

# VHS ICAP

Individual  
Career &  
Academic  
Portfolio

# What is ICAP?

- ▶ An individualized plan for each student
- ▶ Personalized academic and career goals
- ▶ Explore postsecondary career and educational opportunities
- ▶ Align high school course work and curriculum
- ▶ Apply to postsecondary institutions
- ▶ Secure financial aid
- ▶ Enter the workforce/school

# Why ICAP?

- ▶ Required by CDE legislation
- ▶ ICAP is intended “to ultimately **decrease dropout rates and increase graduation rates** by assisting students in developing and maintaining a personalized postsecondary plan that **ensures readiness for postsecondary and workforce success...**”

# Who has to do ICAP?

Required for all students  
starting with the  
class of 2013

# ICAP Components

1. Workforce & postsecondary goal
2. Plan of study
3. Cover letter/personal statement
4. Resume
5. Letter of reference
6. Mock interview
7. Job shadow
8. Community service
9. College/job application
10. Scholarship application/financial aid

# College in Colorado

- ▶ ICAPs will be monitored using [www.collegeincolorado.org](http://www.collegeincolorado.org)
- ▶ Students store their materials
- ▶ Teachers can review and comment
- ▶ Parents can view

# Workforce & Postsecondary Goal

- ▶ Describe your career goal and the postsecondary education you want to pursue to help you achieve your career goal.
- ▶ Must be updated annually on College in Colorado website.

# Plan of Study

- ▶ Students build their 4-year plan from recommended courses for:
  - Career cluster
  - Higher education requirements
  - VHS graduation requirements
- ▶ Must be updated annually on CIC website.



# Cover Letter/ Personal Statement

- ▶ Students must write either a cover letter or a personal statement.
- ▶ Can be used for college/job/scholarship applications.
- ▶ Assigned to all juniors in their writing class.
- ▶ Must be upload into CIC.

# Resume & Letter of Reference

- ▶ Students must create a resume to be used for job/college/scholarship applications.
- ▶ Students must get one letter of reference.
- ▶ Must be upload into CIC.

# Mock Interview & Job Shadow

- ▶ Students must participate in one mock interview.
- ▶ Student must participate in one job shadow.
- ▶ Available in several business/ACE classes.
- ▶ Must complete and upload a verification form for each one into CIC.

# Community Service

- ▶ Student must complete 5 hours of community service.
- ▶ Can be community service for a club or other program.
- ▶ Must complete and upload a verification form into CIC.

# College/Job Application & Scholarship/Financial Aid App

- ▶ Students must complete either a college or job application.
- ▶ Students must complete a scholarship or FAFSA application.
- ▶ Must be uploaded or completed in CIC.

# How do we manage this?

- ▶ All ICAP components must be completed in or uploaded to the students' personal CIC accounts.
- ▶ Staff members monitor student accounts and review/approve ICAP components.
- ▶ Parents can view the portfolios.

# Resources

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VHS Counseling Website  
[vhscounseling.weebly.com](http://vhscounseling.weebly.com)

College in Colorado  
[www.collegeincolorado.org](http://www.collegeincolorado.org)

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