Education and Career Action Plan (ECAP)
Hamilton High School 2016-2017

Welcome! This packet will provide you with an opportunity to explore how your education is directly related to your future successes. It will also give you insight to who you are as a learner and an employee.

What is an ECAP?

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona students grades 9-12. An ECAP (Education and Career Action Plan) reflects a student’s current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student’s individual academic and career goals.

How does the ECAP benefit the student?

Personalized planning helps students reach their academic and career goals and can positively impact their achievement. Students learn how to set and achieve goals. It helps them to understand how their education is relevant in achieving their career goals. It helps them to create a vision for their future and ultimately helps them assume responsibility for their own learning.

Education and Career Action Plan

Today you will receive instruction on how to complete a few inventories. In January when you meet with your counselor for registration, they will work with you to complete your 4-year academic plan. You will continue to add to your ECAP throughout your high school years.

Freshman Survey

Before you begin work on your ECAP, please log on to the link below and complete your freshman survey. This survey will help your counselor know where you may need extra help, your career interest as well as information on leadership and community service programs you may be interested in.

Log on to http://www.cusd80.com/freshmansurvey
Developing Your Education and Career Action Plan (ECAP)

- Go to the website https://azcis.intocareers.org/materials/portal/home.html
- Enter the following:
  
  **Username:** S + student ID + @CUSD (example S123456@CUSD)
  **Password:** Chandler80
- Click **Sign In** to login

- The system will prompt you to enter two security questions. Please be sure to WRITE DOWN WHAT YOU ENTER!
• You will now need to change your password and update your Graduation Year. At the top of the screen click the arrow next to your name. Then click “Account Settings.”

• Be sure that the information is correct. Please be sure your Graduation Year is correct (12th = 2017, 11th = 2018, 10th = 2019, 9th = 2020) and then Enter New Password. Please change the password to Chandler + the year you will graduate. (example: Chandler2017) After changing it WRITE IT DOWN and then click “Update.”

• With your mouse, hover over the words “My ECAP” on the bar at the top of the page.
When hovering over the words “My ECAP” on the bar at the top of the page with your mouse, you will click the words “My ECAP Report” on the right.

- Now it is time to update your plan, or in some cases, develop a plan for the first time. Please click the + next to the following areas and enter the information they request.
Education and Career Action Plan (ECAP)

Career Cluster Interest Inventory

- Go to the website https://azcis.intocareers.org/materials/portal/home.html
- Enter the following:
  Username: S + student ID + @CUSD (example S123456@CUSD)
  Password: Chandler + year of graduation (example: Chandler2017)
- Click “Sign In” to login

- Click on “Assessments” in the upper banner
• Click on the + next to “What are my interests?”

• Click “Go to Career Cluster Inventory” under the heading Career Cluster Inventory (Full Version)
• Begin taking the Career Cluster Interest Inventory by choosing one of these options for your interest in the activity listed:
  - Like Very Much
  - Like
  - Not Sure
  - Dislike

• If you need explanation on what an activity is then click “Explain” next to the activity.

• Once you have completed the 80 question quiz, click “Results”.
• After reviewing your results, as shown on the screen shot below, complete the activity below.

Career Cluster Inventory Activity Instructions
After you have completed the Assessment please complete the following activity that will be part of your ECAP Portfolio.
• List your top two Career Clusters on the worksheet (example above: Hospitality and Tourism AND Arts, Audio/Visual Technology, and Communications)
• Click on the underlined Career Cluster listed (see red arrow above)
• Click “Pathways” on the left side of the screen
- Find TWO occupations that interest you for each Career Cluster and list them on the worksheet.

- Click “Skills” on the left side of the screen.

- On the worksheet list 3 skills you currently possess that would benefit you in this career pathway AND 2 skills that you need to work on in order to be successful in this career pathway.

- Click “Helpful High School Courses” on the left side of the screen.
- List the High School courses that you have taken that are listed as “helpful”. If you have not taken any of the suggestions then please write “None”.

- Click “Level of Education and Earnings”

- Click on one of the occupations listed that you chose as one of your “Pathway Occupations” on your chart activity
• List the “Wages” for that occupation as well as the others you chose for each cluster on your chart.

• List the “Preparation” for that occupation as well as the others you chose for each cluster on your chart.
What is a Career Goal you have for yourself? (3-5 sentences on what career you hope to have after completing your post-secondary education)

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Interest Profiler Assessment

- Go to the website https://azcis.intocareers.org/materials/portal/home.html
- Enter the following:
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  Password: Chandler + year of graduation (example: Chandler2017)
- Click “Sign In” to login

- Click on “Assessments” in the upper banner

- Click on the + next to “What are my interests?”
• Click “Go to Interest Profiler” under the heading Interest Profiler

• Read the information and then click “Rate the Activities” to begin the survey.
• Begin taking the Interest Profiler by choosing one of these options for your interest in the activity listed:
  ▪ Like
  ▪ Unsure
  ▪ Dislike

When you make your choice, the next question will appear.

Once you have completed the 180 question survey, click “Results”

There will be 6 occupational areas listed.

Please record your score for each on the 9th grade Checklist. To get to the checklist, move your mouse over the Plan tab (it is a tab in the heading in a brown bar) and click on Checklists under the bold area How do I keep track of my activities?
Next, click on **Introduce student’s to careers and find interests.**

A box will appear. Record your 6 occupational areas.

When completed recording your results, make sure you click SAVE!
During registration (2\textsuperscript{nd} semester) your counselor will develop a 4-year plan in Infinite Campus with you. Your parents will be required to acknowledge the plan by your senior year. The plan can be viewed by you and your parents in the Infinite Campus portal.

Next click on “Complete your 4-year plan in Infinite Campus with your counselor.”

In the box, type: 
**WILL BE COMPLETED IN FEBRUARY, 2017.** Make sure to hit SAVE!

Click on “Document extra-curricular activities.” Record all activities that you are involved in and out of school. Then click on “Awards or achievements.” List any awards that you have received this year. If you have not received an award, type in N/A. SAVE!!

YOU ARE DONE!