

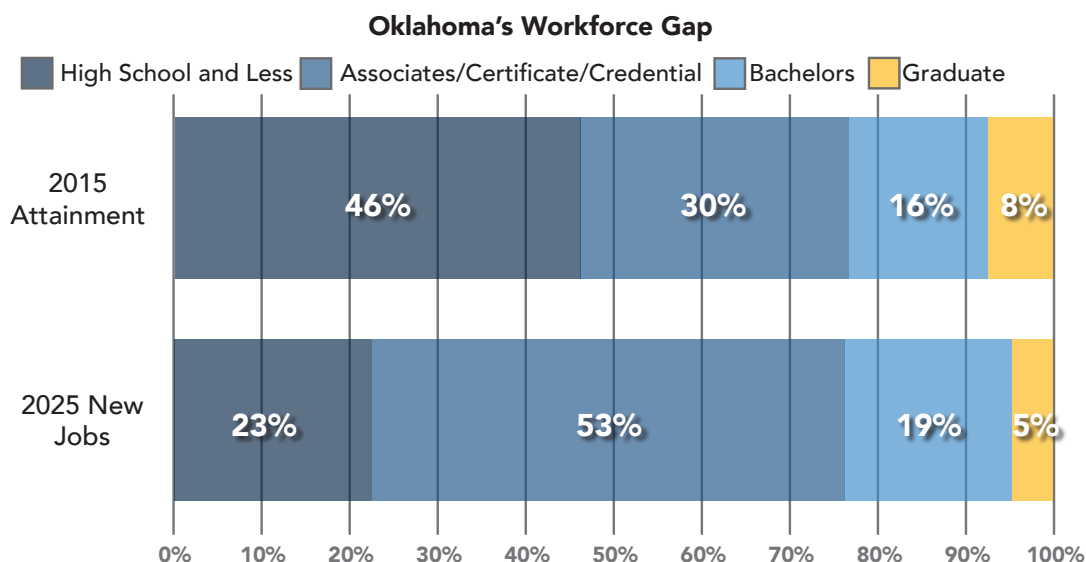
# INDIVIDUAL CAREER ACADEMIC PLAN (ICAP)

## WHAT IS AN INDIVIDUAL CAREER ACADEMIC PLAN?

**An ICAP is a multi-year process that guides students as they explore career, academic and postsecondary opportunities.** Family, student and educators collaborate to develop the ICAP, which equips students with the awareness, knowledge and skills to create their own meaningful exploration of college and career opportunities. The ICAP is an evolving document that reflects students' changing passions, aptitudes, interests and growth.

## WHY IS AN INDIVIDUAL CAREER ACADEMIC PLAN VALUABLE?

Life beyond high school requires different competencies than in the past, and are ever-changing. By 2025, three of four Oklahoma jobs will require education or training beyond high school. When students complete an ICAP, they discover which pathways fit their unique talents and what kind of academic preparation and experiences will prepare them for in-demand careers, some of which may not even exist when they graduate from high school.



Source: OK Office of Workforce Development EMSI Q2, 2015

### When students complete a meaningful ICAP process, they:

1. Connect the relevance of education to their future goals
2. Create secondary and postsecondary course plans to pursue their career and life goals
3. Strategically select a postsecondary pathway to align with self-defined career, college and life goals
4. Establish better communication and engagement between school and home
5. Understand and demonstrate career exploration and career planning

## WHAT SHOULD BE INCLUDED IN AN ICAP?

**An ICAP has a strong, intentional connection with readiness for career and college.**

An ICAP identifies student interests, skills, postsecondary and workforce goals and experiences that lead to a meaningful plan that charts the progress needed to prepare students for college, career and life.

It should include:

- Career and college interest surveys
- Written postsecondary and workforce goals and progress toward those goals
- Scores on assessments (required state and federal assessments and a college and career ready assessment)
- Experiences in service learning and/or work environments including apprenticeships, internships, mentorships, job shadowing and others
- Intentional sequence of courses that reflects progress toward the postsecondary goal (this may include identified career pathways or career endorsements)
- Academic progress

## HOW WILL THE ICAP PROCESS BE IMPLEMENTED?

OSDE will introduce a pilot program study in the 2017-2018 school year and continue with additional school district pilots during the 2018-2019 school year. Implementation statewide will follow during the 2019-2020 school year. Students may start the ICAP process in sixth grade and update it every subsequent grade.

**Students, families, school counselors, educators and school leaders can access two free online tools** to help guide students on their ICAP journey. The Oklahoma Department of Career and Technology Education offers the *OK Career Guide*, and the Oklahoma State Regents for Higher Education provide *OK College Start*. The Oklahoma State Department of Education is working with these partners to include elements of these tools so that students can build a meaningful Individual Career Academic Plan. In addition, an ICAP Advisory Group will meet regularly to determine best practices, lessons learned and ways to provide professional development for those engaged in the ICAP process.

The ICAP Advisory Group, which will include stakeholders from across the state, will do the following to develop valid, reliable and meaningful implementation of the ICAP:

- Identify opportunities, challenges and best/promising practices
- Develop implementation recommendations
- Explore and outline resources and tools
- Align skills, abilities and knowledge that are valued by business, industry, career technology and higher education
- Outline systematic pathways for students to explore and develop these skills
- Identify stakeholder connections and messages
- Maintain a written record of implementation recommendations, tools and resources, best/promising practices and relevant discussions
- Conduct surveys to gauge the status of ICAPs in districts across the state