

CAREER DEVELOPMENT

What is *SMyLife.com*?

Life after high school.....the possibilities are almost too many to count. How do you make sense of them? *SMyLife.com* can help. This website offers career exploration resources for you organized by South Dakota's 16 broad career fields called clusters. Within each cluster, you'll find information about possible careers, earning potential, and required education and training.

SMyLife.com leads you through the process of creating a Personal Learning Plan which serves as a map to your high school career. The plan is developed based on your unique skills and interests. It identifies the specific coursework you need to take to reach your academic and career goals.

SMyLife.com also provides a Portfolio for you which is your "file cabinet" for keeping track of your coursework, extra-curricular activities, work experience, school projects and a journal for you to record your reflections and ideas. Best of all – this portfolio is accessible to you even after you leave high school.

Check out Career Cruising at www.sdmylife.com. Ask your school counselor or advisor for your username and password.

What are Career Clusters?

Career Clusters organize what you learn in school around specific occupational fields. Information Technology, for example, focuses on professions that require highly technical training, while Human Services emphasizes occupations that involve people skills.

You are encouraged to study the clusters to find one that matches your skills and interests. The choice of a career cluster provides a framework for your entire high school experience.

South Dakota recognizes these 16 career clusters:

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, Audio/Video Technology and Communications
- Business Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution and Logistics

What is a Program of Study?

A program of study is similar to a curriculum framework. It provides a recommended sequence of required core subjects, electives and career/technical courses related to a career pathway, and is used as a resource when developing your high school course plans.

What is a Personal Learning Plan (PLP)?

A Personal Learning Plan serves as a roadmap for your high school career. The plan is developed based on your skills and interests. It identifies the specific coursework you need in order to reach your academic and career goals. Your Personal Learning Plan also may include items that encourage further rigor and relevance:

- Advanced Placement courses
- South Dakota Virtual High School courses
- Senior Experience
- Youth Internships
- College courses
- South Dakota Department of Education End of Course / Course Equivalency Exam Program

To get started on your Personal Learning Plan, access www.SDMyLife.com.

SDCAP (South Dakota Career Assessment Program)

The South Dakota Career Assessment Program (SDCAP) is an annual assessment given to all students in the 8th grade (Matchmaker) and the 10th grade (Ability Profiler).

This assessment is taken online at www.SDMyLife.com and provides a career interest inventory in addition to a six-part aptitude battery. The combined results of this online assessment provide you with information on your current level of skills in the areas of arithmetic reasoning, verbal ability, spatial ability, computation, clerical perception, and form perception and relates those skills to possible career areas for you to consider.

Career Planning Process

Step 1 – Take Surveys

- Career Matchmaker—Grades 8-12
- Ability Profiler—Grade 10
- My Skills—Grades 10-12
- Armed Services Vocational Aptitude Battery (ASVAB)—Grade 11
- Learning Styles—Grades 10-11
- Personality Types—Grades 10-11
- Values—Grades 10-11

Step 2 – Learn about Career Options

- Career Cluster Interests—Grades 8-12
- Program of Study—Grades 8-12
- Careers that Interest Me—Grades 8-12
- Career Selector—Grades 10-12
- Compare Careers
- Military Careers

Step 3 – Look at Education

- Personal Learning Plan—Grades 8-12
- Schools that Interest Me—Grades 11-12
- Scholarships—Grades 11-12
- Post-secondary Goals—Grades 11-12
- Career & Life Goals—Grades 10-11

Step 4 – Talk to Others

- Parent Review of Portfolio—Grades 8-12
- Annual Portfolio Review—Grades 9-12
- Job Shadow
- Career Fair

Step 5 – Make Your Decision

- Career Planning Activities—Grades 9-12
- Activities, Experiences & Awards
 - Hobbies & Interests—Grades 8-12
 - Extracurricular Activities—Grades 8-12
 - Awards & Certificates—Grades 8-12
 - Skills & Abilities—Grades 10-12

Step 6 – Review Your Decisions

- Personal Learning Plan
- Portfolio Review
- Parental Review

Step 7 – Take the Next Big Step

- Register for classes in Career Cluster area
- Participate in Capstone Experiences—Grade 12
- Create a Resume

Future Planning Checklist

(Check each of the activities you have completed.)

<u>SELF-KNOWLEDGE</u>	√
Taken the SDCAP—Career Matchmaker	
Taken the SDCAP—Ability Profiler	
Taken the SDCAP—Learning Styles Assessment	
Identified the career cluster and pathway that most closely match my career interests and aptitude	
Taken the PSAT	
Taken the PLAN	
Taken the ASVAB	
Taken the State-mandated standardized tests	
Taken the ACT or SAT	
<u>CAREER EXPLORATION</u>	
Accessed SMyLife.com	
Created a Portfolio	
Created a Personal Learning Plan	
Learned about the career clusters at my high school	
Participated in at least one job-shadowing experience	
Attended a Career Fair / Post-High Planning Day	
Visited with a school counselor about career selection	
Visited with Parents	
Signed up for extracurricular activities that relate to career cluster	
<u>EDUCATIONAL EXPLORATION</u>	
Attended Post-High Planning Day	
Researched postsecondary education websites	
Visited with a postsecondary education representative	
Visited a postsecondary education campus	
<u>EDUCATIONAL AND CAREER PLANNING</u>	
Developed & updated my Personal Learning Plan	
Completed a capstone experience—Youth Internship, Senior Experience, Entrepreneurship	
Discussed my educational & career plans with my parents, teachers, coach, employer or school counselor	
Requested a letter of recommendation from a teacher, coach, employer or school counselor	
Created a resume	
Submitted an application for a postsecondary job or postsecondary educational institution	
Submitted completed Free Application for Federal Student Aid	
Submitted scholarship applications	

SDMyLife.com – PARENT PORTAL

Students across South Dakota have access to the South Dakota My Portfolio tool. My Portfolio Tool designed to help students bring together their academic achievements, extracurricular experiences, and career and education exploration activities. This enables the student, parents or guardians, teachers, and schools counselors to work together to develop a course of study that meets the student's needs and goals.

My Portfolio allows students to:

- Record their career, education, and life goals.
- Bookmark careers and schools that are of interest to them and include their thoughts about each.
- Explore South Dakota's 16 Career Clusters and track the clusters that interest them.
- Store their results from standardized tests and assessments, including the Career Matchmaker interest inventory, Ability Profiler, and Learning Styles Inventory.
- Keep track of their career and educational exploration activities.
- Record their extracurricular activities, hobbies, and interests.
- Document their community services and work experience.
- Develop their Personal Learning Plan, including their four-year high school Program of Study.
- List awards, certificates, and recognitions they have received.
- Upload related files, such as essays, scanned artwork, and letters of reference.
- Create personalized, professional-looking resumes.

The Parent Portal will allow you to view your child's My Portfolio, explore the careers and schools that are of interest to them, and record your thoughts on your child's work, goals, and plans.

Contact your child's school to obtain your My Portfolio Parent Portal username and password.