HIGH SCHOOL AND BEYOND PLAN

## LESSON 12-9 ▲ HIGH SCHOOL AND BEYOND PLAN

| **GRADE LEVEL FOCUS**  *Because of the importance of this topic, this lesson spirals itself each year from 8th through 12th grade, with a combination of consistent content and new content.* |
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| The focus for this High School and Beyond Plan (HSBP) Lesson in each grade level is as follows:   * *Grade 8: Introduction to HSBP* * *Grade 9: Understanding the HSBP* * *Grade 10: Completing all elements of the HSBP* * *Grade 11: Career Bridge Career Quiz* * *Grade 12:* *Next Year Plans* |

## **LEARNING GOALS/OUTCOMES**

* Students will develop a High School & Beyond Plan each year.
* Students will complete a career interest inventory.
* Students will review their high school course plan.
* Students will work on their postsecondary plans.
* Students will write a resume or activity log.

**MATERIALS NEEDED**

* **Student Handouts:**
* My High School and Beyond Plan
* Resume or Activity Log Worksheet
* **Family Handouts:**
* High School and Beyond Plan

## **CLASSROOM ACTIVITIES**

*Grade 12 Focus: Next Year Plans*

*Students will be in varying stages of their post-high school planning processes. Ensure the HBSP reflects the most up-to-date thinking as possible.*

1. **Complete a High School and Beyond Plan.** Distribute the *My High School and Beyond Plan*and help students as they complete the checklist and make notes about the work they still must complete to finish their plans.

Tell students that before they graduate from high school they will need to complete a High School and Beyond Plan that will include detailed information on their interests, classes, and plans. This template will help them compile the needed information

1. **Complete a Career Interest Inventory.** http://www.careerbridge.wa.gov/ Have students complete the free online career interest quiz, explore careers, view job trends, and find education programs or colleges using *Career Bridge*. They can also view apprenticeships, military options, and other career resources through *Career Bridge.* The *Occupational Outlook Handbook*, http://www.bls.gov/ooh/ , is another free guide to career information with hundreds of occupations, that includes highest paying and growth projections.
2. **Explore Programs of Study.** http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx

The Program of Study is a comprehensive education plan that can be used to supplement the High School and Beyond Plan. Programs of Study are organized around the national career clusters framework, and list the courses the student will take during high school and may include a list of courses the student intends to pursue during postsecondary education as they relate to the field of interest. A Program of Study is a collaborative effort between secondary and postsecondary education to seamlessly coordinate classroom instruction, student guidance, career and technical student organizations, career development, and community participation for a particular career cluster and pathway to prepare students not only for postsecondary but also for the workforce.

If you wish, have your students use the *Program of Study Templates (*http://www.k12.wa.us/careerteched/ProgramsofStudy.aspx) to design a personal plan for their high school and postsecondary experience. The individual plan of study should reflect the student’s career interests. This plan, along with the student’s classroom instruction, should be linked with leadership clubs and community activities. This will provide practical experience and enhance the student’s personal communication, leadership, and teamwork skills. Students may need guidance in preparing a Program of Study.

1. **Review High School and Beyond Plan every year.** Have a school counselor or advisor meet with students each year and review the information they’ve noted on their *My High School and Beyond Plan*. Counselors and advisors can help students determine which courses they should take to meet their postsecondary goals and assist them with how to apply to postsecondary programs that meet their career interests.
2. **Develop a resume or Activity Log .** One of the recommended elements of the High School and Beyond Plan is to complete a resume or activity log. If your students do not already have a resume or activity log, they will need to create one before the end of their senior year. Now is a good time to start. The worksheet should include information about school activities, athletics, leadership opportunities, awards, internships and/or work experiences. Review the information on the worksheet and then give students the opportunity to answer the questions on the worksheet. Have students use their answers to create a resume, update an existing resume, or create a list of activities and leadership opportunities for scholarship and college applications.
3. **Distribute the *Resume (Activity Log) Worksheet*.** Review the information on the worksheet and then give students the opportunity to answer the questions on the worksheet. If you wish, have students use their answers to create a resume/activity log or update an existing resume.
4. **Coordination with Student-Led Conference**. Many schools have an Advisory Program that host student-led conferences once or twice a year with student, advisor and parents/guardians. The student-led conference is a chance to share the High School and Beyond Plan that includes progress each year, career interests, 4-year plan, postsecondary plans and more. Students answer the overarching question, “What will I do with my life?”From these three questions below answered each year, students can use the results to see how they have changed year to year, as well as, develop an essay their junior and/or senior year for scholarship and college applications. (See Preparing for Student-Led Conferences Lessons 19 and 20.)
   1. Who Am I?
   2. What Can I Become? (What do I want to do in the future?)
   3. How Will I Become That? (What have I been working on towards that goal?)

## **STUDENT PRODUCTS**

* **Completed *My High School and Beyond Plan*** 
  + **Paper form, and/or**
  + **Electronic version in student information system or with outside vendor**
* **Completed *Resume (Activity Log) Worksheet***
* **Results of a Career Interest Inventory**

## **ADDITIONAL RESOURCES AND OTHER INFORMATION**

* **Additional Program of Study templates** http://www.k12.wa.us/CareerTechEd/ProgramsofStudy.aspx   
  Up to 78 detailed Program of Study forms for each Career Cluster
* **State Board of Education**

http://www.sbe.wa.gov/faq/highschoolbeyondplan.php - .V-vqL9xFrSo

Information on the High School and Beyond Plan

* **OSPI Graduation Requirements**

www.k12.wa.us/graduationrequirements/

Information about graduation requirements for the State of Washington

* **OSPI Graduation Toolkit**

www.k12.wa.us/graduationrequirements/GraduationToolkit.aspx

* **OSPI Dual Credit Programs:** http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/DualCredit/default.aspx
* **State Board For Community & Technical Colleges:**

http://www.sbctc.ctc.edu/

Information on community and technical colleges, transfer to four-year colleges, programs and financial aid

* **Washington Student Achievement Council:**

http://www.wsac.wa.gov/college-admissions

Information on college admissions and financial aid for community and technical colleges and baccalaureate institutions

* **Washington Workforce Training and Education Coordinating Board:** http://www.careerbridge.wa.gov/

Online Career Bridge career interest inventory and “Where Are You Going?” guide

HIGH SCHOOL AND BEYOND PLAN

## LESSON 12-9 STUDENT HANDOUT

MY HIGH SCHOOL AND BEYOND PLAN

This intent of this plan is to synthesize research, reflection and experiences gathered throughout the career and planning process. Multiple Career Guidance Washington lessons contribute to the development of the plan.

## **MY GOALS**

**What is your plan for postsecondary? (select your preferred option below):**

* Get a 4-year college degree
* Join the military
* Attend a 2-year college
* Get a job right away
* Finish a certificate program
* Find an apprenticeship

**Other**:.

.

**Target Careers (list top 3):**

1. .
2. .
3. .

**Preferred Colleges (list top 5): Preferred Majors/Interest Areas (list top 5):**

1. . 1. .
2. . 2. .
3. . 3. .
4. . 4. .
5. . 5. .

## **HOW WILL I GET THERE?**

Coursework\* \_\_\_\_\_English \_\_\_\_\_Health & Fitness  
*(minimum credits required* \_\_\_\_\_Mathematics\_\_\_\_\_Arts  
*for graduation, that* \_\_\_\_\_Science \_\_\_\_\_Career & Technical Education  
*includes dual credit and* \_\_\_\_\_Social Studies \_\_\_\_\_General Electives *other opportunities)* \_\_\_\_\_World Language (or  
*Dual Credit link*  Personalized Pathway  
 *http://www.k12.wa.us/Secondary*  Requirement) *Education/CareerCollegeReadiness/  
DualCredit/default.aspx*

*\* Refer to your district policy*

HS Exams *Check the exams you have taken already. Put an X next to those you plan to take*

* State Assessment
* PSAT
* End of course exam(s)
* IB Exam(s)
* ACT
* SAT
* AP Exam(s)
* Cambridge Program Exam(s)
* Compass
* SAT Subject Test(s)
* ASVAB
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Process Steps *Postsecondary process steps*

High School and Beyond

Plan The plan begins in **7th or 8th grade** and is updated each year by reviewing the transcript and progress toward identified goals, changing interests and academics.

Each student’s plan **must** include:

* **Career interest inventory** to identify career goals and interests
* **Identification of educational goals** for graduation and beyond
* **A four-year course plan** that is aligned to fulfill high school graduation requirements through an identified **personalized pathway** with information about **dual credit programs** and the **College Bound Scholarship**
* **Resume or activity log** completed by the end of 12th grade
* Document **interventions, academic supports, or courses** for students who have not met standard on state assessment

The HSBP **Template** on the HSBP homepage has additional requirements and is in 9 languages.

Additional Experiences *Planning a robust set of experiences to expand awareness, develop interests,   
 and nurture skills*

* Extracurricular Activities/Athletics
* Volunteer/Community Activities
* Internships/Jobs

## **4-YEAR COURSE PLAN WORKSHEET**

**Directions:** List below the courses you have taken (or plan to take) each year in high school. Note and consider local/state graduation requirements and post-secondary admission requirements for desired institutions.

| SUBJECT AREA | GR 9 | GR 10 | GR 11 | GR 12 |
| --- | --- | --- | --- | --- |
| English  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| Mathematics  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| Science  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| Social Studies  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| Health and Fitness  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| Arts *or PPR*  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| World Language *or PPR*  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| Career Technical - CTE  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| General Electives  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |
| TOTAL CREDITS  Graduation Requirements \_\_\_\_\_\_  Admission Requirements \_\_\_\_\_\_ |  |  |  |  |

Requirements may vary. Please note:

* Local Graduation Requirements: Please refer to school district policy for local requirements (which may exceed state requirements)
* State Graduation Requirements: OSPI www.k12.wa.gov or State Board of Education www.sbe.wa.gov
* Program of Study & Admissions Requirements: Refer to specific institutions’ admission requirements or Washington Student Achievement Council (http://www.wsac.wa.gov/)

PPR = Personalized Pathway Requirement based on High School & Beyond Plan for Class of 2019 and Beyond.

**PERSONALIZED PATHWAY REQUIREMENT WORKSHEET (Class of 2019 and Beyond)**

**Definition of Personalize Pathway**

* Locally determined coursework identified in student’s High School & Beyond Plan that is needed for postsecondary career or educational goals chosen by student based on interest and career goals
* Courses chosen by student that are included in a student’s personalized pathway and prepare students to meet specific postsecondary or educational goals
* Created in collaboration between student, parent/guardian, and school staff
* Students specify 3 credits in their High School & Beyond Plan that meet graduation requirements and postsecondary plans (from the additional art and 2 world language) **or** choose to include 3 other courses, along with 4 electives and 17 core courses to complete their 24 credits needed for the Career- and College-Ready Diploma for Class of 2019 and beyond

| 1. How does my career interest connect with the courses I am taking or plan to take? |
| --- |
| 1. How do the courses I am taking or plan to take connect with my career pathway or college major? |
| 1. What are the steps I need to take to reach my postsecondary plan successfully? |
| 1. Who will I work with about my Personalized Pathway Requirement, that is based on my High School & Beyond Plan? |
| 1. What is my timeline for making a decision about my Personalized Pathway? |
| 1. What if I change my mind along the way? Who will I talk with about revising my Personalized Pathway and High School & Beyond Plan? |

HIGH SCHOOL AND BEYOND PLAN

## LESSON 12-9 STUDENT HANDOUT

RESUME (ACTIVITY LOG) WORKSHEET

## **WHAT IS A RESUME (ACTIVITY LOG)?**

Your High School & Beyond Plan must include a completed resume. A **resume** (or activity log) is a good way to introduce yourself. It’s just a piece of paper, but you will need one if you are applying for a job or an internship. A resume summarizes who you are and what you can do.

## **CREATING A RESUME**

A good resume has four parts:

* **Contact information.** The top of your resume should include your contact information. This information is often centered on the page. You might want to print your name in a larger font or in bold so that it stands out. You want to make it easy for an employer to contact you! Make your resume easy to read by using lots of white space and a font size that is larger than 10 point.
* Name
* Address
* Phone number
* E-mail address
* **Objective.** Why do you want this job? Your objective is a short statement, usually just one sentence. It explains why you want the job. Your objective might say, “I am seeking a position that will allow me to use my computer skills.”
* **Skills and strengths.** (This section can be combined with “Experience.”) In this section of the resume, list your interests and abilities. Even if you’ve never held a paid job before, you have skills. What are they? Maybe you have tutored younger students or know how to develop a web site. Maybe you have run for office at school or organized a school event. When you write about your skills and strengths:
* Use short points rather than complete sentences. *(Example: Organized fundraiser for Japan earthquake victims)*
* Use action words. *(Examples: Led, organized, managed, designed, developed)*
* Use numbers and percentages to quantify your accomplishments. *(Example: Organized fundraiser for Japan earthquake victims that raised $5,000)*
* Mention your technical or computer skills*. (Proficient with Office and Adobe Flash)*

* **Experience.** In this section, list your paid jobs AND volunteer activities. Describe each briefly. You can also list extracurricular activities, especially if these activities show your skills or dedication. You can also list awards you’ve received.

## **GET STARTED ON YOUR RESUME**

Use the space below to take notes for your resume or activity log. Ask your teacher if you should just file this handout in your portfolio, or if you should use a computer to prepare a finished resume.

**Contact Information:**

**Objective** (Why you want the job, what you hope to learn – if you aren’t applying for a job right now, just write that you want to put your skills to work in the community):

**Skills and strengths** (remember, short points using action words):

**Experience** (Don’t forget volunteer service, extracurricular activities, and awards. Show your positions and list your accomplishments in the groups you’ve joined):

HIGH SCHOOL AND BEYOND PLAN

LESSON 12-9 FAMILY HANDOUT

HIGH SCHOOL AND BEYOND PLAN

**WHAT IS REQUIRED TO GRADUATE FROM HIGH SCHOOL?**

To graduate from high school in Washington, students must meet three requirements:

* Earn high school credit (at least the minimum number required by your district);
* Meet standard on state assessments and end-of-course exams; and
* Complete a High School & Beyond Plan.

**WHAT IS THE HIGH SCHOOL & BEYOND PLAN?**

The **High School and Beyond Plan (HSBP)** is the culmination of a four-year process that helps all students think about their future and how to get the most out of high school.  Students will work with staff to create their own individual “**personalized pathway"** through high school and revise their plan annually to accommodate changing interests or goals.

The High School and Beyond Plan revolves around three questions: Who am I?, What can I become?, and How do I become that? At a minimum, a high quality High School and Beyond Plan includes: identification of a career goal, understanding of the state assessments needed for graduation, a four-year course plan, and an articulated plan for after graduation. Multiple Career Guidance WA lessons at each grade level contribute to this plan. The High School & Beyond Plan is a collection of written documents that helps students set goals for the future and then take the steps needed to achieve those goals. The plan is updated each year by reviewing transcript and accessing progress toward identified goals, changing interests and academic needs and could include:

* The student’s interests and abilities, and the relationship to his/her current career goals
* A four-year plan for courses taken during high school that is aligned to fulfill high school graduation requirements
* Identification of exams student needs to graduate from high school and for post-secondary goals (State assessments, ACT, SAT, etc.)
* Research on postsecondary programs related to the student’s goals;
* A completed resume or activity log
* A budget for life after high school
* Demonstration of preparedness through presentation of HSBP

Students who are focusing on Career & Technical Education courses in high school can prepare a Program of Study to design a personal plan for their high school and postsecondary experience. This plan, along with the student’s classroom instruction, will provide practical experience and enhance the student’s personal communication, leadership, and teamwork skills.

**IS THERE A DIGITAL VERSION OF THE HIGH SCHOOL AND BEYOND PLAN? YES!**

General Information About the HBSP Digital Tool:

* Available FREE for ALL school districts in WA
* Aligned with HSBP process and materials in Career Guidance WA curriculum
* Tool is available to ALL Student Information Systems
  + Skyward
  + Available for school districts with their own SIS (may charge small fee for data connection)
* WSIPC or ESDs will provide trainings
* See your school district student information system director about access to this tool

Highlights Regarding the HBSP DigitalTool:

* HSBP can follow student if they transfer schools or districts
* Only one log-in required, WHICH saves time
* Can view a student’s schedule, grad requirements, transcript, registration for classes, and HSBP all in same system
* Accessible outside of school day
* Course plan is pre-populated from Skyward (or other SIS) data
* Information is dynamic, based on the student’s graduation year
* Parents can review plan for the Class of 2019 Personalized Pathway Requirement check off
* Tool follows the state’s Career Guidance WA template for HSBP
* Free career interest inventory and postsecondary options search through Career Bridge and Occupational Handbook
* Ability to upload HSBP documents and other enhancements coming soon
* Simple, efficient and easy to use for students, parents, advisory teachers, and school counselors

You can learn more about the High School & Beyond Plan at the State Board of Education’s web site:

www.sbe.wa.gov/documents/FAQ%20High%20School%20and%20Beyond%20Plan.pdf.

You can learn more about Career & Technical Education and the Program of Study at:

www.k12.wa.us/careerteched.