.missouriconnections.org/>. The website features a purple header with the logo and the tagline "Connect to Your Future". A "NEW! Frequently Asked Questions" button is visible in the top right. On the left, there is a login section with fields for "User name:" and "Password:", a "Sign in" button, and a link for "Forgot your username and password?". Below the login section is a navigation menu with links to Home, Career Exploration, Career Information System, College Exploration, Paying for College, Career Search, Getting Started, System Feedback Survey, Resources, and Training. The main content area has a heading "Connect to Your Future... Today!" and a paragraph describing the service: "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 resumés. 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." Below this is a navigation bar with tabs for "Students", "Parents", "Educators", "Job Seekers", and "Career Centers". The "Students" tab is selected, showing a section titled "Students" with a photo of a young girl. The text reads: "Begin your career exploration and planning with the Missouri Connections' Career Information System." and "Register/log-in for these personalized features:". A list of features includes: "Take Career Information System assessments" (Learn about your career interests, values, and skills.), "Build a portfolio" (Keep track of assessment scores, favorite clusters, occupations, colleges, resumés, and more!), and "Create your career plan and course plan" (Review with your counselor at least...).

Free To All Schools

# Resources

## Missouri Center for Career Education MCCE

Missouri's source  Innovation in Career Education.

**MCCE**  
Missouri Center for Career Education

Administrators, Counselors, Teachers

Help me find ... 

 About MCCE  Email Updates  News  Order Materials  Search





# Resources

## Guidance e-Learning Center

[Administrators](#) [Counselors](#) [Teachers](#)

Missouri Center for  
Career Education

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### Comprehensive Guidance & Counseling eLearning Center

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[Guidance Program Manual](#)  
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[MO School Counselors Assn.](#)  
[MSIP for Guidance](#)  
[New Counselor Institute](#)  
[System of Support Meetings](#)  
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[Missouri School Counselors Association](#)   
[American School Counselors Association](#) 

### Comprehensive Guidance & Counseling eLearning Center

*Linking School Success with Life Success.*

About  
Comprehensive  
Guidance &  
Counseling

**Academic  
Development**

**Career  
Development**

**Personal & Social  
Development**

**Guidance Curriculum**

**Individual Student Planning**

**Responsive Services**

**System Support**

**Evaluation: Program + Personnel = Results**

 **Find us on iTunes!**

# Want to Order Resources from Missouri Center for Career Education ? (MCCE)

<http://www.missouricareereducation.org/project/order>

**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](mailto: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](#))

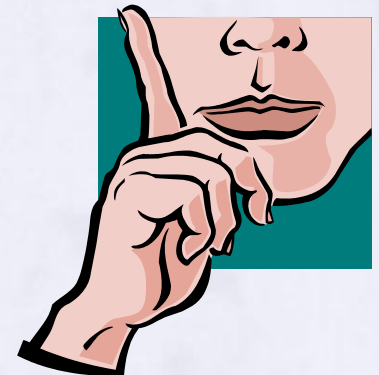




# Think-Pair-Share

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

- ▶ Think about on thing you will do when you return to school to improve/enhance your individual planning process
- ▶ Pair and Share





Did You Know???

