

# MAP Your Plan (**My Action Plan**) for College and Career Readiness!

## Guide to Career and College Readiness

*Are you nervous about graduating high school?*

*Are you unsure about what career you want to pursue?*

OSTC will help you figure it out before you leave us!

- ✓ We will help you identify career interests, preferences, goals and requirements that align to your interests, strengths and aptitudes.
- ✓ We will teach you the career ready habits that colleges and employers seek.
- ✓ We will provide opportunities for earning early college credits and industry certifications that will get you ahead.

## Explore Your Passion!

Take ownership of your future by:

- ✓ Researching Careers
- ✓ Knowing what education and training will get you prepared for your career
- ✓ Doing Work Based Learning

## Identify your Program of Study (Education after high school)

- ✓ College (2 year or 4 year)
- ✓ Military
- ✓ Apprenticeship/Trade School
- ✓ Workforce

## MAP Your Plan

- ✓ Keep your MAP checklist in your portfolio
- ✓ Use the following website as a resource  
[www.flynnscareerandcollegeready.com](http://www.flynnscareerandcollegeready.com)
- ✓ Begin with the Career Tab (on the left) and work toward the right to rest of the tabs.
- ✓ All students will complete pages 1, 6, 7.
- ✓ All students will choose one option between pages 2 -5.

# Pre-survey, Interest Inventory, Branch Tree Report for ALL students

- ✓ Go to [www.flynnscareerandcollegeready.com](http://www.flynnscareerandcollegeready.com)
- ✓ Click on Careers Tab
- ✓ Use your login information to complete the CCR Pre-Survey
- ✓ Complete the following career activities. Keep print out in portfolio

	<b>Date Complete</b>	<b>Instructor Initial</b>
CCR Pre-Survey	9/5/19	On file in office
My Next Move (Interest Inventory)	Week of 9/5/19	Keep Note page and results in Portfolio
Career Tree Branch Report (Career Research)	Week of 9/13/19	Put leaves on Tree Instructor Grade

## 1. Career Development Activities (Steps completed by 9/13/19)

Now is the time to understand the connection between your interests, strengths and aptitudes and how they relate to career interests, demands the educational requirements needed to pursue your dreams. Do the following:

Every Student will choose a Program of Study after High School to continue their learning. All students will complete numbers 1, 6 and 7. Students will choose one option from numbers 2-5.

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## **Work Activities** (only students that are going directly into employment)

Every student that plans to pursue a job after high school should complete the following (**in addition to the Portfolio Requirements**): (**Completed by May 4, 2020**)

### **A. Application Materials:**

- a. Job Application
- b. Industry Credential
- c. Letter of Recommendation

### **B. Supporting Documents:**

- a. Social Security Number
- b. Birth Certificate
- c. Driver's License
- d. Occupational Safety Documentation/Drug Screen
- e. Diploma

### **C. Employer Contact Information:**

- a. Contact Name and Title:

\_\_\_\_\_

- b. Contact Email:

\_\_\_\_\_

- c. Interview Date:

\_\_\_\_\_

- d. Starting Wage/Salary:

\_\_\_\_\_

- e. Health Insurance:            \_\_\_ Yes            \_\_\_ No

Other Benefits \_\_\_\_\_

- f. Hours Per Week:

\_\_\_\_\_

- g. Career Advancement Options:

\_\_\_\_\_

\_\_\_\_\_

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## Apprenticeship (only students that are pursuing Apprenticeship opportunities)

### Apprenticeship (Completed by May 4, 2020 or the date specific to the testing/application deadline specified)

In addition to the Workforce requirements, students wishing to pursue a STRA/Apprenticeship should meet the following requirements:

- a. Reviewed Apprenticeship options in the Oakland County Manual?  
 YES     NO     Completed
- b. Pursuing an Apprenticeship through a Joint Apprenticeship Committee? (JAC)     YES     NO     Completed
- c. Pursuing an Apprenticeship through a Community College and an employer?     YES     NO     Completed

	<b>Date Complete</b>	<b>Instructor Initial</b>
Earn Diploma (Letter stating on track for graduation.)		
GPA 2.0		
Clean Driving Record		
Reliable Transportation		
Ability to Pass Drug Screen		
EDP Alignment to Program		
Career Cruising Ability Profiler Completed		
Completed OSHA 30		
Commitment Essay		
2 Letters of Recom		

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## College/Trade School (only students going to college, university or trade school)

**(Applications to be completed by October 31, 2019)**

Every student entering Community College, University, Trade School needs to be prepared to meet the unique demands of the school. Check admissions requirements and deadlines for application for each institution. At minimum, the following is required:

**A. List the Institutions that you would like to apply to:**

- a. \_\_\_\_\_  
b. \_\_\_\_\_

**B. Completed Application**

- a. Is an essay required?    \_\_\_ YES    \_\_\_ NO    \_\_\_ Completed  
b. Parchment Account?    \_\_\_ YES    \_\_\_ NO    \_\_\_ Completed  
c. Transcript Sent?    \_\_\_ YES    \_\_\_ NO    \_\_\_ Completed  
d. My SAT/ACT scores    \_\_\_\_\_/\_\_\_\_\_  
e. Avg. SAT/ACT scores    \_\_\_\_\_/\_\_\_\_\_

**C. Desired Degree available:**    \_\_\_ YES    \_\_\_ NO

Program Name \_\_\_\_\_

**D. College Credits Available? Check [www.ostccredit.com](http://www.ostccredit.com)**

- a. List of Articulated (College Credit) Classes

\_\_\_\_\_

- b. List of Direct (College Credit) Classes

\_\_\_\_\_

**E. Admissions Student Account Information**

- a. Email address and Account Login/student ID #

\_\_\_\_\_

**F. Completed FAFSA?**    \_\_\_ YES    \_\_\_ NO

**G. Applied for Scholarships**    \_\_\_ YES    \_\_\_ NO

**H. Fees:** Tuition Costs \_\_\_\_\_ Room//Board \_\_\_\_\_

**I. Campus Visit**    \_\_\_ YES    \_\_\_ NO    \_\_\_ Date Completed

**J. Orientation Date**

\_\_\_\_\_

**K. Eligibility for NCAA Clearinghouse** –Sports    \_\_\_ YES    \_\_\_ NO



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## **Military** (only students going to Armed Forces)

### **Military (Completed by February, 2020)**

Every student that plans to join the Armed Forces should be prepared with the following:

- a. **Classification:** \_\_\_\_Active \_\_\_\_Reserve/National Guard
- b. **Branch:** \_\_\_\_\_  
Are you in compliance with the branch of service tattoo policy? \_\_\_\_YES \_\_\_\_NO  
Are you in compliance with the branch of service medication policy? \_\_\_\_YES \_\_\_\_NO
- c. **Recruiter Information**  
Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_
- d. **Assessment Requirements**  
ASVAB Test Date: (Given at OSTC Dec. 17 and 18, 2020)  
ASVAB Test Score : \_\_\_\_\_
- e. **Military Occupation Specialty (MOS)**  
Job Options \_\_\_\_\_
- f. Projected Pay Grade  
Entry \_\_\_\_\_ Six Month \_\_\_\_\_
- g. **Enlistment Date**
  - a. MEPS Location \_\_\_\_\_
  - b. MEPS Date \_\_\_\_\_
  - c. Scheduled Graduation \_\_\_\_\_
  - d. Ship Date \_\_\_\_\_
  - e. Initial Entry Training Location \_\_\_\_\_
- h. **Source Documents**
  - \_\_\_\_Social Security Card
  - \_\_\_\_Birth Certificate
  - \_\_\_\_Diploma or Letter stating on track for graduation
  - \_\_\_\_Security Clearance Application Information

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# Work Based Learning (For ALL students)

## Work Based Learning Experiences

**(Completed throughout year. Due May 4, 2020)**

All students should complete at least one work based learning experience. For Paid and Unpaid Work Based Learning Experiences students/parents should reference the Preparation worksheet to assist students in becoming ready for placements.

Work Based Learning Student Preparation Checklist:

<https://drive.google.com/open?id=0Bz6A0UwipKu2eXM3b245eDdSdDQ>

Student eligibility includes:

- 7 of 12 curriculum segments completed
- 2.0 grade or better in Technical Skills
- 3.0 grade or better in Career Ready Habits
- No academic Pullouts
- Able to meet industry safety requirements (Ex: Immunizations, Background Check, Drug Screen)

<b>WBL Opportunity</b>	<b>Date Complete</b>	<b>Instructor Initial (Enter in MiStar)</b>
Instructor Recommendation Form		
Informational Interview		
Job Shadow		
Field Experience		
Paid and/or Unpaid Work		

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## Portfolio (For ALL students)

**Portfolio (Completed throughout the year. Resume due end of semester 1. Portfolio due May 15, 2020).**

All students at the OSTC campus will leave with a completed portfolio. Requirements may vary by program, but should include, at minimum, the following:

<b>Portfolio Items</b>	<b>Date Complete</b>	<b>Instructor Initial (Enter in MiStar Activities)</b>
Mission Statement		
Cover Letter		
Resume		
Letter of Recommendation		
Work Samples		
Industry Certifications		
Achievements		
Organizations		

*\*Please note: There are additional requirements if the student plans to pursue the workforce after high school. See Step 2: "Entering the Workforce."*

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