

EDUCATION & CAREER PLAN (ECP)

Welcome to your ECP! You will get to know this interactive tool very well as you utilize it over the next few years and prepare for education and career plans after high school. We recommend you use this tool as you work with your navigators to track your progress in acquiring the knowledge, skills, qualifications, and experiences needed to achieve the goals you plan for yourself. Don't forget to use your Student Quick Guide as a resource when completing your ECP. This will help ensure efficient completion of each section of your ECP, as well as highlight critical conversations you can address with your navigators throughout your journey. Additional readings and references are available at the end of your ECP that you can use for additional resources along the way. We encourage you to preview these readings and references with your navigators, as many will help answer key questions you may have during your planning. We hope you enjoy this interactive and exploratory process. Above all else, we hope your ECP helps organize and ease your planning efforts in a way that turns your postsecondary goals into successful accomplishments. Enjoy your journey!

Education & Career Plan (ECP) of:	[Student Name]	[Student ID]	[Class of]	[Student Email]	[Student Phone]
Name of Parent/Guardian:	[Parent/Guardian Name]	[Phone]	[Email]		
Name of Navigator:	[Navigator Name]	[Phone]	[Email]		

This ECP is a tool to help you plan and track your progress toward college and career readiness. By connecting college and career preparation, this tool can help you:

- Identify your career interests and goals.
- Connect your career goals with the specific qualifications, education, and training required for entry into those careers.
- Outline a course plan for high school that helps you meet your postsecondary education and career goals. Postsecondary education can include college, technical or trade school, military, or any other education after high school.
- Record your activities and accomplishments in both college readiness and career readiness.

You will work with a navigator – a teacher, counselor, advisor, mentor, or other advocate – who can provide guidance to you as you develop your ECP and prepare for the future. If feasible, share the ECP with your parents/guardians. Having them review and sign off on the plan will keep them informed and engaged.

Entering 9th Grade	Entering 10th Grade	Entering 11th Grade	Entering 12th Grade
[Student Signature] [Date]	[Student Signature] [Date]	[Student Signature] [Date]	[Student Signature] [Date]
[Parent/Guardian Signature] [Date]	[Parent/Guardian Signature] [Date]	[Parent/Guardian Signature] [Date]	[Parent/Guardian Signature] [Date]
[Navigator Signature] [Date]	[Navigator Signature] [Date]	[Navigator Signature] [Date]	[Navigator Signature] [Date]

I. Education and Career Goal Setting and Planning

Career goals answer the question: what do I want to do in the future? Your career goals should be realistic and should influence your choices for postsecondary preparation and career planning. Update your goals each year as your interests and circumstances change. If possible, you should update this section each spring as you plan for the following academic year.

	What are my career goals?	What postsecondary education credentials are needed for my career goals?	What high school coursework do I need to take to help me reach my goals?	What additional experiences (work-based, extracurricular, volunteer, etc.) will help me reach my goals?
First semester of 9th grade				
Semester before entering 10th grade				
Semester before entering 11th grade				
Semester before entering 12th grade				

II. Academic and Extracurricular Activities: A Record & Plan of High School Progress and Accomplishments

At the end of each high school year, provide a summary list of courses taken and major activities and accomplishments during the year. If necessary, add rows to capture additional courses taken in a given year. Then, be sure to review your education and career goals and plan for what academic courses you should take the following year to help you to achieve your goals. Enter in any future courses you plan to take so you have a clear plan and expectation of course work for each year. Where applicable, be sure to identify opportunities for Honors, AP, and/or Dual Enrollment courses.

	9th Grade		10th Grade		11th Grade		12th Grade	
Graduation Requirements (may not be the same as postsecondary admission requirements)								
	Course Title	Grade						
English								
Math								
Science								
Social Studies/History								
Foreign Language								
Health/Physical Education								
Other required courses								
Electives								
Elective								
Elective								
Elective								
Grade Point Averages (GPAs)								

Yearly GPAs				
Overall four-year GPA				
Postsecondary Entrance Exams				
PSAT/SAT/ACT				
Afterschool and Out-of-School Experiences				
Arts				
Sports				
Clubs				
Leadership roles				
Awards and honors				

III. Career Exploration: A Record of Progress and Accomplishments During the High School Years

Review the goals you identified in Section I. As you complete different career exploration and development activities during each year of high school, use this section of the ECP to list and summarize your main career exploration activities and accomplishments.

	9th Grade	10th Grade	11th Grade	12th Grade
Conduct career exploration activities (e.g., career research, informational interview, interest inventory, career fair, career mapping)				
Participate in work-based learning experiences (e.g., job shadow, company tour, internship)				
Complete CTE courses (e.g., technology, computer science, welding) or programs of study				
Develop and revise resume				
Conduct job searches and apply for after-school or summer jobs and volunteer opportunities				
Engage in simulated, mock, and real job interviews				
Attain and complete after-school and/or summer jobs and volunteer opportunities				

IV. Postsecondary Readiness: A Record of Progress and Accomplishments During the High School Years

Each spring, use this section of the ECP to summarize the work you have done to prepare for college, technical school, or other postsecondary program. Be sure to review these categories yearly so you can plan ahead for what you should do during the next year to keep yourself on track. Keep in mind that some of these activities may not begin until the upper grades, so you may have a few blank boxes in your first couple of years of high school.

	9th Grade	10th Grade	11th Grade	12th Grade
Identify college and career goals (summarize the goals you recorded on Section 1 here)				
Explore options (e.g., research postsecondary opportunities, visit colleges/ programs)				
Prepare a personal statement/essay (which is often a required element of postsecondary applications)				

Complete national testing (e.g., ACT, SAT, WorkKeys)				
Diagnose and address skills gaps (to avoid developmental coursework)				
Apply to postsecondary institutions and programs (make sure to keep track of all deadlines and requirements)				
Research and apply for financial aid (to help fund your postsecondary experience)				

Additional Reading & References

Looking for more information about post-secondary planning, requirements, and resources? Check out the following sites below and explore more with your navigator(s)!

General	
CollegeBoard	Provides programs and services centered on college readiness and college success – including the SAT and the Advanced Placement Program, as well as a college search tool. The organization also serves the education community through research and advocacy on behalf of students, educators and schools.
College Navigator	A college search tool that is hosted by the Institute of Education Sciences.
KnowHow2Go	A campaign designed to encourage students and veterans to prepare for college.
Occupational Outlook Handbook	A guide to career information about hundreds of occupations; including information about what the occupation entails,
Financial Aid, Scholarships, & Resources to Help Pay for College	
FAFSA	The FAFSA is administered by the Department of Education, and the results that it presents are then given to your college or university's financial aid office. It assesses your and your family's financial situation to determine how much you can afford to pay for college
FastWeb	The leading online resource in finding scholarships to help you pay for school
Mapping Your Future	A free resource for career, college, financial aid, and money management information. Their goal is to help individuals
College Affordability & Transparency Center	Find information about how much it costs students to attend different colleges, how fast those costs are going up and information related to why costs are going up. You can find the Net Price Calculator Center which allows you to determine how much it will cost to attend the college of your choosing!
Testing	
SAT	Information and registration for the SAT and SAT Subject; college admissions test
ACT	A group of over 500 colleges and universities that have agreed to allow students to use a single application; some schools do require supplemental information
Compass Education Group	Provides information on the testing requirements for every major college and university that requires, recommends, or considers the SAT Subject Tests as part of the admissions process.
Fair Test	Lists colleges/universities that do not use (or are test optional) the SAT/ACT scores for admitting students into Bachelor Degree programs.
Khan Academy	A free resource for students and parents on a variety of topics - from mathematics to test prep to college admissions.
College Application	
Common App	A group of over 500 colleges/universities which have agreed to allow students to use a single application; some schools do require supplemental information
Coalition for College	More than 150 top colleges and universities committed to improving access to higher education. Each of the member schools works to make college affordable and ensures students graduate on time. Most graduate students with no or low debt.

Resources Roadmap

Helpful Resources for Postsecondary Planning

The following is a list of common resources used during postsecondary exploration and planning. Depending on your postsecondary plans and the resources provided by your school, you may find all of these to be helpful or find that you don't quite need some. Every school is different as are the resources and levels of support they provide. Check out your school website to learn more about the specific resources available to you. As you further explore your school resources and identify postsecondary plans, you may wish to add to this list of resources and categories to make a more personal and suited for your needs. You may also wish to share this roadmap with your parent/guardian or other individuals that share this same journey with you.

SELF-INVENTORY ASSESSMENTS

All self-inventory assessments are types of tests that are typically completed by simply filling out a survey or questionnaire. Self-inventories often ask direct questions about personal interests, values, symptoms, behaviors, self-talk or personality types. As you complete these assessments, be mindful that there are no right or wrong answers and some results may not necessarily align with what you have imagined for your future. They don't mean you should rule anything out, rather, take new recommendations into consideration and discuss them with your Navigator(s).

[Skills Assessment](#)

[Personality & Career Assessment](#)

[Work Values Assessment](#)

[Career Exploration Assessment](#)

WRITING YOUR RESUME

Your resume is one of your best marketing tools! If you don't yet have one, you want to take the time to create one. In addition to the resources and information provided below, your Navigator(s) is a excellent resource to utilize when developing your resume and looking for feedback. Review the links below to learn the value of your resume, not just for getting a job, but for completing postsecondary education requirements. Get a start on your resume to either draft your resume or make necessary edits and updates. You should review and update your resume on a yearly basis at a minimum.

[The Importance of the High School Resume](#)

[High School Student Resume Template](#)

[Your High School Resume: A Step-By-Step Guide](#)

[How to Write a High School Resume for College Applications](#)

WRITING YOUR PERSONAL STATEMENT

A personal statement, sometimes referred to as an admission or application essay, is an essay or written statement letter that you write. These are often a common component when applying to college, university, or technical school. Some applications may require one or more essays to be completed, while others make essays optional or supplementary. Essays topics range from very specific to open-ended.

[What Is a Personal Statement? Everything You Need to Know About the College Essay](#)

[How to Write Your Personal Statement in 4 Easy Steps](#)

[College 101: Awesome Examples of Personal Statements](#)

[First-Year Essay Prompts: The Common App](#)

CREATING YOUR LINKEDIN PROFILE

LinkedIn is the world's largest professional network. The network has job seekers to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career. A complete LinkedIn profile can help you connect with opportunities by showcasing your entire professional story through experience, skills, and education. You can also use LinkedIn to organize offline events, join groups, write articles, post photos and videos, and more (LinkedIn 2020).

[How to Use LinkedIn in High School](#)

[LinkedIn Profile Checklist for High School](#)

INFORMATIONAL INTERVIEWS

Don't be misled by the term "interview." An informational interview is a meeting with a professional to learn about the real life experience of someone working in a particular field or company that interests you. It is not a job interview. The focus is simply to get information and learn firsthand insights, not get a job offer.

[What Exactly Are Informational Interviews?](#)

[15 Questions to Ask in an Informational Interview](#)

[How to Land and Ace an Informational Interview](#)

[Informational Interview Etiquette](#)

PREPARING FOR JOB INTERVIEWS

It's not too early to start preparing for a job. In fact, being a job during high school has many benefits including building your work experience, developing professional portfolio, increasing professional development and career skills, and learning the importance and process of financial literacy. The following resources will help you not prepare for a job interview, but also land the job and prepare for credit and college plans.

[Job Search Tips for High School Students](#)

[Student Job Interviews: Questions & Answers](#)

[Interview Tips for High School Students](#)

[Benefits of Having a Job in High School](#)

[Financial Planning Tips for High School Students](#)

PREPARING FOR COLLEGE INTERVIEWS

A college interview is typically a short face-to-face meeting, usually between a college admissions officer and a high school student who has applied for admission to their school. It is one of several ways that a college to assess an applicant. An interview provides a firsthand personal experience for the admissions team and can often speak more about you than what your paper interviews and standardized scores and essays have to say about you. Not every college requires an interview. Many will make a decision without an interview. However, if you are requested to attend for an interview, it is best to go. You should take your college interview seriously and take the time to properly prepare.

[College Interviews: The Basics](#)

[College Interview Questions You Must Prepare For](#)

[Top College Interview Tips](#)

[The Ultimate College Interview Guide](#)