

Career Advising: Activities by Grade Level

Color Key

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
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Grade 6 Student Activities	Tools and Assessments	Timeline	School Activities Coordinated by School Counselors and Teachers	Learning Environment/Responsibility	Timeline	(+) Resources Have (-) Resources Needed
Set up OhioMeansJobs K-12 account	OhioMeansJobs K-12 Backpack or other career-information system		Field trips to businesses that represent in-demand career fields			
<ul style="list-style-type: none"> Learning Style Survey Review results 	See list of resources		Career speakers and presentations in classroom or whole school			
<ul style="list-style-type: none"> Career Cluster Inventory Review results 	OhioMeansJobs K-12 Backpack or other career-information system		Advise students as to their learning style survey and career interest results			
Document reflection of career exploration activities	Electronic Portfolio or other career-information system		Advise student on choosing electives that will support them with exploring their interests			
Explore electives – do any relate to your interests?	<ul style="list-style-type: none"> Course Offering Book School Counselor Teachers 		Include embedded Career Connections Learning Strategies across all content area courses			
<ul style="list-style-type: none"> Begin Career Pathways Goals – how 	<ul style="list-style-type: none"> Course Offering Book School Counselor Teachers 		Introduce Career and Academic Pathways to students and families			

Grade 6 Student Activities	Tools and Assessments	Timeline	School Activities Coordinated by School Counselors and Teachers	Learning Environment/Responsibility	Timeline	(+) Resources Have (-) Resources Needed
do your interests influence your goals? <ul style="list-style-type: none"> • What pathway(s) are you interested in? • Record results 						
			Career Mentorships and school partnerships with business and industry			
Individual Planning – meet with School Counselor	Student Success Plan		Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			



GRADE 7: CAREER EXPLORATION AND INTERESTS

Grade 7 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
Career Cluster Inventory	OhioMeansJobs K–12		School Activities			
<ul style="list-style-type: none"> Identify three clusters of interest from Career Cluster Inventory – explore pathways, occupations, education and skill requirements, helpful high school course and wage information Record findings 	OhioMeansJobs K–12 Electronic Portfolio or other career-information system		Field trips to area businesses that represent in-demand career fields			
Revisit your OhioMeansJobs K–12 account to update your information and continue planning	OhioMeansJobs K–12		Career Mentorships and school partnerships with business and industry			
Explore elective courses in 8 th grade of interest	<ul style="list-style-type: none"> Course Offering Book School Counselor Teachers 		Career speakers and presentations by area professionals			
Explore courses offered in 8 th grade for high school credit	<ul style="list-style-type: none"> Course Offering Book School Counselor Teachers 		Advise students as to their learning style survey and career interest results			
<ul style="list-style-type: none"> Revisit and update your Career Pathway Goals Begin Academic Pathway Plan using information learned from exploring and researching careers – what classes are helpful 	OhioMeansJobs K–12		Advise student on choosing electives that offer support when exploring their interests			



Grade 7 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
to take related to your interests?						
Document reflection of career exploration activities completed	Electronic Portfolio or other career-information system		Include embedded Career Connections Learning Strategies across all content area courses			
Individual Planning	Student Success Plan		Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			

GRADE 8: CAREER EXPLORATION AND INTERESTS

Grade 8 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R responsibility	Timeline	(+) Resources Have (-) Resources Needed
Learning Style Survey	See resource list or use current career-information system					
<ul style="list-style-type: none"> • Career Cluster Inventory • Record results (top three clusters of interest) in portfolio or career-information system 	OhioMeansJobs K–12 Electronic Portfolio or career-information system					
Revisit your OhioMeansJobs K–12 account to update your information and continue planning	OhioMeansJobs K–12		Share results of learning style survey with students			
<ul style="list-style-type: none"> • Explore at least three occupations from your career cluster inventory results • Record occupational information (education and skills required, helpful high school classes, wage information) in your portfolio 	Electronic Portfolio or other career-information system		Field trips to area businesses that represent in-demand career fields			
<ul style="list-style-type: none"> • Strengths/Skills Inventory • Record results 	See resource list or electronic portfolio or other career-information system		Career Mentorships and school partnerships with business and industry			
Explore elective courses in 9 th grade of interest	High school course offering book and graduation requirements		Job Shadows with expectations for students to identify links between their learning and the workplace			



Grade 8 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
Explore courses offered in 9 th grade for high school credit	High school course offering book and graduation requirements		Career Speakers and presentations by area professionals			
Document reflection of career exploration activities completed	Electronic Portfolio or other career-information system		Advise students as to their learning style survey and career interest results			
<ul style="list-style-type: none"> • Revisit and update your Career Pathway Goals • Continue Career and Academic Pathway Plan using information learned from exploring and researching careers 	Record Career Pathway and Academic Pathway in Electronic Portfolio or career-information system		Advise student on choosing electives that will support them with exploring their interests			
Individual Planning – are you taking courses to reach your goals?	Student Success Plan	Timeline	Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			

GRADE 9: CAREER EXPLORATION AND INTERESTS

Grade 9 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
Learning Style Survey	See resource list or use current career-information system		Share results of learning style survey with students			
<ul style="list-style-type: none"> • Career Cluster Inventory • Record results (top three clusters of interest) in portfolio or career-information system 	OhioMeansJobs K–12 Electronic Portfolio or career-information system		Field trips to area businesses that represent in-demand career fields			
Revisit your OhioMeansJobs K–12 account to update your information and continue planning	OhioMeansJobs K–12		Career Mentorships and school partnerships with business and industry			
<ul style="list-style-type: none"> • Strengths/Skills Inventory • Record results 	Electronic Portfolio or other career-information system		Job shadows with expectations for students to identify links between their learning and the workplace			
Online Practice tests and test prep courses (PLAN/ACT, PSAT/SAT, Workkeys, ASVAB)	OhioMeansJobs K–12 or other career-information system		Career speakers and presentations by area professionals			



Grade 9 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
Document reflection of career exploration activities completed	Electronic Portfolio or other career-information system		Internships (paid or unpaid) to gain work experience and workplace skills			
Explore elective courses in 10 th grade of interest	High school course offering book and graduation requirements		Advise student on choosing electives that support exploring their interests			
Explore courses offered in 10 th grade for possible college credit, credentials or certificates	High school course offering book and graduation requirements		Advise student on choosing electives and other programs that will support them with exploring their interests			
			Community service or service learning projects where students have an opportunity to lead, organize and facilitate meaningful projects			
<ul style="list-style-type: none"> • Revisit and update Career Pathway Goals • Continue Career and Academic Pathway Plan using information learned from exploring and researching careers 	Record Career Pathway and Academic Pathway in Electronic Portfolio or career-information system		Include embedded Career Connections Learning Strategies across all content area courses			
Individual Planning – are you taking courses to reach your goals?	Student Success Plan		Individual Student Planning Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			

GRADE 10: CAREER EXPLORATION AND INTERESTS

Grade 10 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
<ul style="list-style-type: none"> Complete Career Profile; review occupations matched to your interests Choose two to three occupations to further research (review summary, watch video) and record your findings – are there any occupations of interest to you? 	OhioMeansJobs K–12 Electronic Portfolio or career-information system		Field trips to area businesses that represent in-demand career fields			
Revisit your OhioMeansJobs K–12 account to update your information and continue planning	OhioMeansJobs K–12		Career Mentorships and school partnerships with business and industry			
Complete a Career Plan from information gathered from Career Profile results						
Research college admissions criteria (GPA, entrance exam scores, essay, interview)			Career speakers and presentations by area professionals			
Online Practice tests and test prep courses (PLAN/ACT, PSAT/SAT, Workkeys, ASVAB)	OhioMeansJobs K–12 or other career-information system		Job shadows with expectations for students to identify links between their learning and the workplace			
Begin an initial draft of your resume and cover letter; include education,	OhioMeansJobs K–12 or other career-information system		Continue to help students make links between their learning and future career			



Grade 10 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R responsibility	Timeline	(+) Resources Have (-) Resources Needed
experiences and training documented						
Document reflection of career exploration activities completed	Electronic Portfolio or other career-information system		Internships (paid or unpaid) to gain work experience and workplace skills			
Explore options at your Career Technical Center	Course Offering Book School Counselor Teachers		Field trips to Career Technical Center			
Complete application to Career Technical Center if deciding to attend	School Counselor					
Explore elective courses in 11 th grade of interest	High school course offering book and graduation requirements		Advise student on choosing electives that support exploring their interests			
Individual Planning	Student Success Plan		Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			
Explore courses offered in 11 th grade for possible college credit, credentials or certificates	High school course offering book and graduation requirements		<ul style="list-style-type: none"> Advise student on choosing electives and other programs that will support exploring their interests Pay special focus on graduation requirements and the three pathway options for earning a high school diploma 			
			Community service or service learning projects where students have an opportunity to			

Grade 10 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
			lead, organize and facilitate meaningful projects			
<ul style="list-style-type: none"> • Revisit and update your Career Pathway Goals • Continue Career and Academic Pathway Plan using information learned from exploring and researching careers 	Record Career Pathway and Academic Pathway in Electronic Portfolio or career-information system		Include embedded Career Connections Learning Strategies across all content area courses			
Individual Planning – are you taking courses to reach your goals?	Student Success Plan		Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			

GRADE 11: CAREER EXPLORATION AND INTERESTS

Grade 11 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
<ul style="list-style-type: none"> Complete Career Profile; review occupations matched to your interests Choose two to three occupations to further research (review summary, watch video) and record your findings – are there any occupations of interest to you? Scholarship Search 	OhioMeansJobs K–12 Electronic Portfolio or career-information system		Field trips to area businesses that represent in-demand career fields			
Complete Work Importance Locator and record results	See resource list					
Revisit your OhioMeansJobs K–12 account to update your information and continue planning	OhioMeansJobs K–12		Career Mentorships and school partnerships with business and industry			
Research college admissions criteria (GPA, entrance exam scores, essay, interview)			Career speakers and presentations by area professionals			
Construct college and career comparison chart to evaluate options and begin to make choices for plans after high school			Advise students and families on options to finance their postsecondary education, resources needed to apply to college, military and work, and other supports necessary for their plans after high school			



Grade 11 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
Online Practice tests and test prep courses (PLAN/ACT, PSAT/SAT, Workkeys, ASVAB)	OhioMeansJobs K–12 or other career-information system		Job shadows with expectations for students to identify links between their learning and the workplace			
Attend College and Career Fairs in your school and community			Plan field trips to College and Career Fairs			
Connect college search and majors to career interests and begin scheduling college visits						
Individual Planning – are you taking courses to reach your goals?	Student Success Plan		Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			
Update your resume and cover letter to include any new education, experiences and training documented	OhioMeansJobs K–12 or other career-information system		Continue to help students make links between their learning and future career			
Document reflection of career exploration activities completed education required	Electronic Portfolio or other career-information system		Internships (paid or unpaid) to gain work experience and workplace skills			
Explore elective courses in 12 th grade of interest	High school course offering book and graduation requirements		Advise student on choosing electives that support exploring their interests			
Explore courses offered in 12 th grade for possible college credit, credentials or certificates	High school course offering book and graduation requirements		Advise student as to their Work Importance Locator and applicable college and career assessment results			

Grade 11 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
			Community service or service learning projects where students have an opportunity to lead, organize and facilitate meaningful projects			
<ul style="list-style-type: none"> • Revisit and update your Career Pathway Goals • Continue Career and Academic Pathway Plan using information learned from exploring and researching careers 	Record Career Pathway and Academic Pathway in Electronic Portfolio or career-information system		Include embedded Career Connections Learning Strategies across all content area courses			
Individual Planning – are you taking courses to reach your goals?	Student Success Plan		Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			



GRADE 12: CAREER EXPLORATION AND INTERESTS

Grade 12 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
Learning Style Survey	See resource list or use current career-information system		Share results of learning style survey with students			
Career Profile	OhioMeansJobs K–12 Electronic Portfolio or career-information system		Field trips to area businesses that represent in-demand career fields			
Update your resume			Participate in Ohio College Application Month			
Revisit your OhioMeansJobs K–12 account to update your information and continue planning	OhioMeansJobs K–12		Career Mentorships and school partnerships with business and industry			
Complete applications and submit essay and career narrative as required for your plans after high school; remember to request recommendations and transcripts	Electronic Portfolio or other career-information system		Job shadows with expectations for students to identify links between their learning and the workplace			
Work Importance Locator	See resource list Electronic Portfolio or career-information system		Career Speakers and presentations by area professionals			
Document reflection of career exploration activities	Electronic Portfolio or other career-information system		Field trips to College and Career Fairs			



Grade 12 Student Activities	Tools and Assessments	Timeline	School Activities	Learning Environment/R esponsibility	Timeline	(+) Resources Have (-) Resources Needed
Individual Planning – are you taking courses to reach your goals?	Student Success Plan		Individual Student Planning Review and Update Career Pathway Organizer, Academic Pathway Plan, Assessment Record, Career-Ready Skills and Career Exploration Activities			

Student Portfolio and Success Plan Items

REQUIRED

- Contact information
- Career Pathway goals
- Academic Pathway Plan
- Assessment record
- Career-ready skills
- Career exploration activities
- Planning checklist

RECOMMENDED

- Resume and cover letter
- Letters of recommendation
- Career narrative
- Record of awards earned
- Academic and career-related classroom work
- Career-technical education competency test results, credentials and certificates earned (if applicable)
- College and postsecondary admission test results and transcribed credit earned in high school (*if applicable*)
- Individual Transition Plan (ITP) (*if applicable*)
- Other items deemed appropriate