Academic and Career Plans (ACPs)

Virginia Career VIEW’s Educator and Parent Guide

How the Virginia Department of Education defines Academic and Career Plans:

- Beginning with the 2011-2012 academic year, all schools shall begin development of a personal Academic and Career Plan for each seventh-grade student with completion by the fall of the student’s eighth-grade year.
- The components of the Plan shall include, but not be limited to, the student’s program of study for high school graduation and a postsecondary career pathway based on the student’s academic and career interests.
- The Academic and Career Plan shall be developed in accordance with the guidelines established by the Board of Education and signed by the student, student’s parent or guardian, and school official(s) designated by the principal.
- The Plan shall be included in the student’s record and shall be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades.
- The school shall have met its obligation for parental involvement if it makes good faith effort to notify the parent or guardian of the responsibility for the development and approval of the Plan.
- Any personal academic and career plans prescribed by local school boards for students in grades 7 through 12 and in effect as of June 30, 2009, are approved to continue without further action by the board.


What this means for educators:

- **Goal:** to implement an Academic and Career Plan for each student in seventh-grade to be used through middle and high school years.
- Inform both students and parents of Plan expectations.
- Involve both students and parents in devising a Plan.
- Provide students and parents with resources to make informed decisions about careers and interests.

What this means for parents:

- This process involves you, your child, and your child’s counselor.
- Knowledge of the Academic and Career Plan will make your involvement more hands-on.
- If you learn about this process now, you will be better prepared when the Academic and Career Plans are implemented in 2011.
- Encourage your child to pursue career exploration now. An early start will assure informed decisions for you and your child.
**Sample Academic and Career Plan**

**Student Name:** Jenny Smith

**Student ID:** xxxxxxxxxx

**School:** XYZ Middle School

**Career Goal:** Firefighter

**Initiation Date:** 10/1/2010

**Career Cluster:** Health Science

**Career Pathway:** Therapeutic Services/EMT

**Review Dates:**
- Before 9th: 4/1/12
- Before 11th: 5/3/14

**Anticipated Graduation Date:** 6/2016

## Secondary and Postsecondary Career Pathways

**CAREER CLUSTERS IN VIRGINIA:**
- Agriculture, Food & Natural Resources Cluster Information
- Architectural & Construction Cluster Information
- Arts, AV Technology & Communication Cluster Information
- Business, Management & Administration Cluster Information
- Education & Training Cluster Information
- Finance Cluster Information
- Government & Public Administration Cluster Information
- Health Science Cluster Information
- Hospitality & Tourism Cluster Information
- Human Services Cluster Information
- Information Technology Cluster Information
- Law and Public Safety, Corrections, & Security Cluster Information
- Manufacturing Cluster Information
- Marketing, Sales & Service Cluster Information
- Science, Technology, Engineering & Mathematics Cluster Information
- Transportation, Distribution & Logistics Cluster Information

## Diploma Type and Recognition

<table>
<thead>
<tr>
<th>Secondary Education</th>
<th>Diploma Type</th>
<th>Diploma Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal: X</td>
<td>Standard Advanced</td>
<td>Standard Technical Advanced Other</td>
</tr>
<tr>
<td>Post Secondary Goal:</td>
<td>4-Year College/University</td>
<td>2-Year Community College/Technical Program</td>
</tr>
<tr>
<td>Selected Military Branch:</td>
<td>Other:</td>
<td>Other:</td>
</tr>
<tr>
<td>Test Data:</td>
<td>PSAT SAT ACT 25 ASVAB</td>
<td>Other:</td>
</tr>
<tr>
<td>Career Assessment:</td>
<td>Career Assessment Information Industry Certification: EMS First Responder Certification Date 5/2016</td>
<td></td>
</tr>
</tbody>
</table>

# Sample Academic and Career Plan

## Program of Study

<table>
<thead>
<tr>
<th>EDUCATION LEVELS</th>
<th>GRADE</th>
<th>English/Language Arts</th>
<th>Mathematics</th>
<th>Science</th>
<th>Social Studies/Science</th>
<th>Health and Physical Education</th>
<th>Other Required Courses</th>
<th>Recommended Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDDLE</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8&lt;sup&gt;th&lt;/sup&gt; Grade: Independent Living</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9&lt;sup&gt;th&lt;/sup&gt; Grade: Keyboarding</td>
</tr>
<tr>
<td>SECONDARY</td>
<td>9</td>
<td>English 9</td>
<td>Algebra I</td>
<td>E. Science</td>
<td>W. History/Geo I</td>
<td>PE 9</td>
<td>Spanish I</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; Grade: Psychology</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>English 10</td>
<td>Geometry</td>
<td>Biology</td>
<td>W. History/Geo II</td>
<td>PE 10</td>
<td>Spanish II</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; Grade: (3333)-Emergency Medical Tech I</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>English 11</td>
<td>Algebra Functions and Data Analysis</td>
<td>Physics</td>
<td>US/VA History</td>
<td></td>
<td>Economics and Personal Finance</td>
<td>12&lt;sup&gt;th&lt;/sup&gt; Grade: (3334)-Emergency Medical Tech II</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>English 12</td>
<td>Algebra II</td>
<td>Chemistry</td>
<td>US/VA Government</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Optional School Based and Non-School Based Activities

- Extracurricular Activities (Clubs, Organizations, Offices Held): **Key Club** Other:
- Career and Technical Student Organizations: SkillsUSA- Champions at Work Other:
- Work-Based Learning Experience: Other:
- Community Service Hours: 50

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[www.vacareerview.org](http://www.vacareerview.org)  Virginia Career VIEW Virginia Tech  1-800-542-5870
### Postsecondary

<table>
<thead>
<tr>
<th>Postsecondary Major</th>
<th>Postsecondary Minor</th>
<th>Projected Beginning Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Services-EMT-Basic</td>
<td></td>
<td>9/16</td>
<td></td>
</tr>
</tbody>
</table>

### Colleges/Universities of Interest

<table>
<thead>
<tr>
<th>Name of College</th>
<th>Early Decision/Application Deadline</th>
<th>Date Transcript Sent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Sargeant Reynolds C.C.</td>
<td></td>
<td>4/15/16</td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian Signature: ________________________ Date Initiated: __________

Date Reviewed: __________
Sample ACP Questions—*VIEW has resources for answers*

Date Reviewed: ____________

In addition to an analysis of formal academic and career assessments, the following questions might assist you as you explore academic and career options for students.

### GRADES 7 AND 8

<table>
<thead>
<tr>
<th>SAMPLE QUESTIONS</th>
<th>VIEW RESOURCES</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Interests and Talents:</strong></td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>What activities do you enjoy most?</td>
<td>Who R U? Assessment</td>
<td></td>
</tr>
<tr>
<td>What talents do you have?</td>
<td>You’ve Got Talent</td>
<td></td>
</tr>
<tr>
<td>What do you do well?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What school subjects do you like? Dislike?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic and Career Preparation:</strong></td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Do you plan to attend college?</td>
<td>Plans for the Future</td>
<td></td>
</tr>
<tr>
<td>What are your favorite courses in school?</td>
<td>When Will I Ever Use This?</td>
<td></td>
</tr>
<tr>
<td>How do those courses relate to a career?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tell me how the classes you are taking now may help you in choosing a career or college major?</td>
<td>Career Search: Go to <a href="http://www.vacareerview.org">www.vacareerview.org</a>, click on Grades 6-8 then Career Search. Research careers by name or career cluster.</td>
<td></td>
</tr>
</tbody>
</table>

### GRADES 7 AND 8

<table>
<thead>
<tr>
<th>SAMPLE QUESTIONS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College and Career Preparation:</strong></td>
<td>*</td>
</tr>
<tr>
<td>What is a career or occupation of a family member or loved one?</td>
<td>Career Interview</td>
</tr>
<tr>
<td>How does what they do every day affect your decision on college or a career?</td>
<td>Family Chat</td>
</tr>
<tr>
<td>Have you spoken to them about your goals for the future?</td>
<td>What is Career and Technical Education?</td>
</tr>
<tr>
<td>Explain that conversation and how they will support you in your efforts to reach those goals?</td>
<td></td>
</tr>
<tr>
<td>Have you looked at the Career Clusters for Career and Technical Education? What careers interest you and why?</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Reflection:</strong></td>
<td>*</td>
</tr>
<tr>
<td>Name someone you feel is successful at what they do. What makes them successful at that career?</td>
<td>Career Role Models</td>
</tr>
<tr>
<td>Explain how those attributes may assist you in reaching your goals.</td>
<td></td>
</tr>
</tbody>
</table>


www.vacareerview.org Virginia Career VIEW Virginia Tech 1-800-542-5870
We Put it All Together.

Virginia Career VIEW offers resources designed specifically for the needs of middle school students, parents, and educators. Visit www.vacareerview.org and explore:

- **Career Search**: Have your child research careers on the Virginia Career VIEW website—information includes: Virginia and national average earnings, tasks and responsibilities, required education, skills, requirements, and related careers.
  - To use: Go to www.vacareerview.org, click on Grades 6-8 then Career Search. Research careers by name or career cluster.

- **School Search**: Explore your child’s education options after high school using the Career Search portal. This federally supported search tool lists schools focused on: Career and Technical Education, Associate degree programs, 4-year degree programs, Bachelor’s programs, Master’s programs and Doctoral programs.
  - To use: Go to www.vacareerview.org, click on Grades 6-8 then School Search. Research schools by geographic location or degree level.

- **Career Puzzles and Activities**: Use these activities to have your child explore his or her skills, future, and career interests. Resources include word puzzles, self-assessments, and career exploration activities. **Over 30 activities!**
  - To use: Go to www.vacareerview.org, click on Grades 6-8 then Career Puzzles and Activities. Choose: I've Got Skills, My Future, or Career Explorer.

- **ACP Toolkit**: Educate yourself and your child about the ACP and how it will affect your child’s future.
  - To use: Go to www.vacareerview.org, click on Professionals then Toolkits.

- **Unusual Occupations**: Not only are these occupations unusual, but they are fun to learn about. Explore this page!
  - To use: Go to www.vacareerview.org, click on Grades 6-8 then Unusual Occupations.

- **Create a Folder**: Save information to your own account by creating a folder. Add worksheets and activities to your folder to work on later.
  - To use: Go to www.vacareerview.org, click on My Folder, then enter the required information.

*Note: Federal law requires children to be at least 13 years old to share personal information.*
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  - To use: Go to www.vacareerview.org, click on Grades 6-8 then Career Search. Research careers by name or career cluster.

- **School Search**: Have students explore education options after high school using the Career Search portal. This search tool lists school options such as: Career and Technical Education, Associate degree programs, 4-year degree programs, Bachelor’s programs, Master’s programs and Doctoral programs.
  - To use: Go to www.vacareerview.org, click on Grades 6-8 then School Search. Research schools by geographic location or degree level.

- **Career Puzzles and Activities**: Use these updated activities to have students explore their skills, future, and career interests. Resources include word puzzles, self-assessments, and career exploration activities. **Over 30 activities**!
  - To use: Go to www.vacareerview.org, click on Grades 6-8 then Career Puzzles and Activities.
  - Choose: I’ve Got Skills, My Future, or Career Explorer.

- **ACP Toolkit**: Use these resources to help students explore careers and think about their future. Have students answer questions, determine their best skills, and devise a plan for high school.
  - To use: Go to www.vacareerview.org, click on Professionals then Toolkits.

- **Who R U?**: Have students take this career assessment to determine their interests!
  - To use: Go to www.vacareerview.org, click on Grades 6-8 then Who R U?

- **Create a Folder**: Have students save information to their own account by creating a folder. Add worksheets and activities to the folder.
  - To use: Go to www.vacareerview.org, click on My Folder, then enter the required information.
  
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