

## Education Career Action Plan (ECAP) Measurement Readiness Tool

Please consider all current department practices as they relate to the following components of a Guidance and Counseling Services program. Describe the **process** and **tools** used to provide the outlined services. (Please include how *Bridges* might meet the component.) Finally, evaluate the level the program currently meets this component.

<u>Current Activity</u>		<u>Evaluation</u>			
		<u>No Extent</u> 1	2	3	<u>Great Extent</u> 4
<b>Academic Goals:</b>					
Planning student coursework necessary to achieve the high school graduation requirements.		1	2	3	4
The student and parent(s)/ gaurdian(s) are an integral part of planning process. All stakeholders are actively involved.		1	2	3	4
Preparing students to pursue meaningful post-secondary education and career options.		1	2	3	4
Analyzing student assessment results to determine progress and identify needs for intervention and advisement.		1	2	3	4
Documenting academic achievement on an on-going basis.		1	2	3	4
Annual review of developed plans and student progress (at least annually).		1	2	3	4

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<u>Current Activity</u>		<u>Evaluation</u>			
		<u>No Extent</u>			<u>Great Extent</u>
		1	2	3	4
<b>Career Goals:</b>					
Students are provided multiple opportunities to take interest inventories and skill assessments.		1	2	3	4
Facilitate a process for students to explore and determine possible career paths.		1	2	3	4
Planning student coursework that is relevant to an identified career path.		1	2	3	4
Helping students evaluate educational attainment as it relates to their desired career path.		1	2	3	4
Developing a professional resume that reflects students' education and career interests.		1	2	3	4

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<u>Current Activity</u>		<u>Evaluation</u>			
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		1	2	3	4
<b>Postsecondary Educational Goals:</b>					
Students explore and select postsecondary goals relevant to their career goals.		1	2	3	4
Students identify regular progress towards meeting postsecondary admission requirements.		1	2	3	4
Students complete the application process for postsecondary education.		1	2	3	4
Students develop financial assistance plans for postsecondary education.		1	2	3	4
<b>Extracurricular Activity Goals:</b>					
Students are provided the opportunity to explore and identify extracurricular activities related to their career goals.		1	2	3	4
Students are encouraged to document relevant career-related experiences both inside and outside the classroom.		1	2	3	4