Individual Plans of Study for Student Success

CAREER MAP You ARE

KANSANS CAN KSDE 2016 Annual Conference October 25, 2016 Jodi Grover
ESSDACK Consultant
Cheney Career & College Director USD 268

Jana Wedel Director of Career and College Advisement USD 440 Halstead-Bentley

WHY Individual Plans of Study?



Four Critical Elements

- Establish school policies regarding IPS
- Determine your school's readiness to implement IPS
- Develop a timeline that outlines the process for implementation
- Establish an IPS team of administrators, teachers and counselors who will initiate and implement the program

Individual Plan of Study

Implementation Reference Sheet

Individual Plan of Study Implementation Reference Sheet

Getting started

- Establish school policies regarding IPS
- Determine your school's readiness to implement IPS
- Develop a timeline that outlines the process for implementation
- · Establish an IPS team of administrators, teachers and counselors who will initiate and implement the program

IPS Team Make Up

Principal	Sets priority and commitment of IPS program
	Selects Program Coordinator
	Provides administrative and vocal support
Program	 Organizes all IPS activities
Coordinator	 Distributes responsibilities to IPS team members
	Serves as the program champion
Teachers	 Provide input and feedback to the IPS team throughout the development of the curriculum
	 Provide recommendations to address challenges related to implementing the program
	 Solicit input from teachers and act as a liaison between the teaching staff and the IPS team
School	 Provide recommendations establishing the counselor's role during IPS program implementation.
Counselors	 Solicit input from school counselors and act as a liaison between counseling staff and IPS team.
	 Help teachers involve parents and community members in the IPS program
Parents	Collaborate with members of the IPS team to develop strategies to facilitate student engagement
	in the IPS program both in the classroom and at home.
Community	 Partners with the IPS team to develop strategies that address students' needs related to IPS.

Selecting and Using a Web-based Guidance System

Components included

Self-Assessment Tools

Curriculum

- · Establish an IPS curriculum team
- Crosswalk core and elective course standards with career counseling standards
- Create grade specific lesson plans using software

1. Establish school policies regarding IPS

- How will we know if the process is successful?
 - What data will be used? How will the data be gathered?
 - How often to take a pulse.
- What are non-negotiables?
 - Job shadowing, ACT, senior project, etc.
- What are the expectations of the school/district?
 - Staff, time, schedule, Professional Development

Focus

Frequency

Curriculum

2. Determine your school's readiness to implement IPS

1. What are you doing now?

- a. Start with Career Outcomes by Grade Level
- Classroom lessons (counselor/teacher)
- Testing
- CTE programs
- Articulation agreements
- Dual Credit
- Job Shadow/Internships (PLE's)
- Career Fairs/visits
- Student Projects
- Community Service

College & Career Individual Plan of Study Student Outcomes Alignment - High School

	Grade 9	Grade 10	Grade 11	Grade 12
School Counseling & Advisory	revisit Cluster/Pathway interest choice (Link to HS coursework) IPS (Individual Plan of Study) (C1.1) (C2.2) Career speakers (C2.1) Academic Review to ensure academic progress meets career goal requirements Classroom advisory Soft Skills (PRIDE) (C3.2)	Career Interview Academic Review to ensure academic progress meets career goal requirements, evaluate, make decisions, reset goals IPS (1.1) (C2.2) Classroom guidance of post secondary options Industry tours Career speakers (C2.1) Review career plan and make pathway program sequence revisions if needed Classroom advisory Soft Skills (PRIDE) (C3.2)	Individual College Visits Review career plan and make revisions to pathway program sequence and selected postsecondary options (if needed) Prepare transition plan Academic & Cluster Pathway Review IPS (1.1) (2.2) Classroom guidance of post secondary options Steps & timelines for college entrance tests, admission, financial aid and/or selected training & employment options Industry tour CCR College tours - CCR Career speakers (c2.1) Classroom advisory College Representatives Soft Skills (PRIDE) (C3.2)	Individual college Visits Review career plan & make revisions to pathway program sequence & selected postsecondary options (if needed) Sleps & timelines for college entranctests, admission, financial aid and/or selecting training & employment options Senior interviews Review transition plan Graduation requirement review Classroom advisory Job Shadow-test fest day College and Career Essays College Representatives Career Speakers (C2.1) Soft Skills (PRIDE) (C3.2)
School Based Activities	ePortfolio-4-year personal (CC) (C2.1) (C3.1) Self-Assessment Career Fair - alternating years (C2.1) Student-fed conferences (Spring) TESTING PreACT - test fest day SURVEY Gallup Poil	ePortfolio-4-year personal portfolio (CC) (22.1) (C3.1) Self Assessment Work readiness skills including resume, cover letter Student-led conferences (Spring) Career Options Presentation Student-led conferences (Spring) Career Fair - alternating years (C2.1) Career Expo TESTING Pre ACT -test fest day SURVEY Kansas Communities That Care Survey (CTC) Gallup Poll	Portfolio-4-year personal portfolio (CC) (C2-1) (C3-1) (C3-1	ePortfolio-4-year personal portfolio (CC) (C2.1) (C3.1) Employability Pieces (update resumes, secure letters of recommendation, etc.) Personal Finance Senior Project/Portfolio presentation Student-led conferences (Spring) Career Fair - alternating years (C2.1) SURVEY Kanasa Communities That Care Survey (CTC) Gallup Poll

Example of High School Counselor Career Domain Responsibilities

- 1. Counsel groups and individual students in career development based on identified needs
- 2. Coordinate and communicate with community agencies, families, and school personnel
- 3. Pursue professional growth and appropriate self-reflection
- 4. Assist all students in preparing individual plans of study and course of study

Example of Grade Level Standards

8.2: Students will identify career goals

- **Elementary**: Students will ...
 - 1. Identify goals
 - 2. Develop a plan to achieve their goals
- Intermediate School: Students will ...
 - 1. Identify challenging goals
 - 2. Develop a multi-stepped plan to achieve their goals
- Middle School: Students will ...
 - 1. Identify challenging goals and develop a plan to achieve goals
 - 2. Develop and implement an Individual Plan of Study that prepares the student for career success
 - 3. Recognize the balance of school, home, and career
- High School: Students will ...
 - 1. Assess and modify Individual Plan of Study to meet career goals
 - Select coursework that is related to career interests
 - 3. Identify how economic, personal, and societal factors influence career goals

3. Develop a timeline that outlines the process for implementation

- 1. Halstead
- 2. Emporia, Career Cruising
- 3. KSDE Guidance Activity (Career & College) List

^			· ·				
	6th Grade	7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
Career Assessment	True Colors	Learning Style Inventory (from Career Cruising)	O*Net Interest Profiler (Save to Career Cruising) & Matchmaker (from Career Cruising)	My Skills (Career Cruising), Myers-Briggs Type Indicator, Thinking Style	Re-Take Matchmaker & My Skills (from Career Cruising)	Ability Profiler (from Career Cruising)	Re-Assess as neede
		Matchmaker - 39 Questions Learnnig Styles - 1st time	Matchmaker - 116 Questions	My Skills - 45 questions Revisiting Learning Styles	Retake Matchmaker - 116 Questions	Retake My Skills - 45 questions	
Summative Testing	State Assess	State Assessments	Aspire State Assessments	Aspire	State Assessments	ACT	ACT cPass End of Pathway
Career Enhancement & Exploration			College Visit Job Shadow Interview	Guided Career Advisement	Guided Career Advisement	Career Expo College Visits Job Shadows	Newton Career Fair Visit Prof. Learning Exp. College Visits
Career & Educational Planning		Cruising, The Real	Guided Career Exploration using Career Cruising	My Course Plan & Career Narrative Development	My Plan Development	My Plan Development	My Plan Development
Career Related Activities		Career Cruising	Introduction to saved Clusters of interest	Selected Career Cruising Activities My Saved Schools of Interest	Selected Career Cruising Activities My Saved Schools of Interest	Research and Apply for local Scholarships Resumes	Research and Apply fo local Scholarships College Applications
		My Saved Schools of interest My Saved Careers	My Saved Schools of interest My Saved Careers of Interest	My Saved Careers of Interest Create Career and Life Goals	My Saved Careers of Interest Revisit Career and Life Goals	ACT Testing Graduation Requirement Verification	Personal Statements Resumes

4. Establish an IPS team of administrators, teachers and counselors who will initiate and implement the program



EVERY GROUP PROJECT IN SCHOOL YOU HAVE EVER DONE

4.Establish an IPS team of administrators, teachers and counselors who will initiate and implement the program

Small, empowered teams

- Size of team: 3 to 5 members who collectively have the knowledge of the process
- process
 - ~understanding of best practices
 - ~use a plan, do, evaluate, reflect model for implementation

~know the supports available to promote teacher competency

~willing to participate and promote a system change



"If there are more than two pizzas in the room for lunch, then the team is too big."

-Jeff Bezos, CEO of Amazon.com

STAFF, FAMILY & COMMUNITY



STAFF ENGAGEMENT

Learning opportunities, professional development, and career progression are the top drivers for employee satisfaction.

- Develop a culture of support and learning.
- Give staff time to learn.
- Rewarded (certificates, badges)
- Give time to play, rest, relax
- Example: Retail environment
- Empowered, cross-trained
- Unempowered- ask someone else

Staff Engagement Establish Vision, Purpose, & Transparency

Strong sense of purpose

- Define your success through the eyes of the students, & stakeholders. (climate survey)
- Mission driven (Establish school policies regarding IPS)
 - When you offer people a mission & purpose greater than financial return, you attract passionate individuals who want to contribute.
 - NASA story

•Rapid, open, transparent communication

The good, the bad, the ugly (don't manage the truth)

Invest in people

Regularly meet, provide feedback, spend money in learning, genuinely care about each individual. (get the pulse)

FAMILY ENGAGEMENT

Create a plan that includes **deliberate** distribution of information regarding the IPS in multiple ways--

8th Grade Parent Night Student-Led Conferences

Parent Portal Access (Career Cruising) Counseling Website

Parent Signature on IPS Skylert Messages

High School Open House Newsletter

Individual Plans of Study: An Overview for Families

As students navigate through high school and into career and college, it is important that they set educational goals and create a roadmap for success. This roadmap, or Individual Plan of Study, includes the development of a flexible career focus and an education plan to assure a successful transition to further education after high school (postsecondary education, i.e. technical, 2 yr. or 4 yr. colleges and universities) and/or the workforce. The Kansas State Board of Education expects all school districts to implement Individual Plans of Study for all students beginning in the middle grades.



- An Individual Plan of Study (IPS) is both a product and a process that students may use with support from school counselors, teachers, and families to help them define their career goals and postsecondary plans and make informed decisions about their courses and activities throughout high school.
- The process of examining self-interest and aptitudes, setting goals, and laying out a plan that will lead toward those goals will serve students long after they have left high school.

How and when is the Individual Plan of Study (IPS) used?

The IPS is not a one-time activity, but an ongoing process by which students define, explore, and then refine their interests and goals throughout high school. Students usually begin using an IPS in middle school to guide their decisions about high school courses and start a process of career and college exploration.

The IPS is more effective when it is regularly reviewed and updated beginning in middle school and continuing through and beyond high school. Quality IPS activities provide opportunities for students to engage in three phases of skill development: 1) self-exploration, 2) career exploration, and 3) career planning.

- Self-exploration activities develop a student's ability to identify career interest, skills, and work values.
- Career exploration activities develop a student's ability to connect their interests, skills, and values to a range of career options, identify the school courses and employability skills needed to enter careers of interest, and identify corresponding post-secondary pathways.
 - Career planning activities help students develop a range of skills related to acquiring job search skills needed to secure employment: developing career readiness skills; and developing the traits, work habits and behaviors needed to navigate career changes and pursue growth opportunities throughout a lifetime.

What information is included in an Individualized Plan of Study (IPS)?

The IPS includes information specific to each student that families, students, and school personnel can use to guide decision making and monitor students' progress toward goals. The IPS may include the following information: skills, abilities, hobbies, and accomplishments; graduation requirements; current and past classes and activities; grades and test scores; examples of student work; results from career, college, and interest inventories; personal goal statements; work based learning experiences and, college and financial planning activities.

How can families participate in the development of the Individualized Plan of Study (IPS)?

It is important for families to show an active interest and support for their student's interests and abilities, as well as the IPS process. One way family members help influence their student's perspectives of work and postsecondary education is by providing a variety of life experiences. By communicating perceptions of work, parents help contribute to their student's personal, career, and academic development.

Although the school is responsible for the development of an IPS, it is important for families to contribute and participate in their student's IPS process. Families should attend any and all of the Parent/Teacher Conferences or school meetings in which the IPS may be discussed, developed, or updated.

In order to provide input into the IPS process families could consider:

- Their student's strengths and challenges
- How he/she learns best
- What he/she enjoys doing
- His/her special talents

- . Their main hopes for their student this year
- . The long term goals for their student
- Other services supporting their student
- . Questions they may have about their student's future

Families may also be asked to provide their signature on the IPS. This ensures that the families have participated in the discussion and the development of the IPS.

It is important to understand that the IPS is a flexible product that is built on the student's interests and skills. It is understood that a student's interests may change at any time in the IPS process and the IPS can be adjusted accordingly.

How can families find out if their student's school has an Individualized Plan of Study (IPS)?

If families are unaware if their student has an IPS or are unsure if their middle school or high school develops an IPS for each student, they may ask a school counselor, teacher, or principal about the IPS process in their school.

Do students with an Individual Education Program (IEP) also need an Individual Plan of Study (IPS)?

The IEP is a legal document required for any student receiving special education services under the Individuals with Disabilities Exudation Act (IDEA). The IPS is a product and a process for ALL students including those students with an IEP. The IPS can be an excellent resource in the development of the transition planning requirements of an IEP.

Find more information on the Kansas Individual Plan of Study (IPS) at:

http://www.ksde.org/Agency/Division-of-Learning-Services/ Career-Standards-and-Assessment-Services/CSAS-Home/ Individual-Plans-of-Study-IPS-Student



EVALUATION OF THE PROCESS

- Graduation rate
- Attendance rate
- Positive School Climate
- Workforce entry
- Increased attendance and retention in Post-secondary
- Certifications, credentials, CTE Concentrators
- Evidence-based instructional strategies that support CCR
- Usage & completion rate

- Connection to Peers
- Connection to Adults
- Self-Advocacy
- Personal Growth

RESOURCES

- Intrinsic Institute
- CEEA Culture of Excellence & Ethics
- Research Collaboration
- Practices by Rural Schools That Produce CCR Graduates
- Gallup Student Poll
- KSDE IPS
- Career Resources for IPS (KSDE)

Contacts

Jodi Grover
ESSDACK Consultant
Cheney Career & College Director USD 268
iodigrover@essdack.org
Twitter: @jodigrover

Jana Wedel
Director of Career and College Advisement
USD 440 Halstead-Bentley
jwedel@usd440.com