

OSTC

CAREER AND COLLEGE READY MAP (My Action Plan)

Name: _____

Program: _____



Guide to Career and College Readiness

The purpose of the CCR Map is to provide students with the tools to identify a career passion so that they can gain a competitive advantage by mapping college and career opportunities, as well as take the steps to prepare for them.

The goal is that each student at OSTC will take personal ownership of their own career interests, preferences, goals and requirements in order to MAP a plan for success.

Identify your Program of Study

- ◆ College (2 year or 4 year)
- ◆ Military
- ◆ Apprenticeship
- ◆ Workforce

EXPLORE YOUR PASSION!

Leave OSTC with a MAP

The MAP at OSTC will highlight the following modules:

- ❖ Career Research
- ❖ Postsecondary Planning
- ❖ Work Based Learning
- ❖ Portfolios.

Student Career and College Readiness Survey Support Information

Student

Name:

Program: (1st year/2nd year- Circle one)

Login Information:

CTELastnamefirstinitial23@student.oakland.k12.mi.us

Student Connect Identification # 200----- Password 6 digit Birthday

Career Goal: What is your next step after Graduation?

Career and College Ready PRE-Survey: Complete by 9/22/17

All students, please make sure to include your First and Last Name.

Please go to: www.ostconline.com Click on: "Current Students, Career Planning, OSTC Career and College Planning, Scroll to Survey Box. Please answer honestly.

1. Career Development (Completed by 9/22/17)

Regardless of the Program of Study, every student should take ownership of their future by understanding their own career interests, preferences, goals and requirements aligned to their career choice. Students may access this information in a number ways, but should complete, at minimum, the following:

	Date Complete	Instructor Initial
My Next Move (Interest Profiler)	9/7/17	
Career Tree Branch Report	9/9/17	(Enter in MiStar Activities)
Career Cruising EDP	(on file in office)	Optional
CCR Pre-Survey	Closes on 9/22/17	

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

OSTC Student Support Team and Instructors will be monitoring your progress toward completion. Please adhere to the timeline as best as possible. The ultimate goal is that EVERY student graduates progressing to quality postsecondary. YOU are the one to MAP your future. We will help you every step of the way!

2. Postsecondary Plan: Entering the Workforce (Completed by May 4, 2018)

Every student that plans to pursue a job after high school should complete the following (**in addition to the Portfolio Requirements**):

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:

3. Postsecondary Plan: School to Registered Apprenticeship/Apprenticeship (Completed by May 4, 2018 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

	Date Complete	Instructor Initial
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 Recommendation		

**4. Postsecondary Plan: Community College, University, Trade
(Applications to be completed by October 31, 2017)**

Every student entering a Postsecondary Educational Institute (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

- 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

5. Postsecondary Plan: Military (Completed by February, 2018)

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. 19 and 20, 2017)
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

**6. Work Based Learning Experiences
(Completed throughout year. Due May 4, 2018.)**

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)

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

7. Portfolio (Completed throughout the year. Resume due end of semester 1. Portfolio due May 4, 2018.)

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

Portfolio Items	Date Complete	Instructor Initial (Enter in MiStar Activities)
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."*