

Individual Career and Academic Plan

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ICAP

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

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

Major Clarity

- Major Clarity is the platform that we store all of the components of ICAP.
- It is also used to explore all of the post-secondary options that are available to you
- Log in through your Clever Account

Workforce and Post-secondary Goals

- Describe your career goal and the postsecondary education you want to pursue to help you achieve your career goal.
- Must be updated annually on Major Clarity
- 1 goal per year for a total of 4 goals by graduation

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 Major Clarity website.
 - Under the “Academic Planning” tab

Cover Letter or 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 uploaded into Major Clarity
 - There is a template to use under the “Resume” Tab

Resume

- Students must create a resume to be used for job/college/scholarship applications
- Can be built in Major Clarity or uploaded in Major Clarity

Letter of Reference

- Must get 1 letter of reference not from a family member
- Great resources are teachers , employers or coaches
- Must be uploaded into Major Clarity

Mock Interview

- Must interview through the school opportunities or from a current employer
- Must be uploaded into Major Clarity

We will be hosting Mock Interviews in April. Stay tuned for announcements to be able to sign-up.

Job Shadow

- Find a field that you would be interested pursuing after high school
- Reach out and schedule a time to actually go and see what they do
- Submit the form to Major Clarity
 - For the class of 2021 only- you may watch 2 interviews of a profession
 - Go to “Career Exploration” tab
 - Click on fields you are interested
 - Watch the video under “Learn From a Professional”
 - You **MUST** “score you fit” for it to count!!!!

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 Major Clarity.

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 Major Clarity