

## **Lancaster ACP: Grades 6-12**

*“A scope and sequence to ensure academic career planning for all  
Lancaster students”*

### **Note:**

- The following classes/teachers have been selected for ACP because these are required courses for the assigned grade level. This helps to ensure every student will get the opportunity to complete ACP requirements.
- The below tasks are completed by students using the school provided “Career Cruising” computer software.

### **Grade: 6**

### **Class: Health-6**

### **Teacher(s): Mr. Hicks**

- Complete the first 39 questions of Career Matchmaker and save results
- Save at least one career of interest and review the At-A-Glance page and other areas of the career profile to get a better understanding of job requirements
- Complete the Learning Styles Inventory and save results
- Create a My Journal entry reflecting on learning style assessment
- Add at least one hobby/interest and one extracurricular activity to My Plan

### Additional resources:

- My Plan Activity #2 - Saving Your Career Matchmaker Results
- Classroom Activity #3 - Using Career Matchmaker
- Classroom Activity #14 - Learning Styles
- My Plan Activity #8 - Activities & Experiences

**Grade:** 7

**Class:** Health-7

**Teacher(s):** Mr. Hicks

- Complete 39 additional questions in Career Matchmaker and save results
- Under Careers, use the Career Clusters search to find different careers by favorite school subject Save at least one Career Cluster of interest (My Saved Clusters) to My Plan
- Explore career profiles: Job Description, Working Conditions, Earnings, Education, and Sample Career Path sections
- Save at least one additional career of interest to My Plan
- Research one saved career of interest in detail and present findings to class
- Create a My Journal entry reflecting on why the career(s) and cluster(s) saved are a good fit
- Review and add any new hobbies/interests and extracurricular activities to My Plan
- The Real Game Suggestions Unit 1 - Making a Living, Sessions 1-3 (core), 4-5 (recommended) Unit 2 - Quality of Life, Sessions 1 & 2, 3-5 (recommended)

Additional resources:

- My Plan Activity #3 - Careers That Interest Me
- Classroom Activity #1 - School Subjects & Career
- Classroom Activity #2 - Using School Subjects in the Workplace
- Classroom Activity #9 - Career Interview Project

**Grade:** 8

**Class:** Health-8

**Teacher(s):** Mr. Hicks

- Complete 38 additional questions in Career Matchmaker (for a total of 116 answered questions) and save results
- Use the Career Selector tool to research careers based on a variety of criteria. Explore career profiles: Job Description, Working Conditions, Earnings, Education, and Sample Career Path sections

- Review My Saved Clusters and add new clusters of interest if applicable
- Save at least one additional career of interest to My Plan
- Complete one career planning activity and record in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.)
- Take the Learning Styles Inventory for a second time and save results; review tips and learning strategies
- Complete the My Skills assessment and save results. Add at least one skill/ability in My Plan
- Explore the Suggested School Subject in a career profile of interest. Under Education, search for schools and save at least one school and major of interest in My Saved Schools
- Add at least one short-term and one long-term career/life goal in My Plan. Write a My Journal entry that outlines a plan to meet one goal
- Add at least one new hobby/interest and one extracurricular activity to My Plan
- Based on careers of interest, activities, and goals, build a four-year high school course plan using the Course Planner tool (emphasize that it can be changed as students progress through school)
- The Real Game Suggestions Unit 3 - Changes and Choices, Session 1-4 (recommended) Unit 4 - The Personal Journey, Sessions 1, 2 & 5 (core), 3, 4 & 6 (recommended)

Additional resources:

- Classroom Activity #4 - Your Career Ideas & Career Matchmaker
- Classroom Activity #5 - Using Career Selector
- My Plan Activity #7 - Career Preparation & Planning
- Classroom Activity #14 - Learning Styles
- Classroom Activity #11 - Using My Skills
- Classroom Activity #12 - College Research Exercise
- My Plan Activity #6 - High School Education Plan

**Grade:** 9

**Class:** Computer Basics

**Teacher(s):** Mrs. Wehrle

- Start a new Career Matchmaker assessment; answer at least 39 questions and save results
- Explore Suitable for You? feedback from Career Matchmaker for careers that did not appear on the suggestion list
- Save at least one additional career of interest and compare against the three other saved careers from previous three grades
- Write a My Journal entry about saved careers. Is there a pattern or clear area or skill of interest?
- Review saved Career Clusters and add any others of interest
- Add or update short-term and long-term goals in My Plan Under Education, review the College Planning Timeline
- Add at least one additional skill or ability to My Plan
- Add at least one short-term and one long-term career/life goal in My Plan
- Add at least one volunteer experience, work experience, award, or certificate and save to My Plan
- Review hobbies, interests, and extracurricular activities and add any new ones to My Plan
- Based on careers of interest, skills, activities, and goals, complete grade 10 course selection using the Course Planner tool

Additional resources:

- Classroom Activity #3 - Using Career Matchmaker
- Classroom Activity #6 - Comparing Careers
- Classroom Activity #8 - Career Fair Project
- My Plan Activity #8 - Activities & Experiences My Plan Activity
- #6 - High School Education Plan

**Grade:** 10

**Class:** Biology

**Teacher(s):** Ms. Landon

- Take a second Career Matchmaker assessment, answering at least 58 questions
- Save results and review educational requirements for at least two career matches of interest
- Use the Career Selector tool to find careers based on a variety of criteria
- Review saved Career Clusters and add any others of interest
- Save at least one additional career of interest to My Plan and compare to four other saved careers from previous grades
- Take the Learning Styles Inventory for a third time and save results review tips and learning strategies
- Complete the My Skills assessment for a second time and save results
- Add at least one additional skill or ability to My Plan. Look at skills needed for careers of interest and make a list of skills to work toward in My Journal Update short-term and long-term goals in My Plan
- Complete one additional career planning activity and record it in My Plan (e.g., attend a career or college fair, complete community service, create a resume, etc.)
- Add at least one hobby/interest and one extracurricular activity to My Plan
- Under Education, review the College Planning Timeline Complete course selection for grade 11 using Course Planner
- Look ahead to grade 12 courses and adjust as needed
- The Be Real Game Suggestions Unit 1 – Time Travel: Exploring the Future, Sessions 1-6 (core), 7-9 (recommended) Unit 2 - Personal Journey: Creating My Future, Sessions 1-4 & 6 (core), 5 & 7 (recommended)

Additional resources:

- Classroom Activity #15 - Why Study This? A Cross-Curricular Game
- Classroom Activity #5 - Using Career Selector
- Classroom Activity #6 - Comparing Careers

- Classroom Activity #14 - Learning Styles
- Classroom Activity #10 - Discovering Your Work Skills
- Classroom Activity #12 - College Research Exercise
- My Plan Activity #6 - High School Education Plan

**Grade:** 11

**Class:** American Government

**Teacher(s):** Mrs. Flynn

- Revisit latest Career Matchmaker assessment and answer additional 58 questions (for a total of 116)
- Save results and review educational requirements for at least two career matches of interest.
- Save any new careers of interest to My Plan and compare against other saved careers
- Complete School Selector questionnaire; save at least one school and one major of interest
- Complete one additional career planning activity and record in My Plan (e.g., attend a career or college fair, job shadow, practice SAT/ACT, etc.)
- Use the Resume Builder to create a resume and cover letter and attach to My Files
- Add or update short-term and long-term goals in My Plan and write about progress and next steps in My Journal Under Education, review the College Planning Timeline
- Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan
- Add at least one additional skill or ability to My Plan Complete course selection for grade 12 using Course Planner

Additional resources:

- Classroom Activity #4 - Your Career Ideas and Career Matchmaker
- My Plan Activity #4 - Schools that interest Me
- My Plan Activity #7 - Career Preparation & Planning
- My Plan Activity #9 - Using the Resume Builder
- Classroom Activity #13 - Finding the Right College

**Grade: 12**

**Class: WIN**

**Teacher(s):** WIN Advisor (Mr. Mumm)

- Revisit latest Career Matchmaker assessment. Re-take if necessary and save results
- Save any new careers of interest to My Plan and compare against other saved careers
- Review career paths, attributes & abilities, interviews, and wage and outlook information in at least two career profiles of interest (either new or saved)
- Use Career Selector to gain more insights on what to look for in a career
- Revisit the latest My Skills assessment results and add one skill or ability to My Plan (for a total of three)
- Review Saved Schools and School Selector results (retake if needed). Add at least one school/major of interest (for a total of three) and update ranking of saved schools
- Explore national and local scholarships using the Financial Aid Selector and save at least two of interest
- Under Education, review the College Planning Timeline again and complete the Post-Secondary Plan
- Review and add hobbies, interests, extracurricular activities, volunteer experiences, work experiences, awards and certificates, and other relevant experiences to My Plan
- Review and update short-term and long-term goals in My Plan and write about progress and next steps in My Journal

- Update resume and cover letter and save new versions to My Files
- Review Work Search: You & the Job Market section in the Employment Guide for important factors to consider in selecting a potential career

Additional resources:

- Classroom Activity #6 - Comparing Careers
- Classroom Activity #5 - Using Career Selector
- Classroom Activity #11 - Using My Skills
- My Plan Activity #4 - Schools That Interest Me
- Classroom Activity #13 - Finding the Right College
- My Plan Activity #5 - Scholarships and Financial Aid
- My Plan Activity #9 - Using the Resume Builder