

INDIVIDUAL CAREER AND ACADEMIC PLAN RUBRIC

Each level builds upon the previous level. It is assumed all services in the previous level are continued as the rubric works upward. This rubric provides basic guidelines to assist in rating the current status of your school's implementation of students' Individual Career and Academic Plan (ICAP). This self-rating tool can assist school personnel in setting systemic goals. It can highlight what level is being implemented and it can be used as a benchmarking tool for improvement.

Performance Element	1 Novice	2 Emerging	3 Developing	4 Meets Standard	5 Well-Developed/Advanced
Recommended Requirements	High school graduation checklist	High school graduation checklist with an identified career interest with basic self-directed 9th-12th grade career exploration.	Individual career and academic plan with an identified career pathway; includes options for postsecondary education/training related to career pathway.	Four-year individual career and academic plan that includes academic and technical courses with an identified career pathway that includes specific postsecondary education/training related to career pathway	Students can speak about the options, requirements and benefits of their 6-year ICAPs. Students are expected to complete a rigorous academic core as well as rigorous CareerTech courses. A copy of the ICAP, either written or electronic, follows the student to the tech center and postsecondary education/training.
Staff Involvement	Counselors	Counselors and other student services staff	Counselors, other student services staff and teachers independently provide career awareness to students	Counselors, other student services staff, teachers, school advisers/mentors and parents work with students on schoolwide ICAP system.	Counselors, other student services staff, teachers, school advisers/mentors, parents, technology center and postsecondary (tech center, university/college, military) student services jointly plan and work with students on school wide ICAP system.
Grade Level Group or Individual Participation	9th-12th grades	8th grade academic orientation	8th grade orientation - Group advisement sessions for 9th – 12th grade students.	Adviser/advisee program available for grades 9-12 with individual and/or small group advisement.	Adviser/advisee program available for grades 8-12 with individual advisement including a student/parent/adviser conference.
Review		Updated annually.	Reviewed and updated annually.	Reviewed with school staff and updated annually.	Reviewed with parents and school staff and updated annually.
Parental Involvement	Enrollment and assessment information is sent home to parents.	Enrollment and assessment information is sent home to parents. Regularly scheduled parent teacher conference days.	Enrollment and assessment information is sent home or students take information to parents and parent's signature required for enrollment purposes. Regularly scheduled Parent Teacher Conf. days.	All parents meet with student and school staff (Parent – teacher – student conferences during scheduled time) to develop ICAP. Parent's signature is required for enrollment purposes.	All parents meet with student and school staff to develop ICAP. A parent signature is required on ICAP for the student to be enrolled and before class changes can be made.
Academic and Interest Assessments	Pre-ACT given and results sent to parents. No other career assessments are given.	Pre-ACT, OK Career Guide or other career assessments are used to begin career exploration process.	Student assessment results are given and interpreted to the students/parents.	Student assessments interest inventories/academic results are interpreted with parent/child to discuss course options and postsecondary plans. Assessment results are used in development of ICAP.	Student assessments/interest inventories and academic results are interpreted with parent & child to discuss life/career goals, course options and hobby preferences to develop and review ICAP.