

## Career Awareness and Career Development Plan

Clay City Jr/Sr High School implements career awareness and career development activities to all of their students in many different ways. Several classes incorporate career awareness and career exploration into the curriculum. Departments such as, Agricultural Science and Business, Art, Business Technology, Engineering Technology, and Family Consumer Science, contain many classes that explore possible career choices within that particular industry. Recruiters from different branches of the military visit the school and discuss a variety of career options with all the students. The careers mentioned are not necessarily linked to the military so students get a well-rounded idea of multiple career areas available to them in the future. Clay City Jr/Sr High School also periodically hosts a career fair located in the gymnasium. Many different businesses convene at the school to inform students about careers in different industries. Students in all grade levels have the opportunity to explore the career fair and gain information about careers that interest them. Every school year, the agricultural department hosts their own career fair that focuses on career options in the agricultural industry.

Many classes, starting in the seventh grade, use an interest inventory system known as Noviance or Indiana Career Explorer. This system allows students to explore careers based on their individual interests and characteristics. All students have the opportunity to research and evaluate the many different careers our society offers. All Clay City seventh graders are required to take a Career Information and Exploration class. This class is part of a rotational schedule designed for seventh grade students and discusses educational alternatives such as military, tech schools and the workforce. The students also explore decision-making techniques in regards to school and careers. Throughout this exploration process, students will develop a four-year plan for their high school career. The Career Information and Exploration course requires students to research careers and examine their own skills and strengths. Each student participates in an interest survey that aids in the development of goals and lifestyle plans. Information from the survey is used to find careers linked to personal interests and further research is conducted to explore the education and skills needed in each particular career. Every school year, Clay City eighth graders spend a morning at a *Reality Store* program that is sponsored by the Business Professionals of America. The *Reality Store* allows each student to pick a career and simulates living expenses, annual salaries, lifestyle choices, as well as, other aspects to life after high school. This opportunity gives students a sense of “reality” to their future career and lifestyle choices.

Preparing for College and Careers is a required class for all ninth and/or tenth graders at Clay City Jr/Sr High School. Along with other classes, the Preparing for College and Careers class promotes career awareness and insight into future employment options through multiple different activities. Throughout this course, students will explore their own likes, dislikes, hobbies, and dreams about a future career. Job Outlook is a system that is used to show students the rate a particular profession is growing in the workforce. Students are encouraged to use the information from Job Outlook to be aware whether their career of interest is increasing or decreasing. This course provides post-secondary training along with an in depth research project. Each student is required to research the specifications of a career of interest, such as, annual salary compared to living expenses. Students also experience practice job interviews, creating resumes and cover letters throughout the Preparing for College and Careers course.

Clay City Jr/Sr High School provides students in grades eleven and twelve with multiple opportunities to expand career awareness and participate in career development activities. All Clay City

juniors are required to take the ASVAB exam during their eleventh grade year. The Armed Services Vocational Aptitude Battery, ASVAB, exam is used to determine enlistment eligibility for potential recruits, assign recruits to military jobs, and aid students in career exploration. There are several programs available for qualifying eleventh and twelfth grade students that focus on career preparation models and further education counseling. The vocational programs that are offered at Clay City Jr/Sr High School explore a wide variety of potential job industries and career clusters. Programs, such as, Automotive Technology, Building Trades Technology, Welding Technology, Health Careers, and Cosmetology give students an in depth perspective of the skills and expectations required for careers throughout these specific fields.

Students in grades eleven and twelve also have the opportunity to participate different types of internships or on-the-job training programs. There are two internship experiences available to students at Clay City, Work-Based Learning and Career Exploration. The Career Exploration Internship course is a paid or unpaid work experience in the public or private sector that provides for workplace learning in an area of student career interest. The Career Exploration Internship exposes students to broad aspects of a particular industry or career cluster area by rotating through a variety of work sites or departments. In addition to their workplace learning activities, students participate in scheduled meetings with their classroom teacher to help students make the connection between academic learning and their work-related experiences. The Work-Based Learning Internship prepares students for future college and career opportunities. This program builds students' skills and knowledge in their chosen career path. Work-Based Learning experiences occur in the workplaces and students are assigned meaningful job tasks to develop their skills, knowledge, and readiness to work. The final work-related program offered at Clay City Jr/Sr High School is called Interdisciplinary Cooperative Education, ICE. ICE is a non-career pathway, on-the-job training program that spans all career and technical education program areas through an interdisciplinary approach to training for employment. Students are given the opportunity to be employed in a marketing related occupation to apply attitudes, skills, and knowledge from schoolwork. Although these are different programs, students still obtain the necessary skills for post-secondary life. All students are required to create a resume and cover letter, as well as complete weekly reflections focusing on work related experiences and self-evaluations throughout each program. The ICE and internship program offered at Clay City Jr/Sr High School combines initial job counseling, workplace orientation visits, and on-the-job experience exercises with many other career development activities to provide students with a well-rounded perspective of the workforce or a chosen career path.