

# SEPTEMBER

## INDIVIDUAL CAREER ACADEMIC PLAN ACTIVITY TOOLKIT



OKLAHOMA  
EDGE

Graduating high school can be difficult – taking the next step can be even tougher. After high school, many young Oklahomans find themselves without a job or plan to pursue a credential, certification or college degree. The Workforce Innovation Opportunity Act signed into law July 22, 2014 defines this group as Out of School Youth (also known as “Opportunity Youth”) – 16-24-year-olds not in school and with one or more barriers to employment (homelessness, parental responsibilities, disabilities or juvenile or criminal records).

**According to the Oklahoma Employment Security Commission, youth 16 to 19 years of age have an unemployment rate of 11.5%, while the state unemployment rate for all ages is 3.2%.**

*Employment rate for the time frame of August 2018 to July 2019: Statewide, not seasonally adjusted.*

**Offering community-wide career development events to your students can increase the likelihood that your students will have postsecondary success.**



OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

# ENGAGING THE WORLD

In order for students to make the connection between classroom and career, they must first ask the question “How will I engage the world?”

## DID YOU KNOW

**Students who participate in a career development process demonstrate:**

- **A sense of purpose**
- **An intentional process & structure**
- **An increased student engagement**
- **An increased career readiness**

Solberg, V.S., Wills, J., Redmond, K., & Skaff, Laura. (2014)

*Use of Individualized Learning Plans: A Promising Practice for Driving College and Career Efforts*

<http://www.ncwd-youth.info/publications/use-of-individualized-learning-plans-a-promising-practice-for-driving-college-and-career-efforts/>

## SUPPORT YOUR STUDENTS

Encourage your students to explore their interests and passions by taking an online career interest assessment using a free online tool like [OKCareerguide.kuder.com](http://OKCareerguide.kuder.com), [Okcollegestart.org](http://Okcollegestart.org) or an online career exploration tool your district is using. Remember to make sure your students complete this survey and add it to their ICAP profile.

Discuss assessment results with students. Ask which careers are interesting to them, the type of education they require, and if any of the results of the career interest assessments surprised them.

Encourage your students to complete the goal setting section and the ICAP Education Plan portion of their ICAP profile via your online tool (OKcareerGuide, OKCollegeStart, or other). They then can begin adding their courses for the semester. Remind them to add their grades at the end of the semester to show progress.

## CONNECT WITH FAMILIES

Invite your families to participate in your monthly events, here is a [sample letter](#) you can use to reach out to families.

## ENGAGE POTENTIAL PARTNERS

Everyone in Oklahoma has a stake in ensuring our kids have a successful future. Supporting Oklahoma students as they work toward achieving their individual goals and dreams will require an investment by all of us – educators, family members, businesses and community members. Here is a sample letter you can use to reach out to businesses in your community in order to form partnerships. [Sample Business / Community Engagement Letter](#)

## CELEBRATE YOUR STUDENTS!

Share how we’re working to prepare Oklahoma kids for the future by using these hashtags: #DreamBiggerOK, #OKDreamBuilders, #OKICAP and #OklaEd. Spread the news on Facebook at [Oklahoma College and Career Readiness](#) or [Oklahoma State Department of Education](#) and on Twitter at [@oksde](#).