Career & College Readiness Curriculum
Career & College Readiness Supplemental Curriculum

The ICAN Curriculum Program takes the core ICAN programs and divides them into topic-specific lessons that can be adapted for grades nine through twelve. There are 20 lessons covering the full width of career and college readiness, from entering high school to four-year plans, to financial literacy, selecting a college, and determining a college budget and financing plan.

Each lesson goes in depth and engages students in discussion and activities to broaden their scope of what it means to plan for life after high school. The goal is to enhance a school’s career and college readiness program with lessons that enhance curriculum already taking place and filling in any gaps that exist.

The dividers in this manual provide a summary of lesson goals, as well as an outline of how the lesson should flow, including suggested time frames for each section, and instructions on how to engage students. Many lessons have supplemental worksheets and handouts to further engage students and emphasized the message of the lesson.

Each lesson has an assessment to be given as a pre- and post-test to gage comprehension and retention. Each lesson is designed to fit in a 45-50 minute lesson structure to fit both semester and trimester scheduling. For block scheduling, multiple topics can be combined into a 90 minute lesson. Lessons fall into the following categories:

- Financial Literacy
- Career Preparation/Selection
- Academic Preparation
- College Selection/Application

Curriculum Lessons

**Career Preparation/Selection**
- Life After High School - The Big Picture
- Career Assessment - Part 1 and Part 2
- ACT Profile - Part 1 and Part 2
- Job Shadows/Internships/Employability

**Academic Preparation**
- Activities Resume
- Study Skills/Test Prep
- GPA /Foreign Language

**Financial Literacy**
- Student Debt Reality
- Basic Budgeting
- LifeStore
- Financial Literacy - Credit
- Internet Safety/Identity Theft
- Income Taxes

**College Selection/Application**
- College Comparisons
- Return on College Investment (ROCI)
- Scholarship Process - Part 1
- Scholarship Process - Part 2
- How to Apply
- College 101
  - Course Requirements
  - Graduation vs Admission Requirements
  - How is a college organized
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Lesson Goal

The goal of this lesson is to have students look at the next 40-50 years of their lives and gain a perspective of this “Big Picture”. Students will consider their high school years in connection with post-secondary education along with a 40 year working career until retirement.

What should students learn from the lesson?

• Students will learn why it is important to look at the “Big Picture” of their lives in terms of preparing for post-secondary education and training, and their 40 year working career.
• Students will learn why post-secondary education and training is important to consider while in high school.
• Student will learn about how the choices they make now in high school can affect them in post-secondary education and training, and their work career.

What is the in-class activity?

• The PowerPoint will drive the lesson with some slides presenting interactive questions reviewing material and proposing thoughtful, engagement by students.

What is the takeaway for students?

• It’s important to do some long range thinking “The Big Picture”
• Choices they are making now will impact their post-secondary options and their work career.
• Post-secondary education and training choices impact career options, financial security, and overall lifestyle after high school.

Materials Needed:

• PowerPoint
• Projector
• Blank Paper/Pencil
Lesson Goal

This lesson is recommended once per semester each year of high school. The goal of the ACT Profile lessons is to engage students in discussion of likes, dislikes, skills, and interests, and how those personality traits impact career and college choices. The lesson will also delve into career research and begin discussions on career requirements for education and training after high school, high school course recommendations, and the influence of career choice on the overall college planning process.

What should students learn from the lesson?

- Students will be able to list and rank career options as they relate to their interests.
- Students will be able to describe options after high school and why it matters to their career aspirations.
- Students will be able to identify two realistic post-secondary options that will lead to the same career aspiration.
- Students will understand the role of high school courses in an overall post-high school plan.

What is the in-class activity?

- Overview of ACT Profile and setup of user account
- Completion of assessments
- Review of profile sections and tabs and the assessment results
- Review of Career Cluster Map and beginning of career selection and research
- Discussion of Career Map including job outlook
- Discussion of recommended courses for career pathways
- Discussion of Major Map and education and training requirements
- Creation of ACT Profile folder with copies of top career choices, career map and major map.

What is the takeaway for students?

- Students will understand how their interests relate to career pathways and future occupational options.
- Students will understand how career pathways link to potential college programs and majors.
- Students will understand what volunteer opportunities enhance experience and what opportunities are available.
- Students will understand how academic performance can be directly correlated to goal attainment.

Materials Needed:

- Computer Lab

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Lesson Goal

This lesson is recommended once per semester each year of high school. The goal of the Career Assessment lessons are to engage students in discussion of likes, dislikes, skills, and interests, and how those personality traits impact career and college choices. The lesson will also delve into career research and begin discussions on career requirements for education and training after high school, high school course recommendations, and the influence of career choice on the overall college planning process.

What should students learn from the lesson?

• Students will be able to list and rank career options as they relate to their interests.
• Students will be able to describe options after high school and why it matters to their career aspirations.
• Students will be able to identify two realistic post-secondary options that will lead to the same career aspiration.
• Students will understand the role of high school courses in an overall post-high school plan.

What is the in-class activity?

• Overview of Career Information System and setup of user account
• Completion of assessments
• Review of system website/portal and the assessment results
• Review of Career Cluster results and beginning of career selection and research
• Discussion of Career results including job outlook
• Discussion of recommended courses for career pathways
• Discussion of Education/Training results and requirements
• Creation of Career folder with copies of top career choices, career map and major map.

What is the takeaway for students?

• Students will understand how their interests relate to career pathways and future occupational options.
• Students will understand how career pathways link to potential college programs and majors.
• Students will understand what volunteer opportunities enhance experience and what opportunities are available.
• Students will understand how academic performance can be directly correlated to goal attainment.

Materials Needed:

• Computer Lab
Lesson Goal

The main goal of this lesson is to get students thinking about future careers they would like to ‘try on’ and to gain an understanding of the ‘soft skills’ that increase your employability.

What should student learn from the lesson?

• What job shadows and internships entail.
• Why it’s important to take part in a job shadow or internship.
• What employability soft skills include and why they are important.

What is the in-class activity?

• Define Job Shadows
• Define Internships
• Discussion of why job shadows are important in high school. What benefits of job shadows include.
• Introduction of Intermediary Network and other places to find job shadows.
• When to do internships and how to find them.
• Define soft skills (eye contact, handshake, proper grammar/speech, appearance)
• Practice soft skills and interview questions with ICAN advisor and fellow students.

What is the takeaway for students?

• Understand the difference between job shadows and internships.
• Know different resources to find and acquire job shadows and internships.
• Understand what soft skills are and why they are important.
• Have practiced soft skills and known the difference between good and bad skills.
• Have practiced interview skills and know how to structure answers to common interview questions.

Materials Needed:

• Projector
• Discover Interests Worksheet
• Is It the Right Job Worksheet
• Employability Handout

Prerequisites:

• ACT Profile
Career & College Readiness Curriculum

Academic Preparation

Activities Resume
Study Skills/Test Prep
Grade Point Average/Foreign Language
Lesson Goal

The lesson goal is to review the importance of involvement and for students to create an activities resume. Lesson outlines how to build a well-rounded activities resume and illustrates the benefits of a resume when applying for scholarships, admissions, employment, and as an aid for letters of recommendation.

What should student learn from the lesson?

• The definition and use of an activities resume.
• The importance of volunteerism and how to find volunteer activities in Iowa.
• How to build a resume and arrange components.
• What makes a good resume stand out?

What is the in-class activity?

• Define activities resume and have discussion of elements to be included and when and how a resume can be used
• Using the ICAN template, students create a resume
• Review resumes and make edits where necessary

What is the takeaway for students?

• Students leave with a completed activity resume.
• Students understand the importance of having a resume and when to use the resume.

Materials Needed:

• Computer
• Printer
• Copy of student’s GPA/transcript of academic achievements
• www.volunteeriowa.org/
Lesson Goal

The lesson goal is to empower students with study habits and skills to improve overall classwork and test scores, and to relieve some stress often accompanied by testing.

What should students learn from the lesson?

- The importance of study skills and how to create an effective plan for test preparation.
- Effective note taking

What is the in-class activity?

- Engage students in a discussion of current study habits
- Talk about effectiveness of current habits
- Engage students in a discussion of suggested habits and talk about why might be effective
- Discuss strategies

What is the takeaway for students?

- Students leave with a list of ways to improve study habits and prepare for tests with less stress.
- Students will learn strategies for test taking, test preparation, and note taking.

Materials Needed:

- Paper and pencil

Grades: 9, 10, 11, 12
Lesson Goal

This lesson is intended to help students understand what GPA is, how it is used, and why it is important in regard to high school and entering college.

What should student learn from the lesson?

• What is grade point average?
• How is it calculated?
• Types of GPAs: unweighted vs. weighted
• How is a GPA used?
• Why is it important?
• Understand the “freshman trap” and avoid it.
• Why foreign language is an importance consideration.

What is the in-class activity?

• The lesson will be driven by a PowerPoint that will serve as a reference and direct the learning activities.
• Students will have time to give feedback as the lesson progresses to indicate their understanding.
• Set students up with elbow partners, small groups or as an entire class)
• Discussion of foreign language as a college admission and graduation requirement
• Discussion of the benefits of foreign language in high school.

What is the takeaway for students?

• Realize what GPA is and its importance
• Avoid the “freshman trap”
• Understand the role foreign language plays in college admission and graduation.

Materials Needed:

• GPA PowerPoint
• Foreign Language chart
• Projector
• Calculator
• GPA Worksheet

Grades: 9, 10, 11
Career & College Readiness Curriculum

College Selection/Application

College Comparisons
Return on College Investment (ROCI)
Scholarship Process
How to Apply

College 101
Course Requirements
Graduation vs. Admission
How is college organized
Lesson Goal

Before starting to apply to colleges or universities, students need to narrow down their options. The lesson goal is to give students some time to think about who they are, what they want out of their college experience, and pick the school that fits them best.

What should students learn from the lesson?

- Students will learn how to navigate through College Raptor
- Students will learn what factors to consider when picking a college
- Students will understand how to set up a campus visit and what questions to ask

What is the in-class activity?

- Help students set-up College Raptor accounts, do some college search examples with them, and have them search on their own (explore time)
- Have students brainstorm things to consider when picking a college and write on board and discuss them in class. Use page 18 in College Planning Guide
- Give them Make the Most of your College visits worksheet, help guide them to set up visits, and give pointers on visiting colleges
- Explore college websites
- Discussion of the importance of applying to and listing multiple colleges on the FAFSA form.
- Reinforcement of the importance of not choosing a college until after compared award letters.

What is the takeaway for students?

- Students will understand how to use College Raptor and search for colleges
- Students will be able to determine what factors are most important for picking colleges
- Students will know how to set up a campus visit
- Students will know what to ask on a visit to make the most impact
- Students will understand the importance of having plans A, B & C, and to apply for admission and financial aid to at least 3 schools
- Students will know to choose a college after comparing financial aid packages

Materials Needed:

- Computer
- CPN Guides
- Make the most of your college visits worksheet
Lesson Goal

The lesson goal is to engage students in identifying careers through research, and for students to better understand the return on a college investment based on the life potential certain careers offer.

What should student learn from the lesson?

• Students will learn how to effectively choose a college that lines up with the potential starting salaries for their intended career field
• Students will learn about career outlook and graduation placement rates for their chosen career path.
• Students will explore jobs held by people who graduated with a degree in their major or interest area.
• Students will potentially learn about career fields they didn’t know existed.

What is the in-class activity?

• Define Return on Investment (ROI) and provide examples of investment. Discuss college as self-investment with potential rewards in the future. Show college ROI with salary ranges from HS graduate and degree holder.
• Each student selects five careers and completes the ROCI assessment, gathering data on these careers and completing the worksheet.
• Discussion with students on results and impact on career decisions.

What is the takeaway for students?

• Student will know the earning potential of their future career and the financial return on a college investment for that career.
• Students will understand career requirements, work environment, and industry outlook for careers of interest.

Materials Needed:

• Computer
• Big Picture Chart
• ROCI worksheet

Grades: 10, 11, 12
Lesson Goal

The lesson goal is to provide students with the necessary tools to search, find, and apply for scholarship opportunities. In addition, to bring focus to the role of scholarships in overall college affordability. This lesson can exist in two parts - an explanation lesson and a workshop lesson where students search for scholarships, work on essays, and complete applications.

What should students learn from the lesson?

• Where to look for scholarships
• Navigating search engines
• How to write a scholarship essay
• How to increase your chances of getting a scholarship

What is the in-class activity?

• Ask students where they find scholarships and write on white board/discuss options
• Use ICAN handout - Scholarships: Money for College to discuss timeline and parts of application process
• Show different college search engines and find scholarships for students in the room
  • ICAN scholarship database
  • scholarships.com
  • fastweb.com
  • Raise.Me
  • State of Iowa scholarship application
• Discuss writing college essay/resume/letters of recommendation - follow in FAN guide page 15. Students pick either an essay or resume to work on. Review and discuss work.

What is the takeaway for students?

• Students will know how to formulate and write a scholarship essay
• Students will know where to look for scholarships and how to utilize the Internet search engines
• Students will understand the scholarship timeline
• Students will have gained strategies to increase scholarship chances

Materials Needed:

• Computer
• Scholarships: Money for College worksheet
• Activities Resume

Grades: 11,12
Lesson Goal

The lesson goal is to review and understand the different pieces of the college application, and to complete a sample application form. The lesson will also review sample college essays and contain discussion of what makes a good essay. With time, students will begin to write their own essay and discuss.

What should students learn from the lesson?

- How to write an application essay/resume
- Where to find online applications
- How to complete a college application
- What documents are usually needed
- What determines if a student qualifies for a fee waiver/how to write a waiver request

What is the in-class activity?

- Ask students what is needed in an application (use board). Go through timeline of application process and touch on the Common Application and RAI score.
- Talk about what needs to be included in an essay. Write and practice essays. Provide examples of good/bad essays. Edit student essays.
- Go to random college websites and find applications - do a regent, private, and community college
- Print application and actually do the application with partners
- Go to NACAC waiver form online - explain the process
- Go over resume/give examples of good/bad resumes

What is the takeaway for students?

- Students will know how to complete an essay, resume, college application, and waiver form for the admission process.

Materials Needed:

- Computer
- Two examples of good/bad application essays
- Hard copy of practice application
- Student’s activities resume
- Resume samples
Lesson Goal

This lesson is going to cover what students need to know about college including:

• High school graduation vs. college admission requirements
• Simple tips to succeed in college
• College departments - where to go for help

The overall goal of the lesson is to introduce students to the college experience.

What should student learn from the lesson?

• What student services departments exist to assist students
• Ways to increase success in college
• How to increase a student’s chance of getting admitted

What is the in-class activity?

• Go over high school requirements.
• Define college and options after high school
• Have students look up admission requirements to college of their choice.
• Compare requirements
• Go over student service departments including Academic Advising, Career Services, Financial Aid, Department of Resident, Tutoring, and Public Safety
• Give How to Succeed in College worksheet and have class discussion on how worksheet topics.
  • Going to Class
  • Asking for help from professors
  • Meeting new people
  • Getting involved on campus
  • Time management
  • Going home vs staying on campus
  • Sleep
  • Studying

What is the takeaway for students?

• Students will have a basic understanding of college departments and where to find help on topics.
• Students will develop success strategies for college
• Students will understand college admission requirements
• Students will understand the difference between high school and college expectations

Materials Needed:

• Computer
• How to Succeed in College worksheet

Grades: 10, 11, 12

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Lesson Goal

The main goal of this lesson is to educate students on the realities of paying for college, including responsible choices in student loans and the role career/major choice should play in the decision-making process. The lesson provides an interactive activity demonstrating how student loan debt impacts all future life and financial opportunities and decisions.

What should students learn from the lesson?

• Students will become aware of debt and the consequences of not borrowing responsibly.
• Students will learn to create a college budget and gain understanding of total college costs and debt before selecting a college to attend. Analysis includes career choice and starting salary.
• Student will understand the correlation between student debt and future opportunities such as employment, home ownership, marriage, children, and lifestyle.
• Students will become aware of the different factors that lead to over borrowing, and learn skills to borrow responsibly.

What is the in-class activity?

• Utilizing their career assessment results, students will calculate their career-based recommended borrowing limits
• Through a sample award letter scenario, students will analyze a scenario-based award package and determine the best options to cover the remaining balance.
• Utilizing sample award letters and the College Funding Forecaster, students will analyze an award package and determine if the student’s intended career path and recommended borrowing limit fit in with the the overall out-of-pocket costs for the institution and the potential debt load associated with the choice.
• Group discussion will engage students throughout each step, as the class discusses each step of the process. At the end, students will discuss the award packages and the debt load their choices carry and further discuss the factors of their decision-making process.

What is the takeaway for students?

• Student will have a better understanding of college debt and the steps to responsible borrowing.

Materials Needed:

• Computer • Compare College Costs worksheet • Award Letter Samples • Assessment Career List
Lesson Goal

The main goal of this lesson is to educate the students on basic budgeting skills. Students that start understanding basic budgeting could possibly reduce the amount of loans they take out for college. We want students to have a grasp on simple budgeting concepts. By learning these concepts hopefully they can apply them to their daily lives.

What should students learn from the lesson?

• What is a budget and what is included in a budget
• How to create a budget
• The importance of having a budget
• Understanding the term “living within our means”

What is the in-class activity?

• Talk about budgeting/ask students what a budget entails. Add retirement chart!
• Use the Mastering the Money Game worksheet, or go over worksheet and have them create their own for in present time and in college.
• Go through 3 examples of students and talk about pros and cons of both
  • Student#1: follows no budget
  • Student#2: follows somewhat of a budget
  • Student#3: follows a budget

Open discussion throughout lesson with interactive board work. End discussion will include benefits of budgeting and long-term budget goals including marriage, kids, home purchase, and retirement.

What is the takeaway for students?

• Students will know how to set up a budget for bills and personal expenses.
• Students will understand basic budgeting concepts and rewards of budgeting.
• Students will understand the difference between a ‘want’ and a ‘need’.

Materials Needed:

• Mastering the Money Game worksheet/kit
• Computer/Projector
• Everydollar.com
• Mint.com
Lesson Goal

For students to experience and understand the monthly budgeting of a household and making financial decisions with a set income and responsibilities.

What should students learn from the lesson?

Students will learn about the day to day decisions of running a family budget. They will come to understand the difference between a want and a need. They will understand how much things cost, how a monthly income can be quickly consumed by monthly bills, and how education/training, marriage, and kids all impact household finances.

What is the in-class activity?

Life Store is an interactive budgeting activity that simulates life decisions including housing, transportation, child care, and more based upon an assigned family status and career. Students will have a budget worksheet and they will work through monthly financial decisions for their sample family status and must end the month with a positive balance in their checking account.

After each student or group of students have completed their budget, a class discussion will be held about how they feel about the activity, about the decisions they made and about what they learned about budgeting and finances. Timeframe is adaptable but needs minimum of 45 minutes.

• Introduction and setup (5 minutes)
• Budget Activity (45-60 minutes)
• Summary Discussion (10-15 minutes)

What is the takeaway for students?

1. To understand the importance of budgeting
2. To understand monthly responsibilities
3. To understand the importance of planning
4. To understand how money is intertwined into every aspect of life, and that planning from an early age provides the most opportunity for success

Materials Needed:

• LifeStore Budget Worksheets
• LifeStore Kit (if not using pre-filled worksheets)
• Pencils
• Calculator
## Lesson Goal

Identity theft and safety on the Internet are concerns for students in high school and as they proceed on to college. This lesson will seek to raise awareness of some of the issues on this topic as well as present suggested safeguards to help protect students from these threats.

### What should students learn from the lesson?

- Student will learn what identity theft is and different types
- Students will learn about dangers to be aware of on the Internet.
- Students will learn about particular safeguards they should practice to protect themselves against identity theft and Internet dangers.
- Students will learn about Internet predators, their common characteristics, how they operate, and safeguards to protect themselves.
- Students will learn about the role of social media in employment and college admissions, as well as the dangers of social media and how to safeguard one's privacy.

### What is the in-class activity?

The PowerPoint will drive the lesson with slides presenting interactive questions reviewing material and proposing thoughtful engagement by students on Internet, privacy, and social media. Students will be encouraged to share their own experiences and to engage in discussion and debate of the role in Internet in a safe society. Part of the discussion will include a true story of Internet and technology responsibility and the consequences of not safeguarding one's privacy and devices.

### What is the takeaway for students?

- The Internet is a great tool but has its dangers.
- Students need to learn to protect themselves in regard to identity theft.
- Students need to use responsible behaviors when using the Internet that will help protect them especially as they go to college.

### Materials Needed:

- PowerPoint
- Projector
- Copy of “A True Story”
- Sound or Speakers for the Video
Lesson Goal

More and more students are working to earn income to cover both personal and college expenses. This lesson will provide basic knowledge of how income taxes work and will help the student file a basic 1040EZ form as well as give them good background in completing the financial information section of the FAFSA.

What should student learn from the lesson?

• Students will learn what the Pay-As-You-Go income tax system is about.
• Students will come to understand the purposes of the W-4 and W-2 forms for income tax.
• Students will learn how to complete a 1040EZ form for income tax.

What is the in-class activity?

• The PowerPoint will drive the lesson. It will address some of the major teaching points.
• On Checking for Understanding slides, ask the question and have students respond based on previous slides.
• The lesson finishes with a tax return simulation. Make sure students have a copy of the 1040EZ form. Walk them through the parts of the simulation using the PowerPoint.

What is the takeaway for students?

• Students will understand tax refunds and will understand why it is in their best interest to file a tax return.
• A better understanding of taxes in relation to financial aid and the FAFSA.

Materials Needed:

• PowerPoint on Income Tax
• 1040EZ form
• Projector
• Sample W-4
• Sample W-2
Lesson Goal

The lesson goal is to inform students of the importance of credit and to provide an understanding of how credit works.

What should students learn from the lesson?

- Students will learn what ‘credit’ is, how it is tracked.
- Student will understand the importance of credit reports and scores.
- Student will learn about credit cards and how best to utilize them in building good credit.

What is the in-class activity?

- Lead by PowerPoint, students will engage in a discussion of credit, credit reports, credit scores, and how credit impacts everyday life.
- Students will go through a credit card statement and learn about minimum payments vs higher payments.
- Students will work through sample credit scenarios such as buying a car, looking at options for both good and bad credit.
- Students will work through a sample credit report and engage in discussion of good and bad credit decisions.

What is the takeaway for students?

- Students will understand the role credit plays in life decisions.
- Students will know how to find their credit report and score.
- Students will understand how the decisions the make can impact their credit, and thereby impact future opportunities including employment, home ownership, and loans.

Materials Needed:

- Computer
- Credit Report Samples

Grades: 11,12

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