

# Planning Your Future...



Or

# Gambling Your Future?

A Student and Parent High School  
Career Planning Conversation

# PLANNING IS THE KEY

Planning makes it happen better, whether it's a birthday party, a vacation, an education, or a future! The Chippewa Valley Schools Career Development program offers many benefits:

- Students who have a focus and a plan perform better in school. Their attendance, performance and participation encourage success.
- Students with a focus and a plan are much more likely to take advantage of the many educational and extra-curricular opportunities that Chippewa Valley Schools provide.
- Students who take responsibility for their own education are more likely to recognize the relevance of their course work and activities.
- Students enjoy school more when they can explore options to plan their high school education.
- Students with a focus and a plan are less likely to graduate with the "Could have, would have, should have" syndrome of regret.
- Post high school plans can include further education, including community college or four-year college or university options, apprenticeship training programs, or work. By making the decision to "plan" while in high school and taking advantage of CVS's outstanding CVS Career Development programs, graduates will be more directed with identified goals and create viable pathways to achieve those goals.
- With a focus and a plan(s), students are more committed and strive to succeed in their desired path.
- The students who take advantage of planning save time and money in college.
- If the initial direction selected needs to be re-assessed, the option to change is always available. Re-evaluate your plan, explore more options and remember that everything you do is valuable.
- **Note:** Parents, we are talking dollars and sense here! Parents please encourage your student to discuss his or her interests and explore options to achieve their dreams.

## Tools for Career Development

A tool is anything that makes a job easier and better. Chippewa Valley Schools offer some excellent tools to help our students with their career development. Parents are also welcome to use these career exploration and job search tools.

**XELLO** (Use Google Chrome to login to url: <https://student.xello.world/>)

XELLO is a web-based career development program that is accessible from school or home computers that have Internet access. The program is progressive and is introduced in the 8<sup>th</sup> grade Career Class with annual follow-up in grades 9 - 12. Students can use this program at anytime and as often as they like and update their EDP at least once a year. Graduates come back to use this valuable program.

### Directions to log into XELLO:

\*Students may access the Xello login page by clicking on the Link located on the bottom of the Student Links page of the Chippewa Valley Schools website. <https://www.chippewavalleyschools.org/> \*

Students may also sign in at: <https://login.xello.world/>

Login using your CVS username and password.

- **CVS Username** = CVS-(CVS dash "-") plus first name initial, followed by your last name, plus the LAST 3 digits of your CVS student ID number.  
**e.g.:** Mary Smith, ID Number: 1234560789; **Sample CVS Username:** [cvs-msmith789](#)
- **Password** = [Student ID Number \(usually 10 digits\)](#), **e.g.:** [1234560789](#)
- Click "Log In" to get to your own Student Dashboard.

## XELLO offers:

- An Interest Inventory called Matchmaker
- A Skills Assessment
- Career / Job Information (includes informational interviews with people actually working in the career - get the inside scoop)
- Suggested high school subjects based on careers of interest as well as college options that offer the programs of interest.
- A 4-Year course plan to identify your required and elective course selections.
- Suggested career planning activities:
- College search strategies
- Scholarship search strategies
- The Student Educational Development Plan (EDP) summary includes: Career Choices, Career Pathways, Extracurricular Activities, Skills and Abilities, Awards and Certificates, Work Experience, Volunteer Experience and can be saved electronically for future reference
- Information on Resume Writing click here:  
[https://www.chippewavalleyschools.org/downloads/career\\_preparation/11-28-12\\_resume\\_tips\\_20121203\\_133702\\_64.pdf](https://www.chippewavalleyschools.org/downloads/career_preparation/11-28-12_resume_tips_20121203_133702_64.pdf)

## The Chippewa Valley Schools Career Development website:

<https://www.chippewavalleyschools.org/academics/careers/>

The “**CVS Career Development**” website was created to take you on the ride of your life! The CVS Career Development website can be found on the district and the school homepages and includes valuable information:

- Links to the XELLO program, <https://login.xello.world/> and directions for its use are below.
- A 4-Year Educational Plan Form with the graduation requirements and slots where elective classes, including Career Technical Education (CTE) programs, could fit into your curriculum.
- Links to occupational/job information.
- A web-linked list of resources about higher education options, scholarships, and financial aid.
- Links to information on Resume Writing, Cover Letters, and Interviewing Tips.
- Networking strategies - Over 80% of all jobs are found and filled through personal contact and/or referrals. Check the website link for more information:
- Job Shadowing is an excellent way for students to “field test” their career goals and this opportunity is available in Chippewa Valley Schools in the Career Technical Education (CTE) programs.

There is a wealth of information in our **CVS Career Development** website. We encourage you to check out the website! <https://www.chippewavalleyschools.org/academics/careers/>

## Other Help

Other great help is available to you through your parents, counselors, and teachers. All of these people are interested in your success, but they cannot own your decisions. Only you can take ownership for the choices and decisions you make. The help and the tools are here for you to use, but your CVS Career Development is yours to own and yours to do.

A recent survey of high school graduates found that the most helpful people encouraging students' continuing education were their parents. Please chat with your parents regarding your future opportunities. Open the lines of communication. Now is a good time to start this conversation.

# **XELLO INSTRUCTIONS**

## Student login for Xello:

\*Students may access the Xello login page by clicking on the <Xello> link located on the bottom of the **Student Links** page of the Chippewa Valley Schools website using **Google Chrome** <https://www.chippewavalleyschools.org/>

Students may also log in using **Google Chrome** at: <https://login.xello.world/>

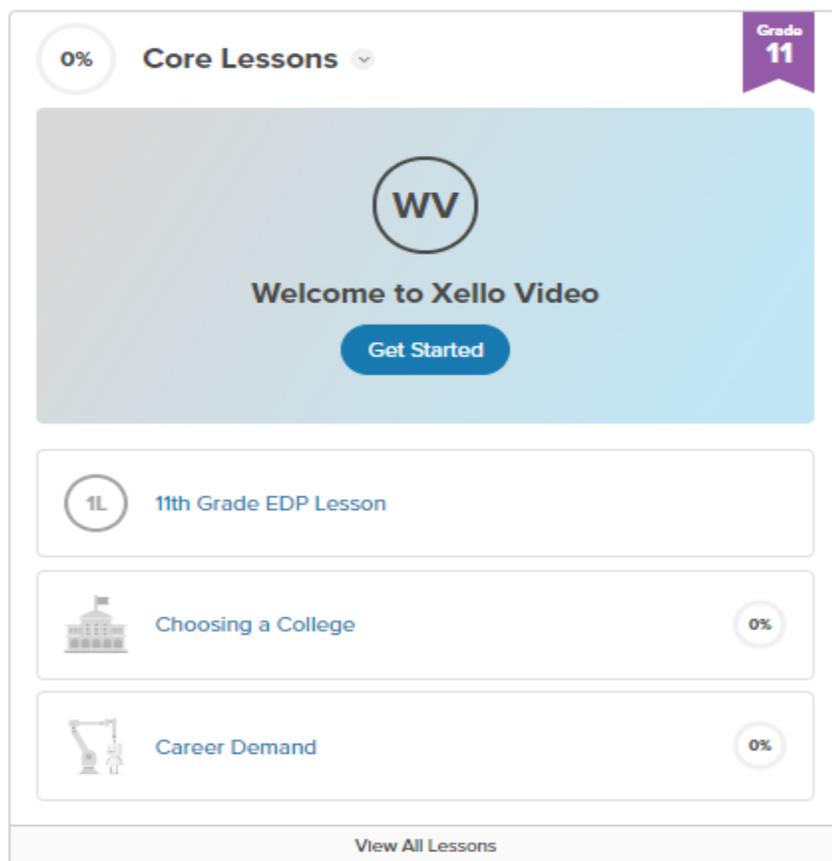
**CVS Username** = CVS- (CVS dash "-") plus first name initial, followed by your last name, plus the LAST 3 digits of your student ID number.

e.g.: **Mary Smith**, ID Number: 1234560**789**; Sample **CVS Username**: **cvs-msmith789**

**Password** = **Student ID Number (usually 10 digits)**, e.g.: **1234560789**

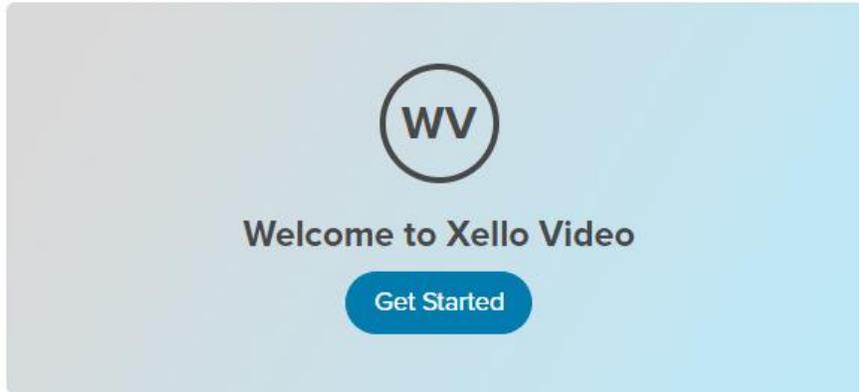
## **From Your XELLO Homepage: Complete the "Core Lessons"**

**\*"Core Lessons" completion should equal 100%**



# XELLO DIRECTIONS

1. View short “Welcome to Xello Video”



2. Complete your Grade Level “EDP Lesson”

## 11th Grade EDP Lesson

 Status  
Not Submitted

### To unlock this lesson:

-  Complete Matchmaker [Start Quiz](#)
-  Complete the Personality Style quiz [Start Quiz](#)
-  Complete the final stage of Matchmaker [Start Quiz](#)
-  Save 3 career(s) you like [Explore Careers](#)
-  Save 3 school(s) you like [Explore Schools](#)

### 3. Complete additional “Core Lesson”

a. Grade 7

 Discover Learning Pathways 0%

b. Grade 8

 Transition to High School 0%

c. Grade 9

 Exploring Career Factors 0%

d. Grade 10

 Careers and Lifestyle Costs 0%

e. Grade 11

 Career Demand 0%

f. Grade 12

 Career Backup Plans 0%

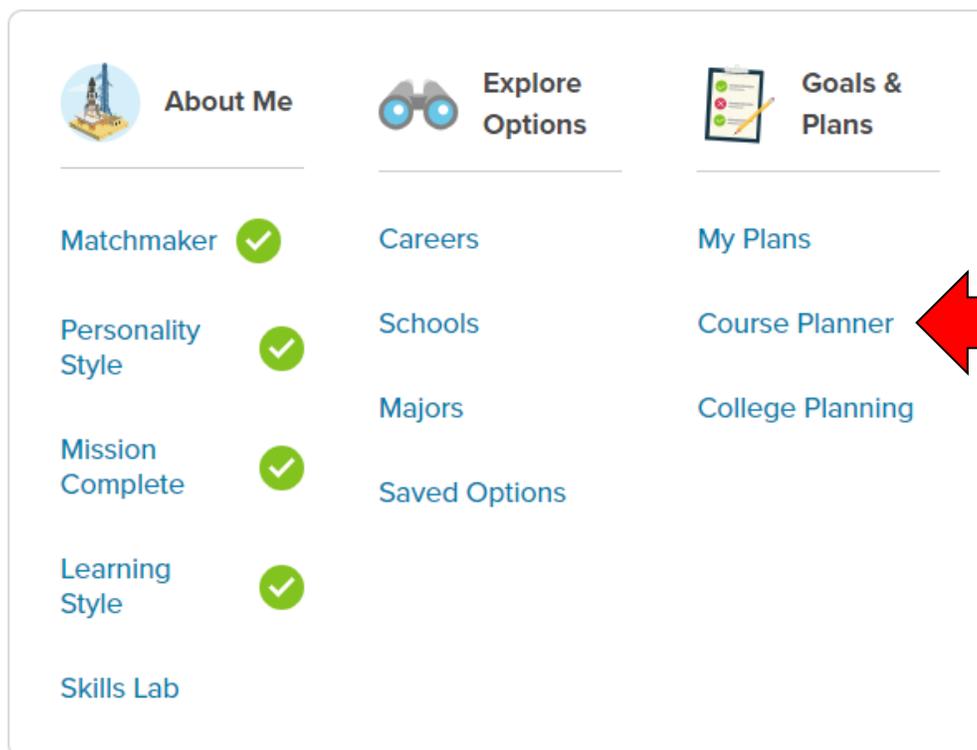
### 4. Review/Complete your 4-Year Plan- **Course Planner**

Note: **Course Planner is NOT required for Grade 7**

# Viewing Course Planner as a Student

To access the Course Planner:

1. From the Student Dashboard, under **Goals & Plans**, click **Course Planner**.



2. You will select required core courses along with electives you would like to take for each grade level.

## GRADUATION REQUIREMENTS

22 Credits left

0 / 22

Requirements All Requirements  Credits  Earned  Planned  Remaining Suggestions

GRADE 9 0 Credits	GRADE 10 0 Credits	GRADE 11 0 Credits	GRADE 12 0 Credits
<input type="checkbox"/> Add English 9 1 cr.	<input type="checkbox"/> Add English 10 1 cr.	<input type="checkbox"/> Add English 11 1 cr.	<input type="checkbox"/> Add English 12 1 cr.
<input type="checkbox"/> Add Mathematics 9 1 cr.	<input type="checkbox"/> Add Mathematics 10 1 cr.	<input type="checkbox"/> Add Mathematics 11 1 cr.	<input type="checkbox"/> Add Mathematics 12 1 cr.
<input type="checkbox"/> Add Science 9 1 cr.	<input type="checkbox"/> Add Science 10 1 cr.	<input type="checkbox"/> Add Science 11 1 cr.	<input type="checkbox"/> Add Elective 12 3 Credits remaining
<input type="checkbox"/> Add Social Studies 9 1 cr.	<input type="checkbox"/> Add Social Studies 10 1 cr.	<input type="checkbox"/> Add Social Studies 11 1 cr.	Available period
<input type="checkbox"/> Add Elective 9 3 Credits remaining	<input type="checkbox"/> Add Elective 10 3 Credits remaining	<input type="checkbox"/> Add Elective 11 3 Credits remaining	Available period
Available period	Available period	Available period	Available period
Year-Independent Requirements			
<input type="checkbox"/> Add World Language 2 cr.	<input type="checkbox"/> Add Physical Education 1 cr.	<input type="checkbox"/> Add Physical Education 1 cr.	<input type="checkbox"/> Add Physical Education 1 cr.
<input type="checkbox"/> Add Arts 1 cr.	<input type="checkbox"/> Add World Language 2 cr.	<input type="checkbox"/> Add World Language 2 cr.	<input type="checkbox"/> Add World Language 2 cr.
<input type="checkbox"/> Add Family & Consumer S... 1 cr.	<input type="checkbox"/> Add Arts 1 cr.	<input type="checkbox"/> Add Arts 1 cr.	<input type="checkbox"/> Add Arts 1 cr.
<input type="checkbox"/> Add Family & Consumer S... 1 cr.	<input type="checkbox"/> Add Family & Consumer Sc... 1 cr.	<input type="checkbox"/> Add Family & Consumer Sc... 1 cr.	<input type="checkbox"/> Add Family & Consumer Sc... 1 cr.
<input type="button" value="Ready to Submit"/>			

**GRADE 11**  
6 Credits

- ENGLISH 11A  
HS201 | English 11 | 0.5 cr.
- ENGLISH 11B  
HS202 | English 11 | 0.5 cr.
- ALGEBRA 2A  
HS509 | Mathematics 11 | 0.5 cr.
- ALGEBRA 2B  
HS502 | Mathematics 11 | 0.5 cr.
- EARTH SCIENCE 1  
HS701 | Science 11 | 0.5 cr.
- PHYSICS II  
HS702 | Science 11 | 0.5 cr.
- ECONOMICS  
HS8250 | Social Studies 11 | 0.5 cr.
- U.S. GOVERNMENT  
HS820 | Social Studies 11 | 0.5 cr.
- \*MARKETING 2  
HS102 | Electives 11 | 0.5 cr.
- \*CYBERSECURITY IA  
HS599 | Electives 11 | 0.5 cr.
- \*CYBERSECURITY IB  
HS600 | Electives 11 | 0.5 cr.

Your Independent Requirements:

- + Add Physical Education  
0.5 cr.
- + Add World Language  
0.5 cr.
- \*MARKETING 1  
HS101 | Arts | 0.5 cr.
- + Add Family & Consumer Science  
0.5 cr.

Ready to Submit



You need to select 6 credits for each

Xello will tell you if you need to add a corequisite.

**ADDING A COREQUISITE**

\*CYBERSECURITY IA (HS1599) requires you to add \*CYBERSECURITY IB (HS1600) as a Corequisite. We will automatically add it to the plan.

[Ok, got it!](#)



**DO NOT** Click here until you have been instructed to by your teacher.

# NAVIGATING COURSE PLANNER

## 1. Select a subject

### GRADUATION REQUIREMENTS

22 Credits left

0 / 22

Requirements

All Requirements

Credits

Earned

Planned

Remaining

Suggestions

#### GRADE 9

0 Credits

- + Add English 9  
1 cc.
- + Add Mathematics 9  
1 cc.
- + Add Science 9  
1 cc.
- + Add Social Studies 9  
1 cc.
- + Add Elective 9  
3 Credits remaining

Available period

Year-Independent Requirements

- + Add World Language  
2 cc.
- + Add Arts  
1 cc.
- + Add Family & Consumer S...  
1 cc.

Ready to Submit

#### GRADE 10

0 Credits

- + Add English 10  
1 cc.
- + Add Mathematics 10  
1 cc.
- + Add Science 10  
1 cc.
- + Add Social Studies 10  
1 cc.
- + Add Elective 10  
3 Credits remaining

Available period

Year-Independent Requirements

- + Add Physical Education  
1 cc.
- + Add World Language  
2 cc.
- + Add Arts  
1 cc.
- + Add Family & Consumer Sc...  
1 cc.

#### GRADE 11

0 Credits

- + Add English 11  
1 cc.
- + Add Mathematics 11  
1 cc.
- + Add Science 11  
1 cc.
- + Add Social Studies 11  
1 cc.
- + Add Elective 11  
3 Credits remaining

Available period

Year-Independent Requirements

- + Add Physical Education  
1 cc.
- + Add World Language  
2 cc.
- + Add Arts  
1 cc.
- + Add Family & Consumer Sc...  
1 cc.

#### GRADE 12

0 Credits

- + Add English 12  
1 cc.
- + Add Mathematics 12  
1 cc.
- + Add Elective 12  
3 Credits remaining

Available period

Available period

Available period

Year-Independent Requirements

- + Add Physical Education  
1 cc.
- + Add World Language  
2 cc.
- + Add Arts  
1 cc.
- + Add Family & Consumer Sc...  
1 cc.

## 2. Select desired classes in each subject area

## 3. Use the toggle to move to next subject area.

WORLD LANGUAGE < **ENGLISH 11** > MATHEMATICS 11

Click here to toggle to another subject

[ CODE ]	NAME	GRADE	CREDIT	STATUS
[ HS2581 ]	AP ENGLISH LANGUAGE AND COMPOSITION I	11, 12	0.5	<a href="#">Add</a>
[ HS2582 ]	AP ENGLISH LANGUAGE AND COMPOSITION II	11, 12	0.5	<a href="#">Add</a>
[ HS2121 ]	ENGLISH 11A	11	0.5	<a href="#">Add</a>
[ HS2122 ]	ENGLISH 11B	11	0.5	<a href="#">Add</a>
[ HS2125 ]	M3- MEDICAL ENGLISH 11A	11	0.5	<a href="#">Add</a>
[ HS2126 ]	M3- MEDICAL ENGLISH 11B	11	0.5	<a href="#">Add</a>

## Selecting Elective Classes

1. Click in search box to get a list of elective disciplines

The screenshot shows the 'ELECTIVES 11' page with a search box at the top. An orange arrow points to the search box with the text 'CLICK SEARCH FIRST'. Below the search box is a table with columns for CODE, NAME, GRADE, CREDIT, and STATUS. The table lists two courses: [ HS9501 ] \* TECHNICAL DESIGN 1A and [ HS9502 ] \* TECHNICAL DESIGN 1B. A red arrow points to the 'Add' button for the first course with the text 'Select desired class'.

[ CODE ]	NAME	GRADE	CREDIT	STATUS
[ HS9501 ]	* TECHNICAL DESIGN 1A			
[ HS9502 ]	* TECHNICAL DESIGN 1B	10, 11, 12	0.5	

2. Choose from the list of elective disciplines

The screenshot shows the 'ELECTIVES 11' page with a dropdown menu open over the search box. The dropdown menu lists various disciplines: ART, BUSINESS MANAGEMENT, ACCOUNTING, MARKETING, INFORMATION TECHNOLOGY, CYBERSECURITY, ELECTIVES, ENGLISH, MEDICAL ACADEMY, GRAPHIC DESIGN, FAMILY & CONSUMER SCIENCE, and WORLD LANGUAGES. The table below the dropdown menu shows the same two courses as in the previous screenshot, with 'Add' buttons for each.

GRADE	CREDIT	STATUS
10, 11, 12	0.5	
10, 11, 12	0.5	
10, 11, 12	0.5	
10, 11, 12	0.5	

3. **After you have added all required credits** inform your teacher and go on to the next activity as directed.

# What Characteristics Does It Take to be Successful?

1. **COMMUNICATION SKILLS:** Your ability to organize your thoughts and present them in a professional manner is VERY IMPORTANT - delivering a speech with an effective PowerPoint/Prezi presentation is a high demand skill in today's job market.
  - Your ability to effectively complete a project with a group of peers is very important.
  - Your ability to write clearly, in a letter, a report, or an e-mail, is a distinct advantage.
2. **LISTENING SKILLS:** Use **ACTIVE** Listening skills:
  - Use your senses to "listen": use your eyes to pay attention.
  - Use your ears to hear the message, write notes if it helps you to learn.
    - Review what is taught in class and **STUDY** to learn those concepts;
  - Be prepared and ready to learn; hear, understand and retain information.  
(Write information down; carry a journal or tablet; take good notes.)
3. **MATURITY:** In appearance, thoughts, and abilities, pay attention to detail. Exhibit your ability to get along with co-workers and supervisors.
4. **ENTHUSIASM:** Demonstrate an interest or passion in what you do. Show pride in the work that you complete.
5. **RELIABILITY:** Make it a habit to show up **ON TIME** (or early) and be ready to work.
6. **DEPENDABILITY:** Take responsibility for what you accomplish and how well it is done.
7. **COMMITMENT AND DEDICATION:** Start a project when assigned, work consistently and diligently, and complete each task to the best of your ability. Be proud of your effort. (Do not start at the **LAST** minute.)
8. **CREATIVITY:** Demonstrate independent thinking and actions; have the courage to take the road less traveled and see how it can lead you to success.
9. **LEADERSHIP SKILLS:** Show your ability to define goals and objectives for yourself and with others. Effectively communicate expectations of others to achieve your goals.
10. **PROBLEM SOLVING SKILLS:** Display your ability to research, and to collect and evaluate information, to determine effective solutions to problems.
11. **TECHNOLOGY:** Validate your ability to effectively use and understand computers, integrated with other media components.
12. **CONCENTRATION AND PATIENCE:** Show your ability to investigate the problem posed, broadly research the topic effectively, and provide options to solve the problem correctly.

# TAKE THE TIME NOW TO PLAN YOUR FOUR YEAR HIGH SCHOOL EXPERIENCE

CVS Career Development is a process. It is important for you to take ownership of your own decisions and select experiences that support your planned goals. Chippewa Valley Schools offers a variety of elective courses that you can select, including 14 programs in Career Technical Education. Many school activities allow you to get involved in areas of personal growth.

## 9<sup>th</sup> Grade

- Revisit **XELLO** and update your EDP.  
<https://login.xello.world/>
- Explore the "CVS Career Development" website.
- Practice Time Management and Study Skills.
- Take one Elective (if time is available)
- Do some Goal Setting
- Learn about School Sponsored Activities: sports, clubs, service projects, etc.
- Explore community-based Activities.
- Learn about the World of Work.
- Learn about **Career Technical Education** / CTE programs offered at CVHS & DHS (see page 6) and the CTE website:  
<https://www.chippewavalleyschools.org/academics/cte/>
- Explore Career Options

## 11<sup>th</sup> Grade

- Continue working with **XELLO**  
<https://login.xello.world/> and your EDP on the CVS "Career Development" and CTE website
- Get involved in School or out-of-school Activities
- Continue to evaluate High School and Post- Secondary Education Goals
- Consider enrolling in a Career Tech Ed (CTE) class based on your EDP and/ interests
- Explore college and scholarship options by visiting campuses, reviewing online websites and attending college fairs.
- Explore Career Options by job shadowing, listening to guest speakers or working part-time
- Prepare to take the MME (includes SAT).

## 10<sup>th</sup> Grade

- Continue working with XELLO and your EDP.
- Learn about Service Learning Programs.
- Get involved in School or out-of-school Activities.
- Evaluate your High School Goals.  
Learn about Career Tech Ed/CTE programs.  
<https://www.chippewavalleyschools.org/academics/cte/>
- Continue to learn about the World of Work.
- Explore Career Options.
- Check the district Career Development website:  
<https://www.chippewavalleyschools.org/academics/careers/>

## 12<sup>th</sup> Grade

- Continue working with **XELLO** and your EDP.
- Explore the "CVS Career Development" website.
- Consider enrolling in a Career Tech Ed (CTE) class or other elective of interest based on your EDP results.
- Get involved in School or out-of-school Activities.
- Continue to evaluate High School Goals.
- Apply to College or post-secondary programs of interest.
- Explore Financial Aid and Scholarship Information Complete your FAFSA:  
<https://studentaid.gov/h/apply-for-aid>



## What will you be prepared to do after graduation?

Each year, Chippewa Valley Schools offers Career and Technical Education (CTE) programs at Chippewa Valley High School and Dakota High School. These programs are designed to prepare students for a broad range of employment opportunities and continuing education. A ten-year follow up study has found that the most successful high school graduates were those who took a solid college-prep program and a **Career Technical Education** program of study. CTE programs are staffed by teachers with related business and industry experience that enhances the learning process with real-world relevance. CTE programs are offered in these areas:

<b>CTE PROGRAMS</b>	<b>MATH RELATED</b>	<b>PREREQUISITES</b>
<b>Automotive Technology</b>	✓	<p><b>Some CTE programs are taught at one high school only, but programs are available to students enrolled at both high schools.</b></p> <p><b>A complete program of study in a CTE area usually involves a sequence (or multiple) courses. Advanced courses often have the preceding course as a prerequisite.</b></p> <p><b>For these reasons, students should <u>plan early</u> to include CTE as part of their 4-year high school experience.</b></p> <p><b>For seniors only, students may apply 1 credit of specified CTE courses as “Senior Math-Related Credit”.</b></p>
<b>Business (4 pathways)</b>		
• <b>Business Management</b>		
• <b>Accounting &amp; Finance</b>	✓	
• <b>Information Technology</b>		
• <b>Cyberecurity</b>		
<b>Construction Trades</b>	✓	
<b>Culinary Arts</b>	✓	
<b>Design Technology</b>	✓	
• <b>Engineering</b>	✓	
<b>Family &amp; Consumer Science</b>	✓	
<b>Graphic Design</b>		
<b>Marketing</b>	✓	
<b>Medical Academy</b>		
<b>Mechatronics &amp; Robotics</b>	✓	
<b>Teacher Cadet</b>		
<b>Woodworking &amp; Cabinetmaking</b>	✓	

## CTE is education that works!

- **VPAA** - CTE programs will fulfill the **Visual, Performing and Applied Art (VPAA)** requirement for graduation.
- **World Language and CTE**: When CTE is taken as an “additional” VPAA credit, it can fulfill 1-credit of World Language. This can be granted on a credit-for-credit basis (1-credit CTE as “additional” VPAA credit) =1-credit for World Language.
- **Internships** – CTE offers qualified senior students the opportunity to participate in Internship.
- **Articulation** – CTE offers qualified students the opportunity to earn college credit or advanced standing at the college level through articulation agreements.
- **Certifications** - CTE programs will prepare students for industry-based certifications, education beyond high school, and entry into a career pathway.

**For more information about CTE and Career Preparation, please visit:**  
<https://www.chippewavalleyschools.org/academics/careers/>  
<https://www.chippewavalleyschools.org/academics/cte/>

All CTE programs follow the District's policies of nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all programs, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. Support services are available through Carl D. Perkins Education Act for students with special needs. **NOTICE OF NONDISCRIMINATION:** It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-218

# CHIPPEWA VALLEY HIGH SCHOOL

## FOUR-YEAR PLAN OF STUDY COURSES **AVAILABLE**

(3.18.2021)

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE: \_\_\_\_\_

GRADE 9			
1 <sup>st</sup> SEMESTER		2 <sup>nd</sup> SEMESTER	
CRS #	SUBJECT	CRS #	SUBJECT
	English 9A, Acc English 9A	1	English 9B, Acc English 9B
	Algebra 1A, Acc Alg 1A, Geometry I, Acc Geometry I	2	Algebra 1B, Acc Alg1B, Geometry II, Acc Geometry II
	Biology I or Honors Biology I	3	Biology II or Honors Biology II
	Global History I or AP World History I *	4	Global History II or AP World History II *
	Physical Education I or Health (.5 credit) *	5	Physical Education I or Health (.5 credit) *
	World Language Year 1A **	6	World Language Year 1B **

GRADE 10			
1 <sup>st</sup> SEMESTER		2 <sup>nd</sup> SEMESTER	
CRS #	SUBJECT	CRS #	SUBJECT
	English 10A or Hon English 10A	1	English 10B or Hon English 10B
	Geometry I, Acc Geom I, Algebra 2A, Acc Alg 2A	2	Geometry II, Acc Geom II, Algebra 2B, Acc Alg 2B
	Chemistry I, Hon Chemistry I or Physical Science I	3	Chemistry II, Hon Chemistry II or Physical Science II
	US History I or AP US History I *+	4	US History II or AP US History II *+
	World Language Year 2A OR see below **	5	World Language Year 2B OR see below **
	Physical Education II (.5 credit) *	6	Elective:

+ If taking AP European History in 10<sup>th</sup> grade, you must take either AP U.S. History or U.S. History in the 11<sup>th</sup> grade to complete this graduation requirement.  
 AP US History taken in the 10<sup>th</sup> grade is BY APPLICATION ONLY.

GRADE 11			
1 <sup>st</sup> SEMESTER		2 <sup>nd</sup> SEMESTER	
CRS #	SUBJECT	CRS #	SUBJECT
	Eng 11A, Med Eng 11A, AP Eng Lang & Comp I	1	Eng 11B, Med Eng 11B, AP Eng Lang & Comp II
	Alg 2A, Acc Alg, 2A, Alg 2YA, Pre Calc I, Calc I, AP Calc AB I or AP Statistics I	2	Alg 2B, Acc Alg 2B, Alg 2YB, Pre Calc II, Calc II or AP Calc AB II or AP Statistics II
	Chem I, Hon Chem I, Physics I, Conceptual Physics I or Science elective (if Chem or Physics requirement is satisfied) *	3	Chem II, Hon Chem II, Physics II, Conceptual Physics II or Science elective (if Chem or Physics requirement is satisfied) *
	Economics or AP Economics I or Government	4	Economics or AP Economics II or Government
	Visual, Performing or Applied Arts (CTE) *	5	Visual, Performing or Applied Arts (CTE) *
	Elective:	6	Elective:

GRADE 12			
1 <sup>st</sup> SEMESTER		2 <sup>nd</sup> SEMESTER	
CRS #	SUBJECT	CRS #	SUBJECT
	Eng 12A, Eng 12 Writ I, Med Eng 12A, AP Eng Lit & Comp I	1	Eng 12B, Eng 12 Writ II, Med Eng 12B, AP Eng Lit & Comp II
	Alg 2YC or a Math credit or a Math-related credit	2	Alg 2YD or a Math credit or a Math-related credit
	Econ or AP Econ I or Govt or Hon Govt or AP Govt I	3	Econ or AP Econ II or Govt or Hon Govt or AP Govt II
	Elective:	4	Elective:
	Elective:	5	Elective:
	Elective:	6	Elective:

**NOTE: (\*) Courses with an asterisk may be moved and taken out of sequence to accommodate a student's Educational Development Plan (EDP); for example, to build a CTE program, or dual enrollment into your plans.**

**\*\* World Language Credit: Students may replace one credit of World Language with one credit of CTE when CTE is taken as a second semester (or additional) VPAA credit.**

Is your EDP up to date? \_\_\_\_\_ Have you reviewed your plan with a parent/guardian? \_\_\_\_\_

Student Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

# ASSESSMENTS

To assist students in determining potential options for their future, they are introduced to *Career Cruising* in the seventh grade. An interest assessment called "The Matchmaker" and a skills inventory are both included in *Career Cruising*. There is a wealth of information available about careers o interests, colleges, related career fields and good occupations al information at the touch of a button. Information gained by completing the activities in *Career Cruising* is saved in the student's EDP.

## **PSAT - Grade 10**

Students can take a practice test for the ACT called the PLAN. It is designed to help students discover their strengths and weaknesses in English, Math and Science.

## **PSAT/NMSQT - Grade 10**

The PSAT is the practice test for the SAT. It provides students the opportunity to learn about their strengths and weaknesses by the test designers for the SAT. The PSAT (Preliminary SAT/National Merit Scholarship Qualifying Test) is also the exam that is used for the National Merit Scholarship Program which compares performances of college-bound students nationally.

## **SAT - Grade 11 (part of the MME)**

The ACT assesses four academic areas: Mathematics, Science, Reading and English. The content areas of Science and Social Studies are integrated into the reading portion of the SAT. As of 2016, the new SAT is now integrated into the junior year testing requirement, called the Michigan Merit Exam.

## **Michigan Merit Exam (Junior Year Spring Tests)**

The Michigan Merit Exam includes three components. The SAT is now one of the exams High School juniors are required to take. The MME is designed to measure what all students should know and be able to do by the end of Tenth grade.

The Michigan Merit Exam includes:

- **SAT® college entrance examination**
- **ACT WorkKeys® job skills assessments in reading, mathematics, and "locating information"**
- **M-STEP Michigan-developed assessments in mathematics, science, and social studies**

## **Advanced Placement (AP) Program Exams**

The AP exams in the relevant subject are usually taken after completion of the AP course. A good score on the AP exam can qualify you for college credit "advanced placement" in that subject in college. AP exams are offered the first two weeks in May; each test is offered one time during the two week schedule. <https://apstudents.collegeboard.org/>

# ASSESSMENTS (Continued)

## ASVAB – Grade 11 or 12

The ASVAB Program provides tools, including interest and aptitude inventories, developed by the U.S. Department of Defense to help high school and post-secondary students across the nation learn more about career exploration and planning. Results of the aptitude test and the interest inventory enable students to evaluate their skills, estimate performance in academic and vocational endeavors, and identify potentially satisfying careers. This program is free and if you are interested in taking this assessment please see your Guidance Counselor. To learn more about the ASVAB, check out this link: <https://www.asvabprogram.com/>

## ACCUPLACER

The ACCUPLACER tests are computerized placement tests offered at many community colleges. <https://accuplacer.collegeboard.org/> These one-session assessments provide an evaluation of a student's current skills in English, reading and math. The test is designed by The College Board. The test is not timed, however, you cannot "go back" and correct or review an answer after you have completed the question. You can review for the Math portion using <https://www.sparknotes.com/math/> or the Khan Academy math videos at <https://www.khanacademy.org/>

to review your Pre-Algebra and Algebra information before you visit the college. If you take the ACCUPLACER test at one community college and choose to attend another community college that also requires the ACCUPLACER test, you can have your scores transferred by the Registrar's office.

Students who choose to "DUAL ENROLL" during their high school experience will have to take the ACCUPLACER tests at Macomb Community College before enrolling in any classes. If you would like to Dual Enroll in College courses while in High School, please see your guidance counselor for more information.

Information about the programs offered by Career Technical Education is also available online in the High School Coursebooks used for academic scheduling. More specific information is available on instructor's webpages or by contacting the instructor directly via e-mail.

For more information about Career Technical Education (CTE), please visit the CVS Career Technical Education website at: <https://www.chippewavalleyschools.org/academics/cte/>

As you begin to collect your information, **create an electronic and hard copy file** that contains the following documents in paper copy (If some of these are sent to you electronically, file it in a special e-folder and safely on a flash drive or in the cloud):

- Your report cards and transcripts (the developing record of your HS academic history);
- Scanned and hard copies of any awards, honors or certificates you receive organized in a binder;
- List of school and community activities in which you are involved, both paid and volunteer work, and descriptions of what you did.

# FRESHMAN CHECKLIST

- \_\_\_\_\_ Make sure you are enrolled in all of the required and elective courses that coincide with your future plans. Identify the courses you plan to take on the 4 Year Plan included with this packet. The courses listed meet the new Michigan Merit Curriculum requirements for graduation.
  
- \_\_\_\_\_ Begin to explore Career Technical Education and other elective class opportunities. These courses will teach valuable skills and help you explore and confirm your career interests.
  
- \_\_\_\_\_ You begin to establish your High School transcript as a freshman student. Your transcript is an official record of the classes in which you enroll, the grades that you earn, the number of absences, and your grade point average (GPA). Colleges and universities as well as future employers will be interested in your grade point average and your attendance record, as these are often predictors of future success.
  
- \_\_\_\_\_ Take the time to participate in career exploration activities. Discuss possible careers with school personnel, parents, friends, and relatives.
  
- \_\_\_\_\_ Participate in extracurricular activities, both school-sponsored and non-school sponsored.
  
- \_\_\_\_\_ Begin thinking about post-secondary training (community college, 4 year college or university, military academy or Armed Forces opportunities, technical options or on-the-job training) needed for your career(s) of interest. Talk to your parent/guardian(s) about your thoughts and ideas.
  
- \_\_\_\_\_ Investigate summer training programs, educational experiences, and/or volunteer activities to help you "test" the career fields of interest to you.

## Some Inspiration

*Per a world renowned doctor:*

**"You have your brains in your head. You have your feet in your shoes. You can steer yourself any direction you choose. You're on your own. And you know what you know. And you are the guy who'll decide where to go. And will you succeed? Yes! You will, indeed! (98 and  $\frac{3}{4}$  percent guaranteed.) Kid, you'll move mountains! So . . . be your name Buxbaum or Bixby or Bray, or Mordecai Ali Van Allen O'Shea, you're off to great places! Today is your Day! Your mountain is waiting. So . . . get on your way."**

**---Dr. Seuss**

## SOPHOMORE CHECKLIST

- \_\_\_\_\_ Make sure you are enrolled in all of the required and challenging courses that coincide with your future plans.
- \_\_\_\_\_ Explore Career Technical Education and other elective class opportunities to develop skills and to explore and confirm your career interests.
- \_\_\_\_\_ In October of your sophomore year, you may decide to take the Educational Testing Service (PSAT), a Pre-SAT assessment for practice or the PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) for practice. Check with your counselor and follow the daily announcements for registration information.
- \_\_\_\_\_ Continue to concentrate on studying and focusing to do your best in school. Do your best to keep your grades up. If you do well in High School, colleges of your choice will acknowledge your hard work and may award you a scholarship to help defray the cost of your college education.
- \_\_\_\_\_ It is important to be a well-rounded student. Participate in organizations that are of interest to you, and be willing to take on leadership roles to learn how to work with your peers. Get involved in community service or other volunteer activities that are meaningful to you.
- \_\_\_\_\_ Take the time to participate in career exploration activities. Discuss possible careers with school personnel, parents, friends, and relatives. Most people like their work and are very willing to talk with you about their career path.
- \_\_\_\_\_ Continue thinking about post-secondary training (community college, 4 year college or university, military academy or Armed Forces opportunities, technical options or on-the-job training) needed for your career(s) of interest. Talk to your parent/guardian(s) about your thoughts and ideas.
- \_\_\_\_\_ Explore colleges of interest by on-site visits, by attending college fairs, by reading college materials, and meeting with college representatives who visit your High School or visit colleges websites on the Internet.
- \_\_\_\_\_ Investigate summer training programs, educational experiences and/or volunteer activities to help you "test" your career fields of interest.

# JUNIOR CHECKLIST

- \_\_\_\_\_ Considering meeting with your counselor or high school contact to discuss post high school plans, and requirements to meet your goals. Review your EDP and discuss the rest of your HS courses. Are you planning to “Dual Enroll (take college courses while you are still in high school)?” If so, which courses? Talk to your counselor for more information.  
**What do you need to do?** Take ownership for getting enrolled in these classes that can earn you college credit while you are still in high school (and save you some tuition dollars).
- \_\_\_\_\_ Enroll in all of the required and challenging courses that coincide with your plans.
- \_\_\_\_\_ Consider taking a Career Technical Education to develop hands-on skills and to help you explore and confirm your career interests.
- \_\_\_\_\_ In April of your Junior year, you take the SAT. Check with your English Teacher and/or counselor and follow the daily announcements for registration information. Check your HS website for more details.  
<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>
- \_\_\_\_\_ Continue to concentrate on studying and focusing on doing your best in school. Do your best to keep your grades up. If you do well in High School, colleges of your choice will acknowledge your hard work and may award you a scholarship to help defray the cost of your college education.
- \_\_\_\_\_ It is important to be a well-rounded student. Participate in organizations that are of interest to you; take on leadership roles to learn how to handle responsibility and how to work with your peers. Get involved in community service or other volunteer activities that are meaningful to you.
- \_\_\_\_\_ Take the time to participate in career exploration activities. See if you can arrange a “Job Shadowing” experience with someone who is working in a field of interest to you.
- \_\_\_\_\_ Start collecting information about post-secondary training (community college, 4 year college or university, military academy or Armed Forces opportunities, technical options or on-the-job training) needed for your career(s) of interest.  
  
Start a folder for each school or a box to collect all of this information. (It can become voluminous.) Read the information as it comes it to start getting some good ideas about what you do and do not like. Talk to your parent/guardian(s) about your thoughts and ideas. Some research indicated that parents were the most helpful of people when discussing post-high school educational plans. Open those lines of communication.
- \_\_\_\_\_ Explore colleges of interest by on-site visits, online visits: <https://campustours.com/> reading college admissions and scholarship materials, meet with college representatives who visit your High School, or visit college websites on the Internet. Visit college reps at the High School or at Macomb Community College’s Annual College Fair. Take your SAT exam during MME or in June. You may opt to also take the ACT on your own as this is the college admissions test that has been used for college acceptance for many years in Michigan.
- \_\_\_\_\_ Investigate summer training programs, educational experiences and/or volunteer activities to help you “test” your career fields of interest.

# SENIOR CHECKLIST

- \_\_\_\_\_ Consider meeting with your counselor or high school contact to discuss post high school plans, and requirements to meet your goals. Review your EDP and discuss the rest of your HS courses. Are you planning to "Dual Enroll" - take college courses while you are still in high school? If so, which courses? You may want to consider Dual Enrollment.
- \_\_\_\_\_ Make sure you are enrolled in all of the required and challenging courses that coincide with your future plans.
- \_\_\_\_\_ Consider taking a Career Technical Education (CTE) course during high school to help you explore and confirm your career interests.
- \_\_\_\_\_ Target November 1<sup>st</sup> of your senior year for work on your post-graduation planning. Get your college applications written and submitted either online for early consideration. Check out other options of interest including the military, work, or apprenticeship programs.
- \_\_\_\_\_ Continue to concentrate on studying and focusing on doing your best in school. Do your best to keep your grades up. If you do well in High School, colleges of your choice will acknowledge your hard work and may award you a scholarship to help defray the cost of your college education.
- \_\_\_\_\_ It is important to be a well-rounded student. Participate in organizations that are of interest to you; take on leadership roles to learn how to work with your peers. Get involved in community service or other volunteer activities that are meaningful to you.
- \_\_\_\_\_ Take the time to participate in career exploration activities. See if you can arrange a "Job Shadowing" experience with someone who is working in a field that interests you.
- \_\_\_\_\_ Start a folder for each college or university for which you plan to submit an application. Keep all of your information together. Review all the applications you are considering and see if you can write one essay to cover all of the requested topics. Talk to your parent/guardian(s) about your thoughts and ideas. Keeping hard copy of your essays, applications and financial aid information is very helpful for future reference - keep it organized in a 3 ring binder.
- \_\_\_\_\_ Explore colleges of interest by on-site visits. You need to enjoy where you are going to study and you are the consumer since you are paying the tuition to attend. Visit college representatives at a High School or a Community College's Annual College Fair.
- \_\_\_\_\_ Look for scholarship applications that sound like you "Fit their requirements." Check the CVS Career Development website <https://www.chippewavalleyschools.org/academics/careers/> and the Internet for options.
  - With your parents, complete the FAFSA (Free Federal Financial Aid form) by mid-February. Use this link for the **FREE FAFSA** website: <https://studentaid.gov/h/apply-for-aid/fafsa>
- \_\_\_\_\_ Investigate summer training programs, educational experiences and/or volunteer activities to help you "test" your identified career fields of interest.

# CAREER INFORMATION INTERVIEWING (NETWORKING)

The information interview is a tool to assist you in obtaining information needed to identify careers which will:

- Call for your best and favorite skills.
- Allow you to work in the environments which are most conducive to your best performance.
- Be in a situation that matches the goals and values that are important in your life.

You can get this information from the professionals who are currently employed in the field, preferably in person.

## **PURPOSE of the Career Information Interview:**

**Obtain** information about career areas and professionals' experiences in areas of your choice.

**Meet** people who share your enthusiasm, similar talents, and interests in career areas that appeal to you.

**Gain Experience** and **Self-Confidence** in interviewing with professionals, and in discussing yourself and your career interests.

**The Information Interview** is different from a Job interview in that you are determining whether a career field is right for you. You are asking the questions and evaluating the career information presented.

**HOW TO DO IT...** These are the steps to follow in order to conduct a helpful and successful interview. It also assists you in developing a **CONTACT NETWORK** in career fields you like.

1. Identify the:
  - **values** in your life which are most important to you;
  - **goals** that you wish to accomplish in your lifetime;
  - **environmental factors** which are most conducive to your best performance; and
  - **identify the skills** that you do well and enjoy using.
2. Identify and do career research on fields of interest to you, using your self-assessment. (Career Cruising.com)
3. Compile a list of individuals working in the career fields you would like to explore. Use family members, friends, teachers/professors, the Internet, professional directories and associations.
4. Request an appointment by telephone or letter to interview these individuals, preferably at their place of work. The purpose of this visit is to obtain information, not to seek employment. Prepare questions to elicit information which enables you to match what you know about yourself with what they know about the field. Avoid questions that can be answered "yes" or "no."
5. **Dress** as if it were an actual job interview. Arrive early for your appointment. Be courteous. Take the initiative in conducting the interview. Do not exceed your requested time (20-30 minutes.)
6. If offered, record the names and addresses, telephone numbers or e-mail addresses of new contact persons during the interview. Make a record of other information as soon as possible after the interview, not while it is in progress. Taking notes during the interview can be distracting.
7. Send an e-mail or a "snail mail" thank you note immediately following each interview. A "real thank you note" sent via US mail will remind the person who you spoke with about your conversation.
8. Follow-up on any leads provided.

## **QUESTIONS TO ASK IN YOUR INFORMATION INTERVIEW:**

1. **How did you get into this field (educational background, career path, work experience)?**
2. **What do you do in a typical day or week?**
3. **What are the most/least interesting aspects of your job?**
4. **What skills are necessary for this type of work?**
5. **Where do you see this career field in 2-5 years?**
- \* 6. **Can you refer me to 2 or 3 other individuals in this career field or related field who would be helpful in discussing these same issues? ( \* This is a very important question to ask at your interview.)**

If time permits, other suggested questions include:

7. **What is a typical career path?**
8. **How long does it take to progress through a successful career path in this organization?**
9. **What types of training does this organization provide to persons entering this field?**
10. **What degree of geographic mobility is expected for advancement in this career field?**
11. **Is a college degree or an advanced academic degree required for promotion?**
12. **What are the salary ranges for different positions in this field?**



## Chippewa Valley Schools Job Shadowing

3-22-2021

Job Shadowing is designed to give students an opportunity to “shadow” an adult during daily work activities. It inspires students to be enthusiastic about their studies by showing them the correlation between what they learn in school and how it is used in the workplace. In 2008, more than one million young people and 100,000 businesses participated.

Beginning with a nationwide kickoff on February 2 annually (Groundhog Day) and continuing throughout the school year, Job Shadow is supported by a coalition that includes America’s Promise, Junior Achievement, AT&T, the U.S. Department of Education and the U.S. Department of Labor.

The Michigan Department of Education now mandates a “work-based learning experience” for all CTE (Career Tech Ed) students. Job Shadowing satisfies that requirement.

Chippewa Valley Schools have an excellent career development program, designed to help students create an EDP (Educational Development Plan). The program uses “**XELLO**” and leads students to:

- discover/explore their interests,
- assess skills
- explore career information
- develop a 4-Year Plan
- identify some goals
- do a school / college search
- select some career development activities for further exploration

While this is an outstanding career development program, there is need to do more. Job Shadowing can fill the gaps. Job Shadowing offers the opportunity to reality-test career interests. Two students who recently job shadowed reported to their classmates: 1) “I thought I wanted to be a commercial artist, and after spending the day with Mrs. G, I know that I want to be a commercial artist!” and 2) “I was thinking about a career in business or Dentistry. I job shadowed a dentist and...

Now I know that I don’t want to be a dentist!” Reality testing can be empowering and valuable in terms of both time and money.

It has been reported that 80 to 85% of all jobs are found and filled through personal contact. It is also said that you can reach anyone in the world by going through only six people. Networking is an effective strategy for gathering current career information, developing mentor relationships, and for ultimately finding avenues into desirable careers. Most of us have been helped by others along our career paths. Career holders are most often very willing to help aspiring students. It is a “pay it forward” matter.

It is now predicted that today’s high school students will have 8 jobs by the time that they reach age 35. Chippewa Valley students will be prepared for this future by mastering the “Career Cruising” activities, and by doing the original research that involves networking, informational interviewing, and job shadowing.

It is our goal to help students to **have a focus and a plan, and to prepare for their futures**. Job Shadowing is an important component of our comprehensive career development program. Please see your school’s “Job-Shadowing Policy and Guidelines” and “Job Shadow Application” forms for specifications. After reviewing these materials, feel free to contact us (administrators, counselors, CTE staff) if you have any questions.

All CTE programs follow the District’s policies of nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all programs, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. Support services are available through Carl D. Perkins Education Act for students with special needs.

**NOTICE OF NONDISCRIMINATION** It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180