



# COLLEGE AND CAREER READINESS

Guide to Best Practices, Resources and Tools for  
Comprehensive Counseling Programs in K-12



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## Introduction

This school resource guide is intended to help schools and school districts that are making proposals to the Lilly Endowment Comprehensive Counseling Initiative plan for and design effective college and career readiness counseling programs as a component of their implementation grant proposals. Schools or districts planning to implement or refine a college and career readiness program can find in this guide a menu of best practices, programs, and resources that will be useful in that design and programming. That this school resource guide is a compilation of best practices and tools for college and career readiness counseling, with direct weblinks to innovative programs and resources, the guide will inform schools in comprehensive college and career readiness counseling beyond the Lilly Endowment grant initiative and will be updated on a regular basis.

The Lilly Endowment Comprehensive Counseling Initiative seeks to support schools and school systems as they work to improve the quantity and quality of counseling services to students. It is well known that counseling and support services comprise a critical element in student success in learning, completion and graduation, and entry into postsecondary education or careers.

The Lilly Endowment Initiative helps school districts identify one or more elements of comprehensive

counseling programs that are in need of improvement and then asks districts to develop and propose improvement plans. This school resource guide is focused on college and career readiness counseling.

### Indiana Specific

The guide is organized around the Indiana Department of Education's suggestions of activities, goals, statutory requirements and resources for college and career readiness programs in Indiana public primary and secondary schools and school systems. These are succinctly summarized in the recently released DOE counseling document "Indiana's Roadmap for Student Success." Programs, resources and goals identified here are organized in parallel with the roadmap and is consistent with them. The Chamber Foundation organizes and identifies resources based on its categories, progression and outcome objectives.

The Indiana DOE Roadmap for Student Success is itself aligned with nationally recognized components of college and career readiness counseling designs and programs. Those components are Career Awareness, Career Information, Career Exploration and Preparation and Planning. In most cases the resources, practices, and programs we identify from elsewhere around the country are also organized consistently with these components. While focused on Indiana

education and counseling programs, this guide also provides resources drawn from successful programs and important ideas from around the country.

This guide then can be useful to whole school districts that want to see an overview of a K-12 counseling system and individual schools that may plan to focus on specific areas of college and career readiness counseling. It can be used to design programs that meet Indiana's standards and statutory requirements, as well as exhibit ideas and designs drawn from the best of what we can find in Indiana, other states, and in other organizations. It is certainly by no means exhaustive but it is intended to encourage planners and proposers to the Lilly Endowment Comprehensive Counseling Initiative to place their planning in a context that is at once both practical – because it is aligned with state standards – and aspirational.

### Key Areas

Areas given special emphasis in college and career ready counseling are in delivery of comprehensive programs, technology based resources, and in resources for employer engagement with schools. These are taking on larger roles in the delivery of and information available to counseling.

More integration into schools and more widespread use of technology across a college and

career counseling spectrum, computer application and web-based technology gives students, counseling professionals and faculty access to information and tools that help students identify career pathways and gain access to labor market information needed for good decision-making.

Employer engagement in a variety of forms is critical in helping students understand the world of work, learn about opportunities for careers that are

literally at their doorsteps, and understand the relationship between their current educational path and an eventual career. Like technology, employer engagement does take a variety of forms from informational experiences and field trips, to significant engagements through internships and career development.

And, not the least, is the engagement of employers with school systems and schools in communities.

Employers in Indiana are generally very interested in relationships with education. They know that this is where their future workforce is and where the future of their communities is determined. So, we place special emphasis in this guide on the use of technology in counseling and on strategies to increase and maintain employer engagement.

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## How to Use This Guide:

1. Designs and planning for a comprehensive counseling program in K-12: Taken together, sections of this guide describe a progression of college and career ready counseling programs, activities, and offer examples of current practice both in Indiana and around the country. Districts and schools can use these elements to compare to their own counseling programs and identify elements or features that they may want to incorporate to build a more comprehensive program. Wherever possible, the guide lists links and contact information for follow-up and additional information.
2. Focused planning resources: The guide is divided into sections that follow the college and career readiness counseling program sequence as outlined by the Indiana Department of Education's Roadmap for Student Success<sup>1</sup> and by other national organizations. Planners can use this guide to focus on specific elements of a counseling program related to that sequence and grade level in the K-12 system. For example, planners may wish to focus on a high school program of college and career readiness counseling. The guide's sections on preparation and planning target resources appropriate for that area.
3. Resource and program menu for college and career ready counseling: While the guide describes elements of a comprehensive counseling system, there are many ways to configure and organize counseling within a school or district. Therefore, this guide can be used as a menu (instead of a single recipe) offering planners discrete programs, activities and designs that can be adapted for an existing counseling program or as an element that would enhance or modify an existing activity.

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<sup>1</sup>This guide references selected activities and outcomes that the Roadmap identifies as goals and outcomes related to different levels of the K-12 system. The focus here is on those activities and outcomes directly related to College and Career Readiness.

## Indiana's Roadmap for Student Success<sup>2</sup>

### Career Awareness

### Career Information

### Career Exploration

### Preparation & Planning

Students should experience<sup>3</sup> (activities)

By the end of 5 <sup>th</sup> grade	By the end of 8 <sup>th</sup> grade	By the end of 9 <sup>th</sup> grade	By the end of 10 <sup>th</sup> grade	By the end of 11 <sup>th</sup> grade	By the end of 12 <sup>th</sup> grade
<b>Students had the opportunity to:</b>					
<ul style="list-style-type: none"> <li>participate in field trips<sup>4</sup></li> <li>participate in a career exploration day<sup>5</sup></li> <li>complete a career interest inventory<sup>6</sup></li> <li>participate in college/career classroom lessons</li> <li>participate in a Reality Store or similar</li> <li>complete the Learn More Survey</li> <li>sign up for a college choice 529 plan<sup>7</sup></li> </ul>	<ul style="list-style-type: none"> <li>complete items in K-5 grade level span</li> <li>complete a graduation plan<sup>8</sup></li> <li>complete a job shadowing experience or interview someone in a career field of interest</li> <li>create a resume</li> <li>take the <i>Exploring College and Careers</i> course</li> <li>participate in high school orientation<sup>9</sup></li> <li>be exposed to financial literacy unit<sup>10</sup></li> <li>sign up for the 21<sup>st</sup> Century Scholars program, if eligible</li> <li>select a diploma path and complete a 4 year course plan</li> </ul>	<ul style="list-style-type: none"> <li>update their graduation plan*</li> <li>take the <i>Preparing for College &amp; Careers</i> course</li> <li>participate in an extracurricular or service activity*</li> <li>watch 'Paying for College 101'*</li> <li>consider eligibility for rigorous courses</li> <li>select a career pathway</li> </ul>	<ul style="list-style-type: none"> <li>take a career interest assessment*</li> <li>get workplace experience*</li> <li>estimate the costs of college*</li> <li>attend a college affordability workshop with a parent/guardian</li> <li>review occupational demand</li> <li>take a workforce readiness exam<sup>11</sup></li> <li>determine readiness for college-level Math/ELA coursework and adjust schedule, if needed</li> <li>take the PSAT</li> </ul>	<ul style="list-style-type: none"> <li>visit a college campus* and workplace aligned to career interests</li> <li>take a college entrance exam (ACT or SAT)* and/or the ASVAB</li> <li>search for scholarships</li> <li>attend a college fair</li> <li>participate in a mock interview</li> <li>create/update a resume and personal statement</li> <li>complete or enroll in at least one AP or dual credit course</li> <li>verify if on track to graduate on time</li> <li>create a financial aid plan</li> </ul>	<ul style="list-style-type: none"> <li>submit at least 2 college* and/or job applications</li> <li>watch 'College Success 101'*</li> <li>attend a financial aid workshop</li> <li>file the FAFSA*</li> <li>take rigorous courses, including AP, dual credit, and/or IB</li> <li>earn an industry certification</li> <li>participate in a work and learn experience</li> <li>meet with a counselor to ensure all steps in the college admission process are completed on time</li> <li>earn a Work Ethic Certification</li> </ul>

<sup>2</sup> From Indiana Department of Education, Student Services, College and Career Counseling retrieved from: <http://www.doe.in.gov/sites/default/files/student-assistance/indiana-roadmap-student-success.pdf> Used with permission.

\***Scholar Success Program Requirement** for students who qualify for the 21<sup>st</sup> Century Scholars program.

<sup>3</sup> Students should have the opportunity to experience these *activities* by the end of each of the grade level spans noted in the chart.

<sup>4</sup> Example field trips might include CTE Center, Postsecondary institutions, and/or a workplace <http://www.doe.in.gov/sites/default/files/student-assistance/indiana-roadmap-student-success.pdf>

<sup>5</sup> Career fair, 'Careers on Wheels', guest speakers

<sup>6</sup> Examples include Indiana Career Explorer or ASVAB

<sup>7</sup> The parent/guardian will need to be involved in opening a [College Choice 529 plan](#)

<sup>8</sup> Statutory requirement per [IC 20-30-4](#)

<sup>9</sup> Orientation should include diploma, course, pathway, and CTE options

<sup>10</sup> Statutory requirement per [IC 20-30-5-19](#)

<sup>11</sup> Example includes WorkKeys or [WIN Career Readiness](#)



## Indiana's Roadmap for Student Success

Students should know (competencies)<sup>12</sup>

By the end of 5 <sup>th</sup> grade	By the end of 8 <sup>th</sup> grade	By the end of 12 <sup>th</sup> grade	Resources & Tools
<b>Students had the opportunity to learn:</b>			
<ul style="list-style-type: none"> <li>attendance, punctuality, and doing one's best effort learning &amp; transfer to the workforce</li> <li>to work independently and within a group</li> <li>to identify and apply learning style</li> <li>how to make responsible behavior choices that will impact learning</li> <li>career options related to their interests</li> <li>postsecondary options</li> <li>the connection between academic success &amp; postsecondary options</li> <li>common expectations between school and workplace behaviors</li> <li>factors to consider when selecting a career</li> <li>persistence, resilience, and effort apply to future success</li> <li>respectful behaviors</li> <li>problem solving skills</li> <li>strategies to reduce stress</li> <li>conflict management</li> </ul>	<ul style="list-style-type: none"> <li>learning style application</li> <li>extracurricular options applicable to interests</li> <li>analyze test results to identify strengths</li> <li>perseverance towards work and learning</li> <li>high school options, including CTE</li> <li>all postsecondary options and admission criteria</li> <li>course options needed for desired education and career</li> <li>skills needed for today's workforce</li> <li>career interests</li> <li>factors to consider when selecting a career</li> <li>how to use online tools to explore occupations</li> <li>the relationship between education/training and life goals</li> <li>respectful behaviors</li> <li>personal stressors and stress management</li> <li>interpersonal skills to work well with others</li> </ul>	<ul style="list-style-type: none"> <li>how to receive academic support when needed</li> <li>increased confidence for achieving high quality outcomes</li> <li>admission requirements related to postsecondary goals</li> <li>the relationship between postsecondary and career plans with current grades, courses, attendance, etc.</li> <li>college costs</li> <li>all postsecondary options</li> <li>in-demand career choices and outlook for the future</li> <li>to locate job postings in careers of interest</li> <li>to research career goals</li> <li>investigate career clusters</li> <li>to determine education &amp; training requirements for careers of interest</li> <li>to analyze career outlooks and opportunities for employment</li> <li>articulate skills, knowledge, and abilities</li> <li>effective interviewing practices</li> <li>employability skills</li> <li>respectful behaviors</li> <li>ethical responsibility to others</li> <li>healthy stress management strategies</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Learn More Indiana Student Success Guides</a>**</li> <li><a href="#">Learn More Indiana Campaigns</a>**</li> <li><a href="#">Indiana Career Explorer</a>**</li> <li><a href="#">IN Reality</a>**</li> <li><a href="#">Hoosier Hot 50</a>**</li> <li><a href="#">Scholar Track</a></li> <li><a href="#">NAVANCE</a></li> <li><a href="#">Indiana INTERNnet</a>**</li> <li><a href="#">Indiana School Counseling Competencies for Students</a>**</li> <li><a href="#">Indiana's Adult Career Readiness Standards</a>**</li> <li><a href="#">Indiana's Employability Skills Benchmarks</a>**</li> <li><a href="#">Engage, Align, Advance Newsletter</a>**</li> <li><a href="#">Indiana Self Sufficiency Calculator</a>**</li> <li>Work Ethic Certification Implementation Guide</li> <li><a href="#">College Cost Estimator</a>**</li> </ul>

<sup>12</sup> [Indiana School Counseling Competencies for Students](#), [Indiana's Adult Career Readiness Standards](#), [Indiana's Employability Skills Benchmarks](#)

\*\*Free tools and resources

## Section 1. College and Career Readiness Counseling Framework: Awareness

The foundation of interest in college and career readiness is **career awareness**. Students begin these career awareness activities in elementary school and continue through middle school. Career awareness experiences provide students with opportunities to understand how school relates to the world of work. These activities typically include field trips to businesses and parents or other adults speaking about their jobs and why they are interesting. Students may also participate in projects in the classroom that are similar to those undertaken in workplaces. Volunteer activities in which students interact with adults in a workplace setting (e.g. visits to a business or nursing home) also help young people understand their place within the community. A variety of early workplace experiences can help to inform students' decisions about whether to pursue careers and college.<sup>13</sup>

### College and Career Awareness (Through Grade Five)

Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>participate in field trips to area employers or colleges</li> </ul>	<p>A resource from Purdue showing options for college and career exploration and awareness activities for Students K-12 and an example of a health careers exploration activities developed by University of Southern Indiana and a virtual college tour with resources from KnowHow2Go. And examples from two other states.</p>	<p>Purdue University: <a href="https://www.purdue.edu/p12portal/">https://www.purdue.edu/p12portal/</a> And, a Chicago Public Schools Guide for planning career awareness in elementary grades, and University of Southern Indiana <a href="https://www.usi.edu/southwest-indiana-area-health-education-center/connecting-youth-to-careers/">https://www.usi.edu/southwest-indiana-area-health-education-center/connecting-youth-to-careers/</a> <a href="https://chooseyourfuture.cps.edu/sites/default/files/college_and_career_toolkit_the_cookbook_project.pdf">https://chooseyourfuture.cps.edu/sites/default/files/college_and_career_toolkit_the_cookbook_project.pdf</a> and KnowHow2Go <a href="http://knowhow2go.acenet.edu/middle-and-high-school-students/materials.html#prettyphoto/1/">http://knowhow2go.acenet.edu/middle-and-high-school-students/materials.html#prettyphoto/1/</a> For a Texas analysis of career awareness and tools see: <a href="http://txccrsc.esc13.net/occrcc/?lesson=11-6-career-awareness-elementary-school">http://txccrsc.esc13.net/occrcc/?lesson=11-6-career-awareness-elementary-school</a> and from California <a href="http://www.lausd.k12.ca.us/lausd/offices/spec_ed/dots/12e/0313/10sec_e.pdf">http://www.lausd.k12.ca.us/lausd/offices/spec_ed/dots/12e/0313/10sec_e.pdf</a> and see also <a href="http://blog.connectionsacademy.com/simple-career-awareness-activities-and-resources-for-kids">http://blog.connectionsacademy.com/simple-career-awareness-activities-and-resources-for-kids</a></p>

<sup>13</sup> Descriptions of awareness, exploration and planning are adapted from: *National Academy Foundation. "Guide to Work-Based Learning: A Continuum of Activities and Experience," New York. 2013.*



Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>participate in a career exploration day at student's school or district</li> </ul>	Learn More Indiana guide to Student Success for elementary students to grade 5.	See Also: Learnmoreindiana.org student success guide: <a href="http://www.learnmoreindiana.org/wp-content/uploads/2016/07/21627_LMI_3-5_2016_FINAL3.pdf">http://www.learnmoreindiana.org/wp-content/uploads/2016/07/21627_LMI_3-5_2016_FINAL3.pdf</a>
<ul style="list-style-type: none"> <li>complete a career interest inventory</li> </ul>	Indiana Career Explorer And Armed Services Vocational Aptitude Battery (ASVAB) a timed multi-aptitude test, which is given at over 14,000 schools and Military Entrance Processing Stations.	And for a career awareness inventory tool in Pennsylvania schools see: <a href="http://www.greensburgsale.org/Page/3134">http://www.greensburgsale.org/Page/3134</a> . For a national overview see: <a href="http://www.schcounselor.com/2012/07/career-cafe-preparation-career-interest.html">http://www.schcounselor.com/2012/07/career-cafe-preparation-career-interest.html</a> and, ASVAB <a href="http://www.military.com/join-armed-forces/asvab/">http://www.military.com/join-armed-forces/asvab/</a>
<ul style="list-style-type: none"> <li>participate in college/career classroom lessons</li> </ul>	See: Sugar Creek Elementary School, Crawfordsville, Indiana for classroom resources. From Indiana Department of Education an elementary curricula design and subject outlines for integrating college and career awareness.	Sugar Creek Elementary, see <a href="http://sces.nm.k12.in.us/classrooms/class-web-pages/lore-apple/pages/career-exploration-">http://sces.nm.k12.in.us/classrooms/class-web-pages/lore-apple/pages/career-exploration-</a> IDOE, see: <a href="http://www.doe.in.gov/sites/default/files/ccr/2015-2016-elementary-subjects-and-descriptions-5-8-15.pdf">http://www.doe.in.gov/sites/default/files/ccr/2015-2016-elementary-subjects-and-descriptions-5-8-15.pdf</a>
<ul style="list-style-type: none"> <li>participate in a Reality Store or similar</li> </ul>	The Reality Store® a simulation that helps junior high students appreciate the 'realities' of life and achieve a better understanding of personal finance. In the Reality Store® simulation, junior high students pretend they are a 28-year-old starting out in their life and career.	For example, see: <a href="http://www.chamberbloomington.org/career-learning-programs-and-events.html">http://www.chamberbloomington.org/career-learning-programs-and-events.html</a> and from a school district perspective see: <a href="http://merrillville.schoolwires.net/page/63">http://merrillville.schoolwires.net/page/63</a>
<ul style="list-style-type: none"> <li>complete the Learn More Survey</li> </ul>	The Learn More Indiana Student Survey provides information about the degree to which Indiana students in grades three through twelve make sound choices in areas that help students succeed in a rigorous curriculum and continue their education after high school.	Gateway to the Learn More Survey: <a href="http://www.learnmoreindiana.org/educators/k-12-counselors-and-teachers/learn-student-survey/">http://www.learnmoreindiana.org/educators/k-12-counselors-and-teachers/learn-student-survey/</a>



Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>sign up for a college choice 529 plan</li> </ul>	Information on 529 plans for families.	Information on 529 Plans for students and parents and 'how to' on setting up accounts: <a href="https://www.collegechoicedirect.com/">https://www.collegechoicedirect.com/</a>

## Section 2. College and Career Readiness Counseling Framework: Information and Exploration

**Career information and exploration** provides students with a deeper understanding of the workplace. Career exploration activities, which typically begin in middle school or during the first year of high school, continue throughout an individual's working life as job opportunities shift and career changes occur. Career exploration activities provide students with a full understanding of the range of occupations within an industry, the skill and education requirements needed for these jobs, and an understanding of the relevance of academic and technical education.

### College and Career Information and Exploration (Through Grade Eight and Through 10<sup>th</sup> Grade)

Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>complete a job shadowing experience or interview someone in a career field of interest (8<sup>th</sup> Grade)</li> </ul>	Examples of career awareness activities from a business-education partnership in Seymour, Jackson County for middle and high school students. And see also the College and Career Conversations for 9 <sup>th</sup> Grade at Homestead High School. Access is a national resource describing how to arrange experiences related to employment and work environments.	Jackson County <a href="http://jcfdc.com/career-awareness-activities/">http://jcfdc.com/career-awareness-activities/</a> And Homestead High School: <a href="http://www.sacs.k12.in.us/Page/9818">http://www.sacs.k12.in.us/Page/9818</a> A national resource describing job shadowing and interviews: <a href="https://access.bridges.com/portal/student/article/exploringCareers/howToArrangeAJobShadowOrInformationalInterview.do">https://access.bridges.com/portal/student/article/exploringCareers/howToArrangeAJobShadowOrInformationalInterview.do</a>



Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>• create a resume (8<sup>th</sup> Grade)</li> </ul>	Fayette-Manlius Schools in New York asks 7 <sup>th</sup> Graders to construct a resume.	For example, in New York, see: <a href="http://www.fmschools.org/webpages/csix/facs-7th.cfm?subpage=31336">http://www.fmschools.org/webpages/csix/facs-7th.cfm?subpage=31336</a>
<ul style="list-style-type: none"> <li>• take the <i>Exploring College and Careers</i> course (8<sup>th</sup> Grade)</li> </ul>	An approved course curriculum in Indiana for middle school students.	<a href="http://www.doe.in.gov/sites/default/files/standards/cte-business-marketing-information-technology/cf-busfacs-exploringcc.pdf">http://www.doe.in.gov/sites/default/files/standards/cte-business-marketing-information-technology/cf-busfacs-exploringcc.pdf</a> and <a href="http://www.learnmoreindiana.org/wp-content/uploads/2016/07/21629_LMI_9-10_2016_FINAL3.pdf">http://www.learnmoreindiana.org/wp-content/uploads/2016/07/21629_LMI_9-10_2016_FINAL3.pdf</a>
<ul style="list-style-type: none"> <li>• be exposed to financial literacy unit (8<sup>th</sup> Grade)</li> </ul>	Additional resources from Smart Indiana, A Financial Literacy Initiative of the Indiana Council for Economic Education. See also: The Indiana Jump\$tart Coalition is a non-profit organization with individuals and organizations representing business, government and education who have joined together to improve the personal financial literacy of Indiana's youth.	Smart Indiana: <a href="http://www.econed-in.org/PDF/ICEE%20Smart%20Indiana%20Resource%20Guide%202016.pdf">http://www.econed-in.org/PDF/ICEE%20Smart%20Indiana%20Resource%20Guide%202016.pdf</a> See also: <a href="http://www.jumpstart.org/indiana-fin-lit-resources">http://www.jumpstart.org/indiana-fin-lit-resources</a>
<ul style="list-style-type: none"> <li>• Sign up for the 21<sup>st</sup> Century Scholars program, if eligible (8<sup>th</sup> Grade)</li> </ul>	The program offers scholarships for eligible students to Indiana postsecondary schools, and it also offers services to help students stay on track to develop college plans and graduate.	See the 21 <sup>st</sup> Century Scholars information <a href="http://scholars.in.gov/educators/">http://scholars.in.gov/educators/</a> and <a href="http://scholars.in.gov/students/grade-7-8/">http://scholars.in.gov/students/grade-7-8/</a>



Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"><li>• select a diploma path and complete a 4-year course plan (8<sup>th</sup> Grade)</li></ul>	See description of Indiana requirements for graduation plan. Diploma paths include focus on completing Indiana requirements for Core 40, Honors and Technical Diplomas.	See description of Indiana requirements for graduation plan: <a href="http://www.indianaschoolcounselor.org/Resources/Documents/graduation_FAQ.pdf">http://www.indianaschoolcounselor.org/Resources/Documents/graduation_FAQ.pdf</a> See also: <a href="http://www.doe.in.gov/sites/default/files/ccr/diplomamatrix2.pdf">http://www.doe.in.gov/sites/default/files/ccr/diplomamatrix2.pdf</a>

Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>• update graduation plan (9<sup>th</sup> Grade)</li> </ul>	<p>See the Brownsburg High School Program of Studies for descriptions of academic pathways toward graduation. And see the La Porte High School's Program of Studies and College and Career Pathway Guide. It is aligned to the Indiana College and Career Pathways and on Indiana's graduation requirements. These resources have been prepared meet state required academic requirements and to prepare for post-secondary college and career pathways.</p>	<p>Brownsburg High School:  <a href="http://www.brownsburg.k12.in.us/bhs/pdf/16-17/BHS_POS_2016-17.pdf">http://www.brownsburg.k12.in.us/bhs/pdf/16-17/BHS_POS_2016-17.pdf</a> And LaPorte High School Program of Studies:  <a href="https://www.lpcsc.k12.in.us/lphs/guidance/docs/Program_of_Studies.pdf">https://www.lpcsc.k12.in.us/lphs/guidance/docs/Program_of_Studies.pdf</a> For LearnMore Indiana example see:  <a href="http://www.learnmoreindiana.org/wp-content/uploads/2016/07/Graduation-Plan-2016-17-FINAL.pdf">http://www.learnmoreindiana.org/wp-content/uploads/2016/07/Graduation-Plan-2016-17-FINAL.pdf</a></p>
<ul style="list-style-type: none"> <li>• take the <i>Preparing for College &amp; Careers</i> course (9<sup>th</sup> Grade)</li> </ul>	<p>Preparing for College and Careers addresses the knowledge, skills, and behaviors students need for success in college, career, and life. The focus is the impact of today's choices on tomorrow's possibilities.</p>	<p>See the IDOE site:  <a href="http://www.doe.in.gov/sites/default/files/curriculum/pccpartirubric1.pdf">http://www.doe.in.gov/sites/default/files/curriculum/pccpartirubric1.pdf</a></p>
<ul style="list-style-type: none"> <li>• participate in an extracurricular or service activity (9<sup>th</sup> Grade)</li> </ul>	<p>An example of information to help students identify extracurricular options:  <a href="http://wis.western.k12.in.us/students/extracurricular-activities">http://wis.western.k12.in.us/students/extracurricular-activities</a>.</p>	<p>See also: <a href="http://www.learnmoreindiana.org/college/preparing-for-college/extracurricular-activities/">http://www.learnmoreindiana.org/college/preparing-for-college/extracurricular-activities/</a> and  <a href="https://secure.in.gov/21stcenturyscholars/2518.htm">https://secure.in.gov/21stcenturyscholars/2518.htm</a> and  <a href="https://bigfuture.collegeboard.org/get-started/outside-the-classroom/extracurriculars-matter-to-you-and-to-colleges">https://bigfuture.collegeboard.org/get-started/outside-the-classroom/extracurriculars-matter-to-you-and-to-colleges</a></p>
<ul style="list-style-type: none"> <li>• watch 'Paying for College 101' (9<sup>th</sup> Grade)</li> </ul>	<p>The video from 21<sup>st</sup> Century Scholars:  <a href="https://www.youtube.com/watch?v=KO_kTivEqRA">https://www.youtube.com/watch?v=KO_kTivEqRA</a> and see Jeffersonville High School for financial planning resources.</p>	<p>See also: <a href="http://www.in.gov/21stcenturyscholars/">http://www.in.gov/21stcenturyscholars/</a> and  <a href="http://payingforcollege101.com/">http://payingforcollege101.com/</a> Jeffersonville High School example:  <a href="http://jhs.gcs.k12.in.us/guidance/">http://jhs.gcs.k12.in.us/guidance/</a></p>

Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>select a career pathway (9<sup>th</sup> Grade)</li> </ul>	Simple description of career pathways at Lowell High School and an example of linking pathways to sample college curricula from Crown Point High School, example of Anderson High School Career Campus describing pathway options; and example of Impact Institute, Kendallville; and from Shelbyville High School.	<p>Lowell High School:  <a href="http://www.tricreek.k12.in.us/lhs/departments/Career-Information.cfm">http://www.tricreek.k12.in.us/lhs/departments/Career-Information.cfm</a> and from Crown Point High School  <a href="https://www.cps.k12.in.us/Page/601">https://www.cps.k12.in.us/Page/601</a> and from IDOE  <a href="http://www.doe.in.gov/cte/indiana-college-career-pathways">http://www.doe.in.gov/cte/indiana-college-career-pathways</a> and from Anderson  <a href="http://www.mvcsc.k12.in.us/userfiles/19/my%20files/15-16%20cte%20handbook.pdf?id=901">http://www.mvcsc.k12.in.us/userfiles/19/my%20files/15-16%20cte%20handbook.pdf?id=901</a> and from Impact Institute  <a href="http://www.impactinstitute.net/highschool/">http://www.impactinstitute.net/highschool/</a> and from Shelbyville  <a href="https://drive.google.com/file/d/0B3y_C2m1ah8fQzhCLWVZM19lb0k/view">https://drive.google.com/file/d/0B3y_C2m1ah8fQzhCLWVZM19lb0k/view</a></p>
<ul style="list-style-type: none"> <li>take a career interest assessment (10<sup>th</sup> Grade)</li> </ul>	Noblesville High School College and Career Planning Resources And see Naviance for an Indiana/Kuder career and education planning tool, access is through subscriber schools..	<p>From Noblesville High School:  <a href="https://www.noblesvilleschools.org/domain/1450">https://www.noblesvilleschools.org/domain/1450</a> Connection to Naviance: <a href="https://www.naviance.com/">https://www.naviance.com/</a></p>
<ul style="list-style-type: none"> <li>get workplace experience (10<sup>th</sup> Grade)</li> </ul>	A description of Crown Point High Schools work experience programs and Noblesville High School's Internship Program page and Clark County Schools description of work experience options.	<p>See Crown Point <a href="http://www.nwitimes.com/news/special-section/workplace/making-the-grade/students-gaining-practical-work-experience/article_7eee10bf-653a-5dee-8148-76825df1e768.html">http://www.nwitimes.com/news/special-section/workplace/making-the-grade/students-gaining-practical-work-experience/article_7eee10bf-653a-5dee-8148-76825df1e768.html</a> and Noblesville  <a href="https://www.noblesvilleschools.org/Page/4292">https://www.noblesvilleschools.org/Page/4292</a>, and Clark County  <a href="http://readiness.gcs.k12.in.us/faq/">http://readiness.gcs.k12.in.us/faq/</a> See IDOE's official guide to work-based learning and documentation requirements  <a href="http://www.doe.in.gov/cte/work-based-learning">http://www.doe.in.gov/cte/work-based-learning</a> and an Indiana report on integration of education and career experiences  <a href="https://www.in.gov/che/files/2016_RHDV_Report_Career.pdf">https://www.in.gov/che/files/2016_RHDV_Report_Career.pdf</a></p>
<ul style="list-style-type: none"> <li>estimate the costs of college (10<sup>th</sup> Grade)</li> </ul>	Resources for calculating college costs, return on tuition investments, and employment information from Indiana Commission for Higher Education.	<p>See <a href="http://www.indianacollegecosts.org/">http://www.indianacollegecosts.org/</a> and also  <a href="http://www.learnmoreindiana.org/cost/college-costs/college-return-on-investment/">http://www.learnmoreindiana.org/cost/college-costs/college-return-on-investment/</a></p>



Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>attend a college affordability workshop with a parent/guardian (10<sup>th</sup> Grade)</li> </ul>	Description of college affordability workshop from Ohio. Descriptions of Indiana Youth Institute conference on resources for college planning and affordability, agenda and speakers. And see lists of workshops by INvestEDIndiana.	Ohio: <a href="http://www.maumeebaycollegeplanning.com/upcoming-live-workshops-1.html">http://www.maumeebaycollegeplanning.com/upcoming-live-workshops-1.html</a> And <a href="https://www.regonline.com/custImages/240000/248891/2013%20PCI/PCIConferenceSchedule.pdf">https://www.regonline.com/custImages/240000/248891/2013%20PCI/PCIConferenceSchedule.pdf</a> . And see <a href="https://www.investedindiana.org/event-calendar/">https://www.investedindiana.org/event-calendar/</a>
<ul style="list-style-type: none"> <li>review occupational demand (10<sup>th</sup> Grade)</li> </ul>	Description of Indiana Career Explorer for assessment, career information and labor market information. Also Learn More Indiana and see IN Reality for income related occupational information.	Indiana Career Explorer site: <a href="https://indiana.kuder.com/landing-page">https://indiana.kuder.com/landing-page</a> and through Learn More: <a href="http://www.learnmoreindiana.org/">http://www.learnmoreindiana.org/</a> and also <a href="http://www.hoosierdata.in.gov/inreality/About.aspx">http://www.hoosierdata.in.gov/inreality/About.aspx</a>
<ul style="list-style-type: none"> <li>take a workforce readiness exam (10<sup>th</sup> Grade)</li> </ul>	While no specific exam is identified as a requirement for graduation by Indiana DOE several WorkOne office utilize a workforce readiness assessment from ACT.	See information on the National Career Readiness Certification from ACT: <a href="http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-national-career-readiness-certificate.html">http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-national-career-readiness-certificate.html</a>



### Section 3. College and Career Readiness Counseling Framework: Preparation and Planning

**Career preparation and planning** activities are designed to help students acquire the foundational skills needed for college and career readiness. Career preparation activities begin to integrate academic skills acquired in the classroom with work-based skills obtained in the workplace. Emphasis is on skill building, understanding the concept of transferable skills, learning to work as a team member, establishing relationships, appreciating ethics and honesty, and relating personal interests and abilities to career opportunities. Most students participate in these activities beginning in the 9th and 10th grades. College planning includes all those activities related to completing graduation requirements, identifying and selecting colleges, preparing financial aid materials and the applications for matriculation.

These activities, whether classroom or workplace based, are essential preparation for a student's successful completion of an **internship**. Internships are the culmination of high school career preparation activities. Internships allow students to apply work-readiness and academic skills and learn specific occupational skills in a workplace setting. Internships are paid or offer some form of compensation to students to provide an authentic work experience. Internships typically occur during the summer between the 11th and 12th grades; though they may also take place during the school year, particularly during the 12th grade.

#### College and Career Preparation and Planning (Through Grades Eleven and Twelve)

Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>visit a college campus and workplace aligned to career interests (11<sup>th</sup> Grade)</li> </ul>	See for example the White River Valley School Districts coordination of college visits and information. See the College and Career Readiness page from South Harrison Community Schools on field trips and visits to colleges and employers. And from the Indiana Career Council an employer guide to workplace experience.	White River Valley School District: <a href="http://wrv.k12.in.us/hs/guidance/newsletter/">http://wrv.k12.in.us/hs/guidance/newsletter/</a> And from South Harrison Community Schools: <a href="http://www.shcsc.k12.in.us/college-career-readiness/">http://www.shcsc.k12.in.us/college-career-readiness/</a> And from Indiana Career Council <a href="http://www.in.gov/icc/files/A_Guide_to_Talent_Attraction_and_Development_for_Hoosier_Employers.pdf">http://www.in.gov/icc/files/A_Guide_to_Talent_Attraction_and_Development_for_Hoosier_Employers.pdf</a>
<ul style="list-style-type: none"> <li>take a college entrance exam (ACT or SAT)*and/or the ASVAB (11<sup>th</sup> Grade)</li> </ul>	See Portage High School schedules for ACT and SAT assessments. See above for description of ASVAB.	Portage High School <a href="http://phs.portage.k12.in.us/guidance/a_c_t_s_a_t_testing_information">http://phs.portage.k12.in.us/guidance/a_c_t_s_a_t_testing_information</a>



Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>search for scholarships (11<sup>th</sup> Grade)</li> </ul>	Various search engines offer scholarship searching tools for Indiana colleges and elsewhere, for example see Campus Explorer.	Campus Explorer <a href="http://www.campusexplorer.com/college-advice-tips/831BA31E/Indiana-Scholarships-Grants-and-Student-Loans/">http://www.campusexplorer.com/college-advice-tips/831BA31E/Indiana-Scholarships-Grants-and-Student-Loans/</a>
<ul style="list-style-type: none"> <li>attend a college fair (11<sup>th</sup> Grade)</li> </ul>	See Fort Wayne Community Schools for example of a college fair.	FWCCS: <a href="https://www.fwcs.k12.in.us/public_affairs/college_fair.php">https://www.fwcs.k12.in.us/public_affairs/college_fair.php</a>
<ul style="list-style-type: none"> <li>participate in a mock interview (11<sup>th</sup> Grade)</li> </ul>	See for example, materials for mock employment interviews at an Oregon High School.	Crook County High School, Oregon, <a href="http://cchs.crookcounty.k12.or.us/files/2012/11/Mock-Interview-Senior.pdf">http://cchs.crookcounty.k12.or.us/files/2012/11/Mock-Interview-Senior.pdf</a>
<ul style="list-style-type: none"> <li>create/update a resume and personal statement (11<sup>th</sup> Grade)</li> </ul>	See for example Tipton Community Schools college and career planning guide that includes resources for resume preparation.	Tipton Community Schools, Indiana, <a href="http://www.tcsc.k12.in.us/college-career-information/college-planning/college-planning-guide">http://www.tcsc.k12.in.us/college-career-information/college-planning/college-planning-guide</a>
<ul style="list-style-type: none"> <li>create a financial aid plan (11<sup>th</sup> Grade)</li> </ul>	See for example Daleville Junior and Senior High School Financial Aid planning page and Batesville High School Financial Aid planning guide.	Daleville: <a href="http://dalevilledhs.ss10.sharpschool.com/for_students/guidance_office/scholarships_financial_aid">http://dalevilledhs.ss10.sharpschool.com/for_students/guidance_office/scholarships_financial_aid</a> Batesville: <a href="http://batesvilleinschools.com/bhs/guidance/financial-aid/">http://batesvilleinschools.com/bhs/guidance/financial-aid/</a>
<ul style="list-style-type: none"> <li>watch 'College Success 101' (12<sup>th</sup> Grade)</li> </ul>	The YouTube video from 21 <sup>st</sup> Century Scholars and description of 21 <sup>st</sup> CS Success program.	YouTube: <a href="https://www.youtube.com/watch?v=az5IKd9L0tI">https://www.youtube.com/watch?v=az5IKd9L0tI</a> and 21 <sup>st</sup> Century Scholars <a href="http://scholars.in.gov/wp-content/uploads/2016/08/2016_Grade_12_Guide-July-2016.pdf">http://scholars.in.gov/wp-content/uploads/2016/08/2016_Grade_12_Guide-July-2016.pdf</a>
<ul style="list-style-type: none"> <li>attend a financial aid workshop (12<sup>th</sup> Grade)</li> </ul>	Example of Financial Aid Information page from South Dearborn High School and from Hamilton Southeastern High School, and workshop planning guides from California Student Aid Commission.	South Dearborn: <a href="http://sdhs.sdcs.k12.in.us/guidance/financial-aid">http://sdhs.sdcs.k12.in.us/guidance/financial-aid</a> and Hamilton See also <a href="http://www.indianacollegecosts.org/">http://www.indianacollegecosts.org/</a> and see, <a href="http://www.csac.ca.gov/doc.asp?id=1438">http://www.csac.ca.gov/doc.asp?id=1438</a>

Subject or Action Area	Examples and Practices	Information Source
<ul style="list-style-type: none"> <li>• earn an industry certification (12<sup>th</sup> Grade)</li> </ul>	<p>Merriville Senior High School Career Path information leading to industry certifications.</p>	<p>Merriville Senior High School  <a href="http://merrillville.schoolwires.net/site/Default.aspx?PageID=5878">http://merrillville.schoolwires.net/site/Default.aspx?PageID=5878</a> and IDOE-CTE List of approved industry certifications:  <a href="http://www.doe.in.gov/sites/default/files/cte/2015-5-19-state-approved-industry-recognized-certifications-honors-af-2s1.pdf">http://www.doe.in.gov/sites/default/files/cte/2015-5-19-state-approved-industry-recognized-certifications-honors-af-2s1.pdf</a> and certifications webpage  <a href="http://www.in.gov/dwd/2852.htm">http://www.in.gov/dwd/2852.htm</a></p>
<ul style="list-style-type: none"> <li>• participate in a work and learn experience (12<sup>th</sup> Grade)</li> </ul>	<p>Elkhart Community Schools: Partnerships with leading Elkhart businesses and non-profits, ensuring work study, internship, and volunteer opportunities for students. And Indiana INTERNnet is a resource for identifying possible internship opportunities. See Also, the Work-Based Learning guide from Northeast Ohio.</p>	<p>From Elkhart Community Schools see information on business partnerships and work and learn opportunities:  <a href="http://elkhart.k12.in.us/home/the-elkhart-difference/partnerships/">http://elkhart.k12.in.us/home/the-elkhart-difference/partnerships/</a> and Indiana INTERNnet  <a href="https://indianaintern.net/">https://indianaintern.net/</a> and from Northeast Ohio  <a href="http://www.themanufacturinginstitute.org/~media/368372F6DA5946B095B1D0EBF8B88760/Implementation%20of%20a%20Work-Based%20Learning%20Model.pdf">http://www.themanufacturinginstitute.org/~media/368372F6DA5946B095B1D0EBF8B88760/Implementation of a Work-Based Learning Model.pdf</a></p>
<ul style="list-style-type: none"> <li>• meet with a counselor to ensure all steps in the college admission process are completed on time (12<sup>th</sup> Grade)</li> </ul>	<p>South Harrison Community School page showing information and sequence of college application processes.</p>	<p>From South Harrison Community Schools  <a href="http://www.shcsc.k12.in.us/college-career-readiness/">http://www.shcsc.k12.in.us/college-career-readiness/</a></p>
<ul style="list-style-type: none"> <li>• earn a Work Ethic Certification (12<sup>th</sup> Grade)</li> </ul>	<p>Example of WEC in Clark County Schools; information about WEC in Perry Central High School and example of a work ethic certificate administered by WorkOne Southwest Indiana.</p>	<p>Clark County: <a href="http://gcs.k12.in.us/work-ethic-certification">http://gcs.k12.in.us/work-ethic-certification</a> and Perry Central  <a href="http://indianaeconomicdigest.com/Main.asp?SectionID=31&amp;SubSectionID=126&amp;ArticleID=79179">http://indianaeconomicdigest.com/Main.asp?SectionID=31&amp;SubSectionID=126&amp;ArticleID=79179</a> and Work One  <a href="http://workethicsouthwest.com/employers/#">http://workethicsouthwest.com/employers/#</a> and Department of Workforce Development page for WEC  <a href="http://in.gov/dwd/workethic.htm">http://in.gov/dwd/workethic.htm</a>. And  <a href="https://www.in.gov/dwd/files/WEC_Implementation_Guide.pdf">https://www.in.gov/dwd/files/WEC Implementation Guide.pdf</a></p>

## Section 4. College and Career Readiness and Comprehensive Program Delivery and Business Engagement (Applies Primarily to Districts and to High Schools)

An important area of counseling programming and access to resources lies in building community partnerships—particularly in the business community. There are many such partnerships across Indiana. The table below highlights some of these and shows how schools are incorporating these into several dimensions of college and career readiness counseling and planning. In addition, this table contains Indiana examples of how schools and districts are integrating information about college and career readiness counseling into their communications and information to students and parents.

Subject or Action Area	Examples and Practices	Information Source
Building Community and Business Partnerships	Monroe County Partnership with K-12 and postsecondary education in the Franklin Initiative.	From Monroe County employer based initiative: <a href="http://monroe.roadmaptosuccess.org/#/">http://monroe.roadmaptosuccess.org/#/</a>
Building Community and Business Partnerships	The Jackson County Workforce Partnership is a long-lived partnership of business and education.	See from Jackson County: <a href="http://jcidc.com/workforce-program/">http://jcidc.com/workforce-program/</a> and a fuller description: <a href="http://www.jcidc.com/pdf/WorkforcePartnershipPrograms2016.pdf">http://www.jcidc.com/pdf/WorkforcePartnershipPrograms2016.pdf</a>
Building Community and Business Partnerships	Orthoworx, in Warsaw, is an industry-based organization that partners with schools and universities to provide educational opportunities to meet the industry's needs—engaging students early on, helping them transition into meaningful careers and providing opportunities to keep learning after college.	See Orthoworx site: <a href="https://orthoworxindiana.com/initiatives/talent-development/">https://orthoworxindiana.com/initiatives/talent-development/</a>
Building Community and Business Partnerships	Description of Indiana's sector based strategies for building education and industry partnerships and more information and resources from Learn More Indiana on business partnerships.	From the Indiana Career Council: <a href="http://www.in.gov/icc/files/Indiana_Plan_and_Launch_Sector_Partnership_Initiative.pdf">http://www.in.gov/icc/files/Indiana_Plan_and_Launch_Sector_Partnership_Initiative.pdf</a> and <a href="http://www.learnmoreindiana.org/our-partners/business-partners/">http://www.learnmoreindiana.org/our-partners/business-partners/</a>



Subject or Action Area	Examples and Practices	Information Source
Building Community and Business Partnerships	Federal Department of Education program and resource for supporting education, community and business partnerships.	US DOE: <a href="http://www.edpartnerships.org/gear-up">http://www.edpartnerships.org/gear-up</a>
CCRC Planning and Information	Noblesville High School's College and Career Planning Page.	Noblesville High School: <a href="https://www.noblesvilleschools.org/domain/1450">https://www.noblesvilleschools.org/domain/1450</a>
CCRC Planning and Information	Greater Clark County College and Career Readiness page showing resources and access to resources.	Greater Clark County Schools <a href="http://readiness.gcs.k12.in.us/">http://readiness.gcs.k12.in.us/</a>
CCRC in CTE context	The Impact Institute provides career and technical education programs for students at 13 high schools in Noble, DeKalb, LaGrange, Steuben and Whitley counties.	Impact Institute, CTE: <a href="http://www.impactinstitute.net/">http://www.impactinstitute.net/</a>
Mentoring programs	From the Indiana Youth Institute.	Indiana Youth Institute: <a href="http://s3.amazonaws.com/indiana-mentoring-partnership/files/CCM-Toolkit.pdf">http://s3.amazonaws.com/indiana-mentoring-partnership/files/CCM-Toolkit.pdf</a>
Internships	Indiana INTERNnet as a source of information, technical assistance on program designs, and matching internships to Indiana employers.	Indiana INTERNnet: <a href="http://www.indianaintern.net">www.indianaintern.net</a>
Work-Based-Learning Resources	Example of WBL in Hobart School District, and IDOE and IDOE-CTE work-based learning guides and standards.	Hobart Schools District: <a href="http://hobart.schoolwires.com/wbl">http://hobart.schoolwires.com/wbl</a> IDOE: <a href="http://www.doe.in.gov/standards/cte-work-based-learning">http://www.doe.in.gov/standards/cte-work-based-learning</a>

Subject or Action Area	Examples and Practices	Information Source
Work-Based-Learning	From the National Governor's Association. And see the guide on work-based learning programs from the Ohio Department of Education. And a Northeast Ohio industry association perspective guide on setting up work-based learning partnerships with high schools.	National Governors Association: <a href="https://www.nga.org/files/live/sites/NGA/files/pdf/2016/1610StateStrategiesWorkBasedLearning.pdf">https://www.nga.org/files/live/sites/NGA/files/pdf/2016/1610StateStrategiesWorkBasedLearning.pdf</a> And from Ohio: <a href="https://education.ohio.gov/getattachment/Topics/Career-Tech/Career-based-Intervention-CBI/Work-Based_Learning-pdf.pdf.aspx">https://education.ohio.gov/getattachment/Topics/Career-Tech/Career-based-Intervention-CBI/Work-Based_Learning-pdf.pdf.aspx</a> And, see also Northeast Ohio: <a href="http://www.themanufacturinginstitute.org/~media/368372F6DA5946B095B1D0EBF8B88760/Implementation_of_a_Work-Based_Learning_Model.pdf">http://www.themanufacturinginstitute.org/~media/368372F6DA5946B095B1D0EBF8B88760/Implementation_of_a_Work-Based_Learning_Model.pdf</a>

## Section 5. College and Career Technology Tools (Applies Primarily to Districts and to High Schools)

Technology—generally web-based tools—are an increasing and increasingly necessary component of a comprehensive college and career readiness counseling program. The technology generally falls into categories of interest and aptitude assessments; college and career planning tools; and labor market information. These tools can be implemented to both supplement the information available to students, families, faculty and counselors and, importantly, to make the counseling processes more efficient through the applications of technology. Because counselors are tasked with carrying out multiple functions and providing accurate and current information on a remarkably broad range of topics these tools can greatly extend the reach of counseling programs at schools at all levels. And, it is clear from a survey of counselor's carried out by the Indiana Chamber and partners (with some illustrations above) that technology is being adopted quickly in schools.





Subject or Action Area	Examples and Practices	Information Source
Indiana College and Career Research and Applications	Indiana focused college and career resources.	<a href="http://www.KnowHow2goIndiana.org">www.KnowHow2goIndiana.org</a> ; <a href="http://www.learnmoreindiana.org">www.learnmoreindiana.org</a> ; <a href="http://www.triptocollege.org">www.triptocollege.org</a> ; <a href="http://www.hoosierdata.in.gov/inreality/About.aspx">http://www.hoosierdata.in.gov/inreality/About.aspx</a>
Indiana Labor Market Information	Hoosiers by the Numbers is a comprehensive and interactive LMI system focused on Indiana and geographies workforce information with links to many work and career related sources.	Hoosiers by the Numbers: <a href="http://www.hoosierdata.in.gov/">http://www.hoosierdata.in.gov/</a>
Indiana Employment Information	Career development tools with a focus on Indiana employment opportunities and related employability skills from the Indiana Department of Workforce Development.	From Monroe County: <a href="http://monroe.roadmaptosuccess.org/#/">http://monroe.roadmaptosuccess.org/#/</a> ; and Indiana Career Connect <a href="https://www.indianacareerconnect.com/vosnet/Default.aspx">https://www.indianacareerconnect.com/vosnet/Default.aspx</a> ; and from DWD: <a href="http://www.in.gov/dwd/files/IN_Employability_Skills.pdf">http://www.in.gov/dwd/files/IN_Employability_Skills.pdf</a>
Indiana Career and Postsecondary Pathways	IDOE career pathways information.	Indiana DOE: <a href="http://www.doe.in.gov/cte/indiana-college-career-pathways">http://www.doe.in.gov/cte/indiana-college-career-pathways</a> ; and also, <a href="http://www.doe.in.gov/cte/indiana-college-career-pathways-more-information">http://www.doe.in.gov/cte/indiana-college-career-pathways-more-information</a> ;
Indiana College and Career Exploration and Planning	INreality; LearnMoreIndiana Return on Investment Calculator.	INreality: <a href="http://www.hoosierdata.in.gov/inreality/About.aspx">http://www.hoosierdata.in.gov/inreality/About.aspx</a> ; LearnMoreIndiana ROI Calculator: <a href="http://www.learnmoreindiana.org/cost/college-costs/college-return-on-investment/">http://www.learnmoreindiana.org/cost/college-costs/college-return-on-investment/</a> ; <a href="http://www.learnmoreindiana.org/college/">http://www.learnmoreindiana.org/college/</a>
College and Career Planning	Kentuckiana joint career planning guide with tools and information embedded, Indiana Career Connect.	From Kentuckiana: <a href="http://www.mykcac.org/For-High-School-Students/Plan-for-College.aspx">http://www.mykcac.org/For-High-School-Students/Plan-for-College.aspx</a> ;

Subject or Action Area	Examples and Practices	Information Source
College and Career Planning	A Holland-based career assessment and career planning tool for matching interests, careers and education.	<a href="https://www.careerkey.org/choose-a-career/how-to-choose-a-career.html#.WOElcojyuUk">https://www.careerkey.org/choose-a-career/how-to-choose-a-career.html#.WOElcojyuUk</a>
College and Career Planning	Career assessment and career planning tool for matching interests, careers and education; example of application of myplan in use at a community college.	My Plan: <a href="http://www.myplan.com/">http://www.myplan.com/</a> ; And in a Cleveland area community college: <a href="https://www.lorainccc.edu/career-services/myplan/">https://www.lorainccc.edu/career-services/myplan/</a>
College and Career Planning	Established in 2003, this platform serves as a one-stop career development hub for Tennessee students at the high school and college level.	See from Tennessee: <a href="http://www.planningyourdreams.org">http://www.planningyourdreams.org</a> .
College and Career Planning	The establishment of this system, known in Florida as <b>MyCareerShines</b> , was designed to meet a 2013 Florida legislative mandate calling for an integrated K-20 career planning system.	See from Florida: <a href="http://www.kuder.com/news/florida-launches-statewide-online-career-planning-system-powered-by-kuder/">http://www.kuder.com/news/florida-launches-statewide-online-career-planning-system-powered-by-kuder/</a> and <a href="https://www.floridashines.org/find-a-career/mycareershines/">https://www.floridashines.org/find-a-career/mycareershines/</a> .)
Labor Market Information	A national survey of pay for occupations and jobs, by US and regions.	<a href="http://www.payscale.com/research/US/Country=United%20States/Salary">http://www.payscale.com/research/US/Country=United States/Salary</a>
Career Interests and Assessments	See Naviance for an Indiana/Kuder career and education planning tool, access is through subscriber schools; Career Cruising, see also Roadtrip Nation, soon coming to Indiana.	Naviance: <a href="https://www.naviance.com/">https://www.naviance.com/</a> ; Career Cruising <a href="https://public.careercruising.com/en/">https://public.careercruising.com/en/</a> ; and Roadtrip Nation <a href="http://roadtripnation.com/">http://roadtripnation.com/</a>



This overview of College and Career Ready Counseling was prepared by John Hoops of FutureWorks for the Indiana Chamber of Commerce Foundation. FutureWorks is a research and policy organization that focuses on innovations in regional economic development and in education. John Hoops, PhD, has extensive background in the analysis of secondary and postsecondary educational policies and programs.

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