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 an ACP Plan (Obj. 2, 3, 4, 5)
   a. ACP team
   b. Strategic planning
      1. SMART goals
      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 <u>prior to August 20</u> 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_Prosperity_Feb2011-1.pdf?sequence=1
      - Individualized Learning Plans How-to-Guide http://www.ncwd-youth.info/ilp/how-to-guide
   d. Write a reflection paper (~3 pages) on learning from these materials, using the following questions as a guide:
      - What is the vision for Academic and Career Planning in Wisconsin?
      - What is the intent of this initiative, and who should be involved in moving it forward?
      - What questions, concerns, or ideas did these materials raise that you hope will be addressed through the conference sessions?
        Deadline: Midnight, August 20

2. **During the ACP Leadership Conference,** August 21-22, 2017:
   a. Attend 2017 ACP Leadership conference on August 21-22, 2017 in Madison at Monona Terrace.
   b. Attend a session during each of the time blocks (required).
   c. Write a reflection paper that briefly summarizes each session attended and your learning from the sessions.
   Due date: Midnight, August 30

3. **After the ACP Leadership Conference,** August - December 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%20 2015.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. Refer to DPI guidelines for SMART goals and action items aligned with PI 26.
   c. Create a timeline of specific 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: October 23, 2017
   d. Coordinate with other building or district ACP teams to coordinate tasks to accomplish goals.

   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 and evaluation) of literature that can serve to guide/inform practice in your local district. Include a minimum of 8 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: November 20, 2017

   b. Write a reflection paper (3-5 pages) that encompasses the following:
      1) An overview of what you learned through developing and implementing your ACP goals since August. The reflection may address:
         -Smart goals:
            - Your goals, why you chose them, and how you addressed them
            - What goals were met?
         -Lessons learned:
            - What helped you move forward – and how you leveraged it
            - What held you back – and what you would 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 to enhance and continue your growth.
   ▪ What new things might you want to try next semester or next year?
   (Don't forget any low-hanging fruit you identified so far this year!
   Easy wins build enthusiasm, confidence, and momentum!)
Due date: Midnight, December 18, 2017

Formatting guidelines for papers (unless otherwise noted in grading rubrics):
- Double-spaced
- 1-inch margins
- Times New Roman, 12-pt font

Summary of Assignment Deadlines (midnight on dates noted):
1. Preconference readings and reflection – August 20 (15 pts.)
2. Reflection paper on learning from conference sessions (Course obj. 1, 2) – August 30 (25 pts.)
3. ACP team members, SMART goals, and timeline (Course obj. 1, 3, 4) – October 23 (20 pts.)
4. *CTE 575 only*: Annotated bibliography of resources (Course obj. 5) – November 20 (15 pts.)
5. Final ACP planning/implementation reflection (Course obj. 1, 2, 3, 4) – December 18 (25 pts.)