

WAUSAU WEST ACP PROCESS

Academic and Career Planning (ACP) is a student-driven, adult-supported process in which students create and cultivate their own unique, information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills (dpi.wi.gov/acp). Each grade level will practice goal setting and planning through assessments and written activities with the guidance of counselors, homeroom advisors, and parents. Student goals and plans are expected to change annually based on their own personal experiences. The components of the ACP will be saved as a Portfolio in Career Cruising, an online career exploration tool.

Yearly, ALL students will:

- ❖ Record or update **My Goals and Plans: Career and Life Goals**
- ❖ Record or update **My Activities & Experiences: Activities, Awards, Volunteer & Work Experience**
- ❖ Participate in **Quarterly Academic and Attendance Checks** with Homeroom Advisor
- ❖ Participate in an end of the year **ACP Portfolio Review** with Homeroom Advisor

In addition, each individual grade will complete the following specific ACP Portfolio Tasks:



Freshman year is a very important year for developing self-identity and students will assess their strengths, needs and interests in addition to establishing ownership of their academic progress.

- Complete the **Career Matchmaker Assessment**
- Complete the **Learning Styles Inventory**
- Create **Education Plan**
- Reflect on **Strengths and Needs**



Sophomore year is the time for students to continue to develop awareness of their individual interests and strengths and start to explore careers and educational opportunities.

- Complete the **Career Matchmaker Assessment** and **My Skills Assessment**
- Attend **Sophomore Parent/Student Conference**
- Update **Education Plan**
- Reflect on **Yearly Progress Toward Goals**



Junior year is the time for students to start to identify more specific career and academic interests and research the appropriate steps to reach their future goals.

- Review or retake **Career Matchmaker Assessment**
- Update **Education Plan**
- Create a resume through the **Resume Builder**
- Save **Colleges, Careers and/or Military Careers**
- Reflect on **Yearly Progress Toward Goals**



Senior year is the time for students to work on their post-secondary transition to work, military or higher education.

- Attend a **Senior Conference**
- Review or retake **Career Matchmaker Assessment**
- Update resume through the **Resume Builder**
- Reflect on **Yearly Progress Toward Goals**