

UNIVERSITY OF WISCONSIN – STOUT

CTE 375/575 Academic & Career Planning Introduction & Implementation (2 cr.)

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills.

The term ACP refers to both a PROCESS that helps students engage in academic and career development activities as well as a PRODUCT that is created and maintained for students' academic, career, and personal advancement. The ACP process and related products can provide clear benefits to both students and schools, if the district supports ACP efforts in a strategic and coordinated manner.

Districts must make a “shift” in thinking, approaching, and delivering career development in their schools in order to help students and their families become more informed consumers of the education and training required to meet their personal goals. This “shift” is a strategic one, toward a holistic and student-centered approach and away from the ‘random acts of career development’ that occur now. Strong infrastructure, relationships and student awareness are key to successful implementation of ACP.

Course learning objectives:

1. Use common terms, definitions, and messages in relation to ACP.
2. Explain the DPI requirements and expectations for quality ACP implementation.
3. Develop partnerships to integrate ACP principles and components into building or district services.
4. Educate local school district and building leadership and staff about ACP principles and components.

Graduate objective:

5. Summarize the research literature supporting academic and career planning.

Content outline:

I. Foundations of Academic and Career Planning (Obj. 1, 3)

- a. Shifting workplace needs
- b. Shifting educational paradigms
- c. Comprehensive career development

II. ACP in Wisconsin (Obj. 1, 2, 3, 5)

- a. Legislation
- b. Characteristics of quality ACP
 1. Process
 2. Product
- c. Resources for implementation

III. Developing and ACP Plan (Obj. 2, 3, 4, 5)

- a. ACP team
- b. Strategic planning
 1. SMART goals

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2. Integration with district plan
- c. Reporting on the plan

Learning Activities:

1. **Prior to ACP Leadership Conference:** Participants who enroll in this course will be expected to complete the following activities prior to December 6 to familiarize yourself with Academic and Career Planning language, research, and the process to be used in Wisconsin:
 - a. Review the ACP website at <http://dpi.wi.gov/acp>
If you have questions about any of the ACP materials, please contact Robin Kroyer-Kubicek at Robin.Kroyer-Kubicek@dpi.wi.gov or 608-266-2022
 - b. Watch the following videos
 - Value of ACP <https://www.youtube.com/watch?v=C4zalFqeRGI>
 - Why ACP Matters <https://www.youtube.com/watch?v=tpXQIKzgya0>
 - ACP 101 <https://www.youtube.com/watch?v=1QTkHZx5sh0>
 - Conner Scherg is Ready https://www.youtube.com/watch?v=-H79XLVI_a4
 - The Four Year Plan https://www.youtube.com/watch?v=ZIRdST_Dc0M
 - Success in the New Economy <https://www.youtube.com/watch?v=AcNSpKX8kVs>
 - Changing Education Paradigms <https://www.youtube.com/watch?v=zDZFcDGpL4U>
 - New Berlin SD What is ACP? <https://www.youtube.com/watch?v=cLhGUfYbvAk>
 - c. Read the following materials
 - ACP Guide- <http://dpi.wi.gov/acp/implementation>
 - Advancing ACP: Findings & Recommendations of the Academic and Career Plan Subgroup of the Governor’s Council on College and Workforce Readiness <http://dpi.wi.gov/sites/default/files/imce/acp/Advancing%20ACP%27s%20Council%20Subgroup%20Findings%20%20Recommendations.pdf>
 - ACP Administrative Rule http://docs.legis.wisconsin.gov/code/admin_code/pi/26
 - Pathways to Prosperity https://dash.harvard.edu/bitstream/handle/1/4740480/Pathways_to_Prosperty_Feb2011-1.pdf?sequence=1
 - Individualized Learning Plans How-to-Guide <http://www.ncwd-youth.info/ilp/how-to-guide>
 - d. Prepare a list of questions, concerns, or ideas to address throughout the conference.
Deadline: Midnight, December 5

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2. **During the ACP Leadership Conference, December 6-7, 2016:**
 - a. Attend 2016 ACP Leadership conference on December 6-7, 2016 in Madison at Monona Terrace.
 - b. Attend sessions during all time blocks (required).
 - c. Write a reflection paper for each session attended.
Due date: Midnight, December 15

3. **After the ACP Leadership Conference, December 2016-May 2017:**

Implementation:

- a. Determine if your building or district has an ACP Team. If yes, join the team; If no, create one with consideration for appropriate membership. See <http://dpi.wi.gov/sites/default/files/imce/acp/Planning%20Template%20JUN%202015.doc>
- b. Based on conference session reflections, with your local ACP team, revise current and/or create 3-5 SMART goals for your building or district ACP implementation.
- c. Create a timeline of actions and benchmarks to achieve these SMART goals.
 - Submit a written document, indicating local ACP team members, ACP SMART goals, and timeline outlined in Item c.
Due date: February 15
- d. Coordinate with other building or district ACP teams to coordinate tasks to accomplish goals.
- e. Gather and outline the required information for the district's PI 26 plan.
- f. Partner with district administration to integrate the PI 26 plan into the district's overall strategic plan (see DPI PI 26 plan guidance online at <http://dpi.wi.gov/acp/rule>)
 - Submit the plan that demonstrates integration of ACP into existing district plans
Due date: May 15

Reflection:

- a. CTE 575 only: Study literature on academic and career planning (also known as individual learning plans [ILPs]) and compile an annotated bibliography (citation plus summary) of literature that can serve to guide/inform practice in your local district. Include a minimum of 4 sources (from professional or peer-reviewed journals, books, white papers, etc.). Examples from the resources read prior to the conference include *Advancing ACP* and *Pathways to Prosperity*.
Due date: April 1
- b. Write a reflection paper (3-5 pages, 1-inch margins, double-spaced) that encompasses the following:
 - 1) An overview of what you learned through implementing your ACP goals in the last year. The reflection may address:
 - Smart goals:
 - Your goals, why you chose them, and how you addressed them

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- What goals were met?; what goals were not met and why?
- Lessons learned:
 - What helped you succeed – and how you leveraged it
 - What held you back – and what you'd do differently
- The timeline of events in your planning & implementation process
- Resources that were particularly helpful to you
- How has the school culture been impacted regarding ACP?
- What advice would you give to another building or district just beginning ACP implementation?

- 2) Future work you will do in 2017-2018 to enhance and continue your growth.
 - What new things might you want to try next year? (Don't forget any low-hanging fruit you identified this year! Easy wins build enthusiasm, confidence, and momentum!)

Due date: May 15

Summary of Assignment Deadlines:

1. Preconference readings (no document to submit) – December 5, 2016
2. Reflection paper on conference sessions (Course obj. 1, 2) – December 15, 2016 (25 pts.)
3. ACP team members, SMART goals, and timeline (Course obj. 1, 3,4) – February 15, 2017 (20 pts.)
4. *CTE 575 only*: Annotated bibliography of resources (Course obj. 5) – April 1, 2017 (15 pts.)
5. ACP plan integration with PI 26 plan (Course obj. 1, 2, 3) – May 15, 2017 (15 pts.)
6. Final ACP planning/implementation reflection (Course obj. 1, 2, 3, 4) – May 15, 2017 (25 pts.)