

# Fairlawn Local Schools

## Policy on Career Advising

### 6<sup>th</sup> Grade

- Begin “Individual Career Plan” for All Students
- Begin Career Exploration in LA classroom
- Document Career Interests in ICP (Individual Career Plan)
- Encourage Career Based Field Trips
- Identify those students who classified “at risk”

### 7<sup>th</sup> Grade

- Re-visit “ICP”
- Update Career Interests and potential changes
- Introduce the Hometown Opportunities website
- Financial Literacy curriculum
- Re-visit “at risk” student list (add/delete)

### 8<sup>th</sup> Grade

- Re-visit “ICP”
- Update Career Interests and potential changes
- Re-visit the Hometown Opportunities website
- Visit UVCC to explore vocational training opportunities
- Highly recommend Career exploration in the wheel classes (PE, Ag, STEM)
- Re-visit “at risk” list (add/delete from it)

### 9<sup>th</sup> Grade

- Career Folders housed with English 9 instructor
- Re-visit the Hometown Opportunity website and complete career assignment
- Update Career Interests and potential changes
- Career speakers on opportunities in Shelby County and Hometown Opportunity
- Individual Career Planning Conference
- Re-visit “at risk” list (principal, counselor and staff)

### **10/11 Grade**

- Career Folders housed with the English 10/11 teacher
- Highly recommend Career Exploration in the 10<sup>th</sup> or 11<sup>th</sup> grade
- Sign up are current for Hometown Opportunities
- Update Career Interests and potential changes
- Introduce and create a backpack for Ohio Means Jobs
- Career speakers to discuss Hometown Opportunities and give trend data in Shelby County (English Classroom)
- Individual Career Planning Conference
- Discuss UVCC and its potential opportunities
- Compete a current resume, cover letter and interview portion of class
- Discuss student co-ops and internships for senior year
- Highly recommend attendance at a college/career fair
- Highly recommend at least 1 job shadow
- Re-visit the “at risk” student list each year

### **12th Grade**

- Build in Career Planning and Communication/Leadership in the curriculum
- Re-visit “at risk” list prior to school for an action plan
- Invite numerous career speakers
- Update/sign up for Hometown Opportunities and Ohio Means Jobs
- Individual Career Planning Conference
- Update Career Interests and potential changes
- ICP includes updated resume, cover letter, letter of recommendation and reference list
- Highly recommend at least 1 job shadow
- Encourage Co-ops and Work Study if students are on track to graduate