

12th Grade Guideway Manual

**you need
a plan to
succeed.**

**start your
plan now!**

IOWA
guideways



www.IHaveAPlanIowa.gov



Provided by Iowa College Aid

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I Have A Plan Iowa®

Iowa code specifies that all Iowa students must create student curriculum plans. Students begin work on their plans during 8th grade and continue to build upon them throughout high school by completing identified state components specific to each grade level. As Iowa's designated career information and decision-making system, I Have A Plan Iowa® incorporates the state components into grade-specific guideways to help schools meet the requirements of the student curriculum plan.

The guideways:

- Provide an easy step-by-step process for students to complete the required components.
- Allow the Iowa Department of Education to receive the required data reports automatically.

Getting Started with I Have A Plan Iowa®

The first step is to create a professional account. You will need an account to view the steps of the guideway and to monitor students' progress. To create an account, go to <http://procenter.ihaveaplaniowa.gov> and click on Create a Professional Center Account. You will need a Professional Account Access Key or Administrator Code. If you do not have the code for your school, please call the Information Service Center at 877-272-4456.

Need Training?

Iowa College Aid offers free training and support. Receive the help you need to lead your students through the guideway. Training is available through your AEA, on site, webinars and the ICN.

The IHAPI Training Team

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Visit the **For Educator** section of www.IHaveAPlanIowa.gov to:

- View the online training calendar.
- Request training and register for a workshop.
- Access tutorials and manuals.
- Select lesson plans and activities.
- Request free publications.



The screenshot shows the homepage of the 'i have a plan! IOWA' website. At the top, there is a search bar and a 'Go' button. Below the search bar, there are links for 'Sign In', 'Create an Account', 'Talk to Us', and 'Need Help?'. The main content area features a large banner with the text 'Explore who you are through assessments!' and a photo of a diverse group of young people. Below the banner, there is a 'WHO ARE YOU?' section with icons for 'Elementary Student', 'Middle School Student', 'High School Student', 'College Student', 'Adult', 'For Educators', 'For College Professionals', 'For Workforce Advisors', and 'For Parents'. To the right of the banner, there is a 'SIGN IN' button and a 'New to this site? Create an Account' link. Below that, there are links for 'Forgot your account name?' and 'Forgot your password?'. Further down, there is a 'IOWA APPLY NOW Financial Aid Application' button and a 'WHAT'S HAPPENING IN IOWA' section with links for 'Online Test Preparation', 'Scholarship Search', 'Colleges & Universities', 'Career Exploration', and 'Iowa "HOT" Jobs'. At the bottom, there is a 'SHARE YOUR PLAN' section with social media icons for Facebook, Twitter, YouTube, and WordPress. The footer contains logos for the Iowa Department of Education, IowaWORKS, Iowa College Student Aid Commission, and Iowa College Aid.

The screenshot shows the 'For Educators' section of the 'i have a plan! IOWA' website. The page is titled 'Middle School and High School Educators'. It features a navigation bar with links for 'CAREER PLANNING', 'HIGH SCHOOL PLANNING', 'COLLEGE PLANNING', 'FINANCIAL AID PLANNING', and 'YOUR PORTFOLIO'. The main content area is divided into several sections: 'CUSTOMER CARE' with links for 'Webinar Training', 'Resource Library', 'Learn More about What's Here', and 'Workshop Evaluation'; 'STATE OF IOWA REQUIREMENTS' with links for 'Guidance on the Student Curriculum (8th Grade) Plan', 'Iowa Core Curriculum', and 'Iowa Gateways'; 'ELEMENTARY SCHOOL RESOURCES' with links for 'Plans in Jobland Lesson Plans and Worksheets (Grades K-2)', 'Plans in Jobland Lesson Plans and Worksheets (Grades 3-5)', 'Plans Activity Book', 'Plans Poster', and 'ASCA Correlations for Plans in Jobland'; 'SCHOLARSHIP CERTIFICATION' with links for 'All Iowa Opportunity Scholarship Certification' and 'Governor Terry E. Branstad Iowa State Fair Scholarship Certification'; 'CONNECT TO IOWA COLLEGE AID' with links for 'Iowa College Aid' and 'GEAR UP Iowa'; 'PROFESSIONAL CENTER' with a 'GO' button; 'IOWA CONTACTS' with links for 'Meet the Trainers' and 'Contact Iowa College Aid'; and 'ROADS TO SUCCESS' with links for 'Grade 7', 'Grade 8', 'Grade 9 (7-12 version)', 'Grade 9 (9-12 version)', 'Grade 10', 'Grade 11', 'Grade 12', and 'Program Manual'. The footer contains a URL: 'http://www.iowa.gov/education/workshops/reqat.asp'.

About Iowa College Aid

Iowa College Aid is a state agency with over 40 years of experience connecting students and families with the essential resources and services they need to plan, prepare and pay for college. For more information, visit our website at: www.IowaCollegeAid.gov



To access the Iowa Guideways, students must first create an account. Once that process is complete, they will be ready to use the I Have A Plan Iowa® 12th Grade Guideway.

Using the 12th Grade Guideway

To access the guideways, sign into an account and select the **Iowa Guideways** link from the landing page.

PLEASE NOTE: Your students **MUST** complete the required components in the Guideway in order for their work to be recorded for the Iowa Department of Education report.



Iowa 12th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 12th grade students. While there is a lot here, students don't need to do it all at once. They can stop between steps and pick up later where they left off. The 12th Grade Guideway lets students:

- Discover their interests and check out related careers
- Search for careers
- Search for colleges
- Connect the dots and build a career plan
- Practice for interviews
- Reflect on their plans for the future

Step 1 – Interest Profiler

Allow students at least 10 – 20 minutes to complete the 180 question assessment. To begin, click **Get Started**.

The Interest Profiler asks students questions about what they enjoy. Be sure students understand that, when completing the assessment, they should focus on what they like to do or think they would like to do in the future, assuming they will develop the skills needed.

NOTE: If the student previously completed the Interest Profiler, their results will display. They should complete the assessment again to see how their interests have changed over time.

Once this step is complete, students will click **Continue** at the top of the page to progress to the next step.

RESULT: Once students complete the Interest Profiler, they will be able to view their top Interest Areas. Interest Areas are based on the research of John Holland, who theorized that most individuals are a combination of the following qualities:

- 1) Realistic
- 2) Artistic
- 3) Investigative
- 4) Social
- 5) Enterprising
- 6) Conventional

Hint: The reflection is not required to continue to the next step of the Guideway.

GUIDEWAYS Iowa 12th Grade Guideway
Interest Profiler
Step 1 of 7
Complete the Interest Profiler and discover your top interest areas.
Continue

Interest Profiler

Start
Questions
Results
Careers

Figure out what interests you have and match them to careers

Duration: 10-20 minutes to answer 180 questions

Get Started

You previously completed the Interest Profiler on:
September 05, 2013 Enterprising, Artistic

Interest Profiler

Start
Questions
Results
Careers

YOUR TOP INTEREST AREAS

Realistic

- You are a "Do-er".
- You enjoy "hands-on" activities -- building, tinkering, fixing.
- You prefer concrete (vs. abstract) problems.
- You find that using tools and machinery seems to come naturally to you.
- You often enjoy working outdoors.
- You may describe yourself as athletic.

Enterprising

- You are a "Persuader".
- You enjoy leading or managing other people.
- You often respond well to competition and enjoy leading teams.
- You are willing to take risks.
- You value status, power, money and material possessions.
- You describe yourself as ambitious or energetic.

View Careers

Your Ranking of the Interest Areas

Click a title to see a description of that interest area and all of the careers associated with it.

Realistic	15
Enterprising	15
Conventional	14
Investigative	11
Artistic	10
Social	10

(Keep in mind that the higher the ranking, the better the interest area matches you.)

Your reflections on your Interest Profiler results:

Do these interests sound like you? Why or why not? How do these interests match your career plans?

Save

Optional Educational Enancement Activity

After completing the interest profiler, instruct students to find an occupation that is not on his or her list but is still of interest to them. Students should write a paragraph addressing the following: what factors contribute to that occupation not showing up in their results and what they would need to do to get it to appear in their list.



Step 2 – Career Finder

The Career Finder allows students to search for careers matching a specific characteristic or several characteristics.

Characteristics can be found on the left side of the screen.

HINT: Students must save three careers to their portfolio before they are allowed to continue in the guideway.

For example, in this Career Finder search, education level is used as a characteristic.

If students select the bachelor's degree box, Career Finder will automatically select the boxes indicating less education which will generate a list of careers requiring a bachelor's degree *and* all other careers requiring less education.

If students wish to view *only* those careers requiring a bachelor's degree, they can uncheck the other boxes before selecting **See Your Matching Careers**.

NOTE: The list of matching careers can be refined by selecting additional characteristics in the column on the left.

NOTE: It is not recommended for students to input information for each characteristic.

Students should continue to add characteristics that are important to them to narrow their list to a manageable number of careers.



To learn more about a career, students should click on a career name.

NOTE: To progress in the guideway, students must save three careers to their portfolio.

665 matches
(after last selection)

Education

- Education Level
- Post-Secondary Programs
- School Subjects
- Apprenticeships

Money and Outlook

- Earnings
- Outlook

Skills

- Basic Skills
- Transferable Skills
- Workplace Skills

My Characteristics

- Interests
- Work Values
- Aptitudes

You chose the following characteristics:

- Education Levels: High school not completed (but preferred), High school completed (GED), One to two years post-secondary training, Bachelor's degree

Didn't find the career you're looking for? Search for the career you're looking for, then see how it compares to the characteristics you've chosen.

Go Search for:

665 careers match all of these characteristics

1 2 3 next last

Career	Education Level	State Average Annual Earnings	Career Cluster	
Accountant		\$62,241	Business, Management and Administration	Compare your selections
Actor	High school preferred, plus long term, on-the-job training	\$33,353	Arts, Audio-Video Technology and Communications	Compare your selections

To save a career to a portfolio, select the **Add to Portfolio** on the left of the page. Once the first and second careers have been saved to the portfolio, select **Review Other Careers** at the top of the page to review the career list again.

RESULT: Once at least three careers of interest have been saved to the portfolio, select **Continue** at the top of the page to go on to the next step.

Optional Educational Enhancement Activity

Have students access their list of careers from the Career Finder results. From this list, have students determine where in the country they would find a concentration of these occupations.

GUIDEWAYS Iowa 12th Grade Guideway Career Finder **Step 2**

Use the Career Finder to build lists of suggested careers. Review and save at least three careers to your portfolio for future planning before continuing.

Review Other Careers

Continue

Print This | E-mail This | PDF

Aerospace Engineer > What They Do

What They Do

Is This For You?

Skills You Need

What To Learn

Money And Outlook

Military Options

Connections

Interviews

Real Life Activities

Add to Portfolio

Compare to another Career

Start a Career Plan

JUST THE FACTS

Performs a variety of engineering tasks in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate suitability of materials and equipment for aircraft manufacture. Uses computers to record and analyze data. May use computer-aided design systems to produce and analyze designs.

This career is part of the Science, Technology, Engineering and Mathematics cluster Engineering and Technology pathway.

A person in this career:

- Directs and coordinates activities of engineering or technical personnel designing, fabricating, modifying, or testing of aircraft or aerospace products.
- Formulates conceptual design of aeronautical or aerospace products or systems to meet customer requirements or conform to environmental regulations.
- Plans and coordinates activities concerned with investigating and resolving customers' reports of technical problems with aircraft or aerospace vehicles.
- Plans or conducts experimental, environmental, operational, or stress tests on models or prototypes of aircraft or aerospace systems or equipment.
- Analyzes project requests and proposals and engineering data to determine feasibility, productivity, cost, and production time of aerospace or aeronautical product.
- Evaluates product data or design from inspections or reports for conformance to engineering principles, customer requirements, environmental regulations, or quality standards.
- Maintains records of performance reports for future reference.

Insider Info

Dig into the details and check out what people in this job have to say about their work.

Insider Info

Related Careers

- Microsystems Engineer
- Automotive Engineer
- Cost Estimator
- Electrical Engineer
- Electronics Engineer
- Energy Engineer
- Fuel Cell Engineer
- Mechanical Engineer
- Radio Frequency Identification Device Specialist
- Space Operations Officer... (Military - Officer)

Multimedia

Watch a one-minute video showing what it's like to work in this career or related careers

Aerospace Engineers

watch video



Step 3 – School Finder

There are many factors to consider when searching for a college. The School Finder helps build lists of postsecondary schools that match the characteristics chosen by the student.

Characteristics can be found on the left side of the screen. The student should choose the characteristics which are most important to them. The characteristics should be chosen in priority order.

To learn more about a school, students should click on a school's name.

HINT: Students must review and save three schools to their portfolio before they are allowed to continue in the guideway.

To save a school to a portfolio, select **Add to Portfolio** on the left of the page.

Once the first and second schools have been saved to the portfolio, select **Review Other Schools** at the top of the page to review the school list again.

Once at least three schools have been saved, select **Continue** at the top of the page.

HINT: Students can review and update their list of saved schools at anytime in the College Planning Section of their portfolio.

419 matches
(after last selection)

Key Facts

- ✓ Location
- ✓ School Type
- ✓ Public/Private
- School Setting
- School Size
- Academic Calendar
- Historically Black

Admissions

- Entrance Difficulty
- Test Preference
- GPA
- ACT Scores
- SAT Scores
- Admissions Policies
- Advanced Placement
- International Baccalaureate
- Applicant Selection Criteria

Costs And Financial Aid

- Tuition
- Tuition Plus Room & Board
- Tuition Payment Plans

You chose the following characteristics:

- Location: Midwest
- School Type: Bachelor's degree programs which are typically four years in length and can be found at four-year colleges and universities
- Public/Private: Private

Didn't find the school you're looking for? Search for the school you're looking for, then see how it compares to the characteristics you've chosen.

Go Search for:

419 schools match all of these characteristics
Iowa schools are shown first

1 2 3 next > last >>

School	Type	Tuition	Number of Students	Online Application	
Allen College Waterloo, IA	Four-Year, Two-Year, Graduate	\$15,936	477	–	Compare your selections
American College of Hairstyling - Cedar Rapids Cedar Rapids, IA	Four-Year	–	–	–	Compare your selections
American College of Hairstyling - Des Moines Des Moines, IA	Four-Year	\$15,120	–	–	Compare your selections
Ashford University Clinton, IA	Four-Year	\$15,720	–	–	Compare your selections
Briar Cliff University Sioux City, IA	Four-Year	\$23,600	1,156	–	Compare your selections
Buena Vista University Storm Lake, IA			116	Apply	Compare your selections

GUIDEWAYS Iowa 12th Grade Guideway School Finder **Step 3 of 7**

Use the characteristics in the School Finder to build lists of suggested colleges. Review and save at least three schools to your portfolio for future planning before continuing.

➤ Review Other Schools

➤ Continue

Print This | Email This | PDF This

Buena Vista University At a Glance

- At a Glance
- Admissions
- Academics
- Costs & Financial Aid
- Student Life
- Transfer Students
- International Students
- Learning Disabled
- Save to Your Portfolio
- Undergraduate Application

BUENA VISTA
We are proudly a small town college.

Buena Vista University
610 West Fourth Street
Storm Lake, IA 50588

Official telephone: (712) 746-2400
Toll-free telephone: (800) 203-2821
Fax number: (712) 746-2037
Website: www.bvu.edu

Screen last updated on: December 6, 2012

QUICK FACTS

Year established : 1891
Type of school : university, private (nonprofit)
Programs : 4-year undergraduate, graduate school
Religious affiliation : yes, Presbyterian Church
Campus enrollment : 816 students
Coeducational information : coeducational institution, founded as coeducational institution
Location description : in or near a small town (pop. 5,000-25,000)
Application fee : none

CONTACT INFORMATION

Optional Educational Enancement Activity

From the list of schools generated by the school finder, have students create a pros and cons list of their top two schools.



Step 4 – Career Plan Builder

The Career Plan Builder helps students bring their work together by selecting a career goal and the appropriate education path and putting it into a plan. The career plan includes a selected career, program/major and a school.

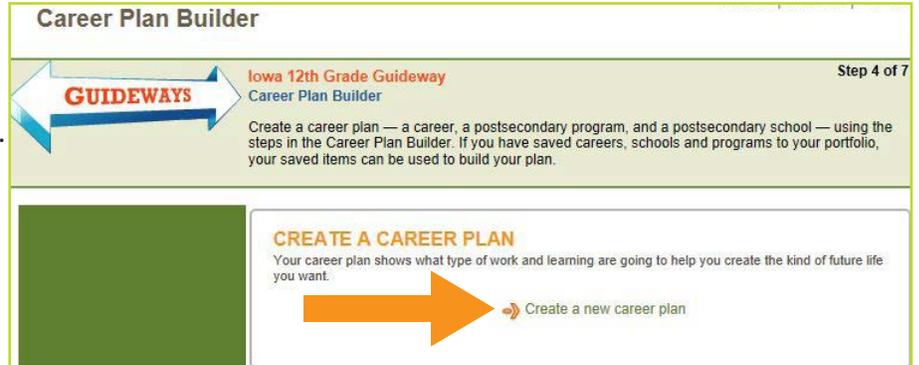
NOTE: Students can build multiple plans. They should be encouraged to build a plan A and a plan B to ensure they have options.

To begin, students should select **Create a new career plan**.

Create a Career Plan

The first step is to choose a career for the plan. To begin, students should click the **Start your plan now** button.

NOTE: A simple plan may be completed in 15 minutes. Some students may take longer or may wish to spend more time on their plan.



Career Plan Builder

Iowa 12th Grade Guideway
Career Plan Builder

Step 4 of 7

GUIDEWAYS

Create a career plan — a career, a postsecondary program, and a postsecondary school — using the steps in the Career Plan Builder. If you have saved careers, schools and programs to your portfolio, your saved items can be used to build your plan.

CREATE A CAREER PLAN

Your career plan shows what type of work and learning are going to help you create the kind of future life you want.

Create a new career plan



YOUR CAREER PLAN

Your career plan shows what type of work and learning are going to help you create the kind of future life you want. It's easy and more fun than you think.

Start your plan now

Work
Find your best career path and connect it to education options.

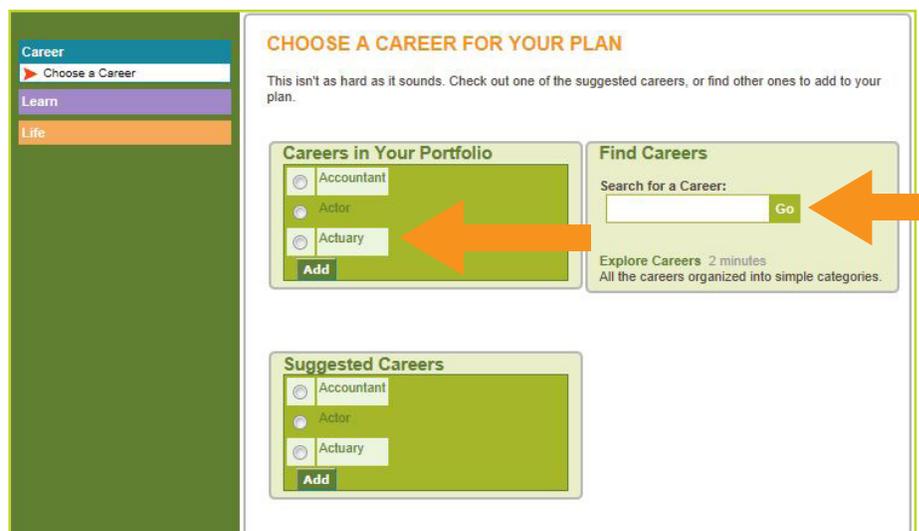
Learn
Start here if you already have a college or program in mind.

Life
Imagine how your life will look a decade after graduation.

Choose a Career Path

Students should add a career to their plan. This can be done by choosing a career already saved to their portfolio, searching for a specific career, or exploring careers (organized into simple categories).

HINT: If the student has careers, schools and programs/majors already saved to their portfolio, the saved items can be used to build the plan.



CHOOSE A CAREER FOR YOUR PLAN

This isn't as hard as it sounds. Check out one of the suggested careers, or find other ones to add to your plan.

Career
Choose a Career
Learn
Life

Careers in Your Portfolio

- Accountant
- Actor
- Actuary

Add

Find Careers

Search for a Career: Go

Explore Careers 2 minutes
All the careers organized into simple categories.

Suggested Careers

- Accountant
- Actor
- Actuary

Add



Confirm Your Career Choice



The student should then confirm the career choice by looking at the important aspects of the career and answering the questions to confirm that it is the right choice.

HINT: If students wish to change the career in their plan, they can edit their choice.

Once the aspects of the career are confirmed, students should click the Save and continue button at the bottom of the page.

NOTE: The characteristics of the chosen career are compared to that of the student based on assessment results. For example, if the student has taken the Interest Profiler, their work interest results will be compared to those of other people who tend to succeed in this occupation.

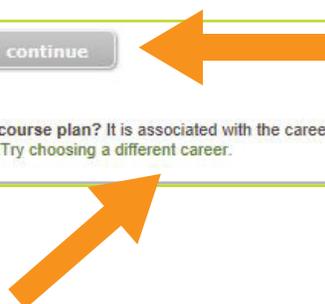
Confirm Your High School Course Plan

The next step is to confirm that the general course plan displayed matches the courses the student has taken or is planning to take. The course plan recommendations are generally based on those courses that would prepare a student for the career or postsecondary education chosen in the career plan.

Students should select the **Save and continue** button at the bottom of the page when finished.

HINT: If the high school course plan is not associated with the career chosen, the student is prompted to choose a different career.

Subject Area	9th Grade	10th Grade	11th Grade	12th Grade
English / Language Arts	english today * 4 credit(s) Note	english today * 4 credit(s) —OR—	english today * 4 credit(s) —OR—	english today * 4 credit(s) —OR—
		LA 10 * 2 credit(s) Note	Language Arts III * 1 credit(s) Note	Intro to Journalism * 2 credit(s) Note
Social Studies	Geography * 1 credit(s) —OR—	U.S. History * 1 credit(s)	Psychology * 1 credit(s) —OR—	Economics * 1 credit(s) —OR—
	State History * 1 credit(s)		World History * 0.5 credit(s)	Government * 1 credit(s)



Choose an Educational Path

Based on the recommended educational requirements for the chosen career, students choose an academic program.

If the recommended program is not what the student is looking for, they are prompted to choose a different career for their plan.

Confirm Your Educational Path

Students now confirm their choice by answering questions about the important aspects of the chosen educational path.

HINT: If the program does not fit the student's goals, another path can be chosen.

Once complete, students should click the **Save and continue** button.

Choose a Postsecondary School

The next step is to choose a school for the plan. Students should use the drop down menu to choose a state or region and click **Go**.

Students should choose a school from the displayed list and click the **Add** button. The schools listed are those schools which offer the program in the state or region chosen by the student in previous steps.

To choose a different state or region, use the drop down menu and click **Go**.

HINT: If the student is not interested in any of the schools listed, they should choose a different program.

CHOOSE AN EDUCATIONAL PATH
There are many possible paths to prepare you for the career you chose. Read through the possibilities below and choose the best option for you.

Recommended Educational Requirements
Accountant - Education Options
• Bachelor's degree
Most accountant positions require at least a bachelor's degree in accounting or a related field. Some employers prefer applicants with a master's degree in accounting or with a master's degree in business administration with a concentration in accounting. Accountants are required to be licensed in each state as Certified Public Accountants (CPA). The American Institute of Certified Public Accountants (AICPA) provides information regarding state licensing requirements.

Choose Your Path
Choose a program from the list below, keeping in mind that the time required for each program may vary depending on the school you select.

- Accounting (52.0301)
- Accounting and Finance (52.0304)
- Accounting and Business/Management (52.0305)
- Taxation (52.1001)

Add

Don't see anything interesting? These are the educational paths and programs related to the career you chose. If this list doesn't seem to be suiting you as well as you thought, try choosing a different career.

CONFIRM YOUR EDUCATIONAL PATH
Take a quick look at some important aspects of the path you've chosen

• Your path choice is Accounting

Work Experience
Vocational programs tend to have work experience and co-op terms as part of the training.
Are you OK with that? Yes No

Type of Program
This program is offered at lower levels than your chosen career requires. Although you can start with a shorter program, you'll probably need to continue beyond that level - make sure you'll have the courses and credits you'll need at the next level.
Are you OK with that? Yes No

Save and continue

Having second thoughts?
If this program doesn't seem to be suiting you as well as you thought, try choosing a different program or education path.

CHOOSE A POSTSECONDARY SCHOOL FOR YOUR PLAN

Choose a state or region:
Choose a state or region **Go**

CHOOSE A POSTSECONDARY SCHOOL FOR YOUR PLAN

State or Region You Chose: Iowa
Click on a school's name for a complete profile:

<input type="radio"/> Southeastern Community College	West Burlington, IA
<input type="radio"/> Southwestern Community College	Creston, IA
<input type="radio"/> St. Ambrose University	Davenport, IA
<input type="radio"/> Upper Iowa University	Fayette, IA
<input type="radio"/> Wartburg College	Waverly, IA
<input type="radio"/> Western Iowa Tech Community College - Sioux City	Sioux City, IA
<input type="radio"/> William Penn University	Oskaloosa, IA
<input type="radio"/> Kaplan University - Cedar Falls	Cedar Falls, IA
<input type="radio"/> Kaplan University - Davenport	Davenport, IA

Add

Choose a state or region:
Iowa **Go**

Don't see anything interesting? These are the schools offering the program you chose. If you aren't interested in any of these schools, try choosing a different program.



Confirm Your Postsecondary School Choice

Students now confirm their choice by answering questions about the important aspects of the chosen school.

HINT: If the school does not fit the student's goals, another school can be chosen.

Once complete, students should click the **Save and continue** button.

Career
Accountant [Edit](#)

Learn
In High School
Business Information Technology [Edit](#)
After High School
Accounting [Edit](#)
Drake University [Edit](#)
▶ Confirm Your School Choice

Life

CONFIRM YOUR POSTSECONDARY SCHOOL CHOICE

Take a quick look at some important aspects of the school you've chosen

▶ Your school of choice is Drake University

Entrance Difficulty

It's harder to get into this school than most. The entrance difficulty is higher than the average for all schools of the same type. You'll likely need excellent marks in high school and a high-quality application to be accepted.

Are you OK with that? Yes No

Degrees Offered

This school offers the program you chose at a higher level than the recommended level for the careers you chose. Although more education may help you be more competitive in the job market, it might mean staying in school longer than you need to for your career goal.

Are you OK with that? Yes No

Save and continue

Having second thoughts? If this school doesn't seem to be suiting you as well as you thought, try choosing a different school.

Make Some Lifestyle Predictions

The next step of the plan is for students to think about the type of lifestyle choices they will be making in the 10-15 years after graduating from high school. Students are encouraged to consider where they plan to live, what types of leisure activities in which they will engage and the type of family they plan to have.

Once complete, students should click the **Save and continue** button at the bottom of the page.

Career
Accountant [Edit](#)

Learn
In High School
Business Information Technology [Edit](#)
After High School
Accounting [Edit](#)
Drake University [Edit](#)
▶ Make some lifestyle predictions

Life

MAKE SOME LIFESTYLE PREDICTIONS

You've got a great plan going already -- you've figured out what kinds of work and learning you plan to do after high school. But what will the rest of your life look like after you've been working at your chosen career for a few years? Try to imagine what types of lifestyle choices you'll be making 10 or 15 years after graduating from high school.

Home

Where do you plan to be living 10 or 15 years after high school?

State or Region

Outside the Country

Doesn't matter

What sort of neighborhood do you imagine yourself living in?

Urban -- downtown apartments, lofts and townhouses

Suburban -- away from downtown, close to malls and freeways

Small City -- big enough to be anonymous, but not too big

Small Town -- not in the city, but not too far out in the boonies

Rural -- country life, acreages, out of town, maybe agricultural

Doesn't matter

Leisure

Enter up to two hobbies or other activities (arts, travel, collecting, entertainment) you think will be most important to you in the future:

Enter up to two sports or outdoor activities (camping, fishing, snowboarding) you think will be most important to you in the future:

Enter volunteering or helping activities (community work, caring for the elderly, fund-raising) that might be important to you in the future:

Family

There are all kinds of families these days -- what do you think yours might look like when you're 30 years old?

Single No kids

Married One kid

Shared Accommodations Two or more kids

Doesn't Matter Doesn't matter

Your extended family living with you

Your extended family living nearby

Your extended family nowhere near you

Doesn't matter

Save and continue

Making Your Plan Happen

The next step is review the advice listed as a starting point to make the plan happen.

NOTE: The *Edit* button on the left hand menu allows students to go back to any portion of their plan and edit their choices.

HINT: Students can build more than one plan to reflect different options or career choices.

Students should click **Continue** at the bottom of the page to go to the next step.

MAKING YOUR PLAN HAPPEN
Your plan represents one possible future. If you are going to make it your future, use this advice as a starting point:

Preparing for Your Career

- Arrange for job-shadowing experience with someone in your chosen field.
- Consider volunteering to get experience and try out the field.
- Contact a related association or local workplace to ask for career advice.
- Contact potential employers to discover hiring practices and potential opportunities.
- Practice and complete job applications and interviews as defined by employers.
- Document the skills you have that will enable you to fulfill the requirements of this occupation.
- Keep an eye on the demand for your chosen career in the state you want to live in - this can change quickly.

High School Planning

- Select courses that match your chosen course plan.
- When you're starting to look for full-time work, use your contacts in the school to find opportunities: teachers, counselors, friends and their families.
- Confirm that your high school courses match entrance requirements for the post-secondary program and school you've chosen.
- Set academic goals for high school courses to ensure your marks are high enough.
- Request that your high school send official transcripts to colleges (usually in January of your senior year and again in June).
- Ask teachers about writing letters of recommendation.

What Next?

Lastly, students are reminded that determining their future is an ongoing process. Students are encouraged to use the **Your Journal** feature in their portfolio to reflect on the process and their resulting career plan.

Students then ask themselves how comfortable they are with the plan that they created.

WHAT NEXT?
You did a great job on your career plan, but figuring out your future is an ongoing process. For now, consider these next steps:

- Write a bit about how you feel about this career plan in Your Journal
- Bookmark Your Portfolio and keep your portfolio name and password handy so you can return to improve your plan.
- Bring a copy of your plan along when you talk to your guidance counselor about course selections or other plans.

Is This Your Future?
Think about how comfortable you are with this plan. How well do you think it reflects who you are?

- This is your true calling in life and you will make it happen at all costs.
- With a few minor changes along the way, there's a good chance of your future working out like this.
- This plan looks really good to you, but you might be equally happy with a different one.
- It seems unlikely that your future will turn out this way, but there may be parts of it that could happen.
- There's absolutely no chance that your future will look like this.

[← Back to Career Plans page in Your Portfolio](#)

Students may now choose to create another career plan, or if they are finished building their plan they may click **Continue** in the Guideway badge.

GUIDEWAYS

Iowa 12th Grade Guideway Career Plan Builder Step 4 of 7

Create a career plan — a career, a postsecondary program, and a postsecondary school — using the steps in the Career Plan Builder. If you have saved careers, schools and programs to your portfolio, your saved items can be used to build your plan.

[Continue](#)

CAREER PLANS (CREATED IN THE CAREER PLAN BUILDER)

- PLAN A: Accountant; Accounting; Drake University;

[Create a new career plan using the Career Plan Builder](#)

Step 5 – Job Interview Practice

In the next step, students will practice answers to common job interview questions related to specific job categories. The answers will be stored in the portfolio.

Note: This activity will take 20-30 minutes for students to complete.

Students should choose the set of questions they would like to use for the activity.

Note: The student may not progress to the next step of the guideway until this step is complete.

Students should type in their answers to each question. Once complete, they should click **Next Question**.

Note: The text to the right of the answer box provides helpful information and tips on how to answer the question.

Hint: Students can skip questions and then answer any skipped questions at the end of the interview.

Job Interview Practice

The screenshot shows the 'Job Interview Practice' interface. On the left is a vertical navigation menu with buttons: 'Start', 'Choose Questions', 'Answer Questions', and 'Review Answers'. The 'Start' button is highlighted. The main content area has a title 'INTRODUCTION' and a sub-header 'Practice makes perfect. Here's an opportunity to practice your answers to all kinds of interview questions. The more you practice, the better prepared you'll be for the toughest interview questions.' Below this is a 'Duration:' section with a circular progress indicator and text '20-30 minutes to answer 10 questions'. At the bottom right is a 'Get Started' button.

The screenshot shows the 'GUIDEWAYS' screen. At the top left is a blue double-headed arrow with the word 'GUIDEWAYS' in red. To the right, it says 'Iowa 12th Grade Guideway Job Interview Practice' and 'Step 5 of 7'. Below this is the instruction: 'Practice your answers to one of the sets of common interview questions using the Job Interview Practice module.' The main content area is titled 'Job Interview Practice' and has a navigation menu on the left with 'Start' and 'Choose Questions' highlighted. The main area is titled 'CHOOSE YOUR QUESTION SET' and contains the text: 'Depending on the type of job you are interviewing for, different types of questions may be asked. Choose one of these sets of questions for practice:'. A list of question sets is shown: 'Commonly Asked Questions', 'Work Related Questions', 'Administrative Job Questions', 'Retail Job Questions', 'Service Industry Questions', and 'Industrial Industry Questions'. A large orange arrow points to 'Commonly Asked Questions'.

The screenshot shows the 'COMMONLY ASKED QUESTIONS' screen. The navigation menu on the left has 'Answer Questions' highlighted. The main content area is titled 'COMMONLY ASKED QUESTIONS' and 'Question 1 of 10'. The question is 'Tell me about yourself.' Below the question is a large text input box. To the right of the input box is a 'How You Should Answer' section with a scrollable area containing tips: 'A great answer is "Sure, I'd love to, where would you like me to start?" This helps you and the interviewer figure out where to begin. Talk about a couple of your key achievements and the interviewer will likely select an accomplishment and ask you to tell more about it. You score points every time you discuss successes.' At the bottom left of the main area is a 'Next Question' button with a right-pointing arrow. A large orange arrow points to this button.



Step 5 – Job Interview Practice

In the next step, students will practice answers to common job interview questions related to specific job categories. The answers will be stored in the portfolio.

Note: This activity will take 20-30 minutes for students to complete.

Students should choose the set of questions they would like to use for the activity.

Note: The student may not progress to the next step of the guideway until this step is complete.

Students should type in their answers to each question. Once complete, they should click **Next Question**.

Note: The text to the right of the answer box provides helpful information and tips on how to answer the question.

Hint: Students can skip questions and then answer any skipped questions at the end of the interview.

Optional Educational Enhancement Activity

After completing the job interview practice questions, have students conduct mock interviews with a partner. To access a complete lesson plan visit: https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/interview_practice.pdf

The screenshot shows the 'Job Interview Practice' interface. On the left is a navigation menu with buttons for 'Start', 'Choose Questions', 'Answer Questions', and 'Review Answers'. The main content area is titled 'COMMONLY ASKED QUESTIONS' and shows 'Question 10 of 10'. The question is 'Why should I hire you?'. The answer box contains the text 'I have a proven track record in sales.' To the right of the answer box is a section titled 'How You Should Answer' with the following text: 'This is a great opportunity to sell yourself. Talk about your strengths and how they fit the needs of the company. You can briefly talk about skills or strengths that haven't already been discussed.' At the bottom of the interface, there are buttons for 'Previous Question' and 'Review Answers', with an orange arrow pointing to the 'Review Answers' button.

The screenshot shows the 'Job Interview Practice' interface at 'Step 5 of 7'. At the top, there is a 'GUIDEWAYS' button and text indicating 'Iowa 12th Grade Guideway Job Interview Practice' and 'Practice your answers to one of the sets of common interview questions using the Job Interview Practice module.' A 'Continue' button is highlighted with an orange arrow. Below this is the 'REVIEW YOUR ANSWERS' section. It states: 'You've completed the "Commonly Asked Questions" job interview practice... well done! Here are your answers to the practice interview questions. You can edit them here and add answers for questions you might have skipped.' There are three questions listed: 1. 'Tell me about yourself.' with a sample answer: 'During my 10 years of experience as a sales manager, I have mastered the ability to coach, train, and motivate sales teams into reaching corporate goals. My team has reached it's sales goal each quarter for the past 8 years. In my recent position, I was challenged with turning around a stagnant territory that ranked last in sales in the Northeastern region. Using strategies that have worked in the past, I developed an aggressive sales campaign that focused on cultivating new accounts and nurturing the existing client base. The results were tremendous, within six months my sales team and I were able to revitalize the territory and boost sales by 58%.' 2. 'What is your greatest strength?' with a sample answer: 'I have consistently out-sold the national sales benchmark and led my team to the President's award five times, but I think that my greatest strength is that I care about my customers. This is something that I believe you cannot fake and which is at the root of consistent success.' 3. 'Can you describe a situation in your past where you learned from a mistake?'. Each question has an 'Edit this answer' link. An orange arrow points to the 'Edit this answer' link for the first question.



Step 6 – Your Plan of Study

In this step, students will review their plan of study to ensure their 11th grade courses have been recorded accurately. Students should make sure their current 12th grade courses are marked as enrolled and validate their plans for 12th grade to ensure they are on track to graduate and obtain their education and career goals.

NOTE: Students can return to review their plan of study anytime. Make sure students update their plan if their career pathway or postsecondary plans change.

HINT: You can ask students to submit their plan to you for approval. You can also view reports in the Professional Center to determine which students are on track for graduation from the **Reports** tab.

Once the plan has been reviewed, revised and updated, students can click **Continue** in the Guideway badge at the top of the page.



Iowa 12th Grade Guideway
Your Plan of Study
 Review your course plans for the 12th grade and compare your completed and planned courses to your high school graduation requirements and college entrance requirements.

Step 6 of 7

[Continue](#)

[Print This](#) | [E-mail This](#) | [PDF This](#)

(1) Choose a recommended Program of Study (2) Choose graduation requirements (3) **Edit your plan of study**

MY PLAN OF STUDY #1 [Rename](#)

- Created: Sep 05, 2013
- Last Edited: Sep 16, 2013
- [Submit for Approval](#)

To see recommended courses add a [Career Cluster](#) or [Career Pathway](#)



College Requirements Checkup

Instructions:
 Keep your plan of study up to date with the courses you're **planning** to take, the ones you're **enrolled** in, and those you've **completed**. Click a cell to update it.

Career and Education Plans:

- Career: [Add](#)
- Program: [Add](#)
- Type: [Add](#)
- College: [Add](#)

Your Plan of Study compared to

00

★★★★★

9th-12th Courses, Steps or ~ credit	9th Grade	10th Grade	11th Grade	12th Grade	CHECKUP
English / Language Arts	English 9 advanced 2 cr (completed) A-	English 10 1 cr (completed) B+ Intro to journalism 2 cr (enrolled)	Language Arts III 1 cr (completed) A-	Language Arts IV 1 cr (enrolled)	Completed: 4 cr Enrolled: 3 cr Planned: 0 cr Your Total: 3 cr Required: 6 cr
Social Studies	World Geography 1 cr (completed) B+	Sociology 1 cr (completed) A- Psychology 1 cr (completed) A-	Political Science 1 cr (completed) A	Entrepreneurship 1 cr (enrolled) Personal Finance 1 cr (enrolled)	Completed: 4 cr Enrolled: 2 cr Planned: 0 cr Your Total: 6 cr Required: 6 cr

Step 7 – Journal Reflection

In the last step of the 12th Grade Guideway, students have a chance to reflect on their career and college plans.

Click **Add a new journal entry** to start.

Students enter their thoughts, ideas, and comments in the text box.

HINT: Remind students that their journal entry is not private. It can be viewed by professionals (educators and counselors) at their school.

When students click **Save** and the page is refreshed showing their comments, the step is complete.

NOTE: Students can edit their journal entry by using the **Edit** button.

Once finished, students should click the **Continue** button on the Guideway badge at the top of the page.

Summary

A summary page will appear to let the student know the recommended steps are completed. Students must continue to the summary page before it will show that they have completed this guideway.

The screenshot shows the 'Your Journal' page. At the top, there is a 'GUIDEWAYS' badge with a double-headed arrow. To its right, it says 'Iowa 12th Grade Guideway Journal Reflection' and 'Step 7 of 7'. Below the badge, there is a prompt: 'Add a new journal entry and reflect on your career and college plans. What are you excited about? What concerns do you have? What do you need to do to make your plans a reality? Who can help you?' and a 'Continue' button. Below this, there is a section for 'Add a new journal entry'. It shows a date 'September 12, 2013' and a text entry: 'I am excited to go to college. I feel it will open a lot of new opportunities for me and will be the platform I need for a successful career. There are many subjects I am interested in learning more about. I'll talk to my counselor to help decide which program would be best for me and which school.' There is an 'Edit' button next to the entry. At the bottom, it says 'Page: 1 of 1'.

The screenshot shows the 'Your Journal' page. At the top, there is a 'GUIDEWAYS' badge with a double-headed arrow. To its right, it says 'Iowa 12th Grade Guideway Journal Reflection' and 'Step 7 of 7'. Below the badge, there is a prompt: 'Add a new journal entry and reflect on your career and college plans. What are you excited about? What concerns do you have? What do you need to do to make your plans a reality? Who can help you?' and a 'Continue' button. Below this, there is a section for 'Add a new journal entry'. It shows a text box with the placeholder text 'Your thoughts, ideas, comments:'. To the right of the text box, there is a note: 'Remember, your journal entries can be reviewed by your advisor.' At the bottom of the text box, there are 'Save' and 'Cancel' buttons.

The screenshot shows the 'Your Journal' page. At the top, there is a 'GUIDEWAYS' badge with a double-headed arrow. To its right, it says 'Iowa 12th Grade Guideway Journal Reflection' and 'Step 7 of 7'. Below the badge, there is a prompt: 'Add a new journal entry and reflect on your career and college plans. What are you excited about? What concerns do you have? What do you need to do to make your plans a reality? Who can help you?' and a 'Continue' button. Below this, there is a section for 'Add a new journal entry'. It shows a date 'September 18, 2013' and a text entry: 'I am excited about going to college. I look forward to the new things I will learn. I can't wait to meet new people. My plan to study accounting, a subject I am very interested in learning more about. I need to be sure to keep my grades up this last year of high school. If I ask my counselor to help, I am sure I will find the best college for me.' There is an 'Edit' button next to the entry.

The screenshot shows the 'Summary' page. On the left, there is a vertical list of steps with arrows pointing to the right: 'Interest Profiler', 'Career Finder', 'School Finder', 'Career Plan Builder', 'Job Interview Practice', 'Your Plan of Study', 'Journal Reflection', and 'Summary'. The 'Summary' step is highlighted. To the right of the list, there is a 'GUIDEWAYS' badge with a double-headed arrow. Below the badge, it says 'IOWA 12TH GRADE GUIDEWAY Summary'. The main content of the page is a summary message: 'You have completed all the recommended steps for this year. Your work is displayed throughout the section pages of Your Portfolio. If you need to, you can revisit any of the steps from this Guideway on your own without having to restart this Guideway. Use the tabs at the top of this page to go to a particular section of the system. You can continue to use the system and your portfolio after you graduate from high school. The work you have done and experiences you have documented can help with your future career transitions and your lifelong learning. Best wishes for success next year on whatever path you take. You can review Your Planning Milestones to see the planning steps you have completed.'

Professional Center

Use the Professional Center at <https://procenter.ihaveaplaniowa.gov> to track student progress on the completion of the guideways, to access student portfolios, to obtain lesson plans, and to create usage and outcome based reports. To access the Professional Center you will first need to create an account. Once that step is complete, follow the steps below.



Sign into your Professional Center account.

Once signed in, you will see your Professional Center options.

1. To view guideway tracking reports, click on the Reports tab.

Hint: On the right hand side of the page, click on the logo to view I Have A Plan Iowa® as if you are a student. **You must turn off your pop up blocker to use this feature.**



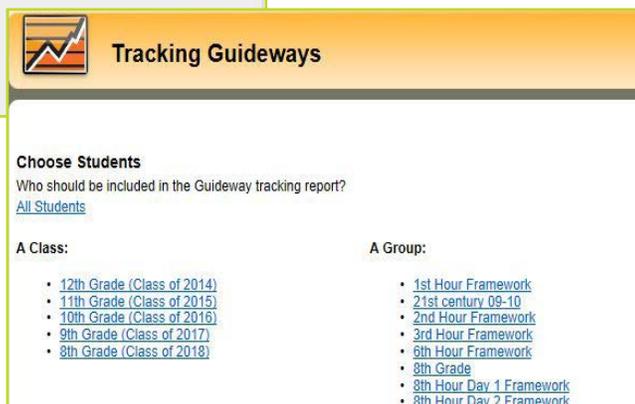
2. Click on **Create a New Report**.

3. Click on **Guideways Tracking Report**.

4. Choose the population you would like to track.



HINT: You can choose the entire 12th grade or you can choose a group of students to track.



5. Choose the grade level guideway you would like to track.

6. You can view the student portfolios and the steps of the guideway the student has completed.

Hint: To view details in the student's portfolio, click on the student's name.

Name	1	2	3	4	5	6	7
Allen, Jane							
Allenhof, Jenny							
Andrews, Frank							
Ankeny, Nancy	✓	✓	✓	✓	✓	✓	✓
Ankeny, Nancy							
Apple, Blue							
bacon, sally							
Bacon, Sand							
Bass, Craig							
Berry, Halle							
Blair, Katie							
Boogaard, CJ							
Bond, James							
Brinkman, Kate							
Cardenas, Angélica							
Case, Shelby							
College4, EverFJ							
Cox, Courtney							
Crane, Kayla							
Daniels, Elijah							
daniels, leah							
Davis, Jeremy							
Demo, Marshalltown							
DeMoss, Abbey							

From the detail view, click on **High School Planning** to review the student's course plan.

From the portfolio view, you can also view the student's other work, leave comments, and track the portfolios you have reviewed.