**OVERVIEW**

The state definition of **College and Career Readiness and Prepared for Civic Engagement**:

*College and Career Readiness means an individual has the requisite knowledge skills and experiences in the personal/social, career development and academic achievement domains to successfully navigate to completion an economically viable career pathway and be prepared for active and knowledgeable civic engagement.*

**MYCAP**

MyCAP is a student-driven, multi-year process that intentionally guides students in the development of an authentic post-secondary plan for success after high school. Through the *process*, each student, with guidance and support from a caring adult in the school and with input from parents and other mentors, gains the knowledge, skills and experiences in the personal social, career development and academic achievement domains necessary for post-secondary success. As an *instrument*, the MyCAP tool captures and documents the experiences and learning at each grade level within each domain. The instrument may also act as an ePortfolio capturing artifacts that demonstrate success.

Research supports the use of MyCAP (formerly Individual Learning Plans) as a tool to improve student:

* engagement
* attendance
* goal-setting
* self-identification of strengths and weaknesses
* understanding of the connection between education and future aspirations
* choice and voice

**THE PROCESS**

Beginning as early as grade 6 but no later than grade 9, students engage in activities that will ultimately help answer the questions: Who am I? What do I want to do? and How do I get there? These questions align with the three domains of CCR – personal/social, career development, and academic, college and career planning.

Through the MyCAP process students are provided the opportunities, support and structure to follow a continuum of development in each domain that will cultivate their own informed decisions for post-secondary success. As a whole-school process, the knowledge, skills and experiences are gained not just with school counselors but in classrooms, in school activities, in relationships, as well as in the community.

To ensure students are college and career ready and prepared for civic engagement, DESE and the Massachusetts School Counselors Association (MASCA) developed an **implementation scope and sequence of learning.** In each domain in every grade learning objectives are identified, lessons, strategies, and activities are developed and the place for implementation is identified and documentation of learning is captured in the MyCAP instrument.

**THE INSTRUMENT**

The MyCAP instrument is *electronic platform* created through an online college and career planning tool (e.g. Naviance, MEFA Pathways, MassCIS). The platform captures and documents the achievements of the learning objectives at each grade level. The electronic platform provides search engines, tools and activities designed to help students create their personalized plan. The platform also provides a place to organize and record progress related to academic achievement, personal/social skill development, and career development information that leads to workplace readiness. A key component of the online system is a place for reflections – a place where student, staff, parents/guardians can review goals and aspirations, revise plans, and identify next steps in planning for post-secondary success.

**THE SCOPE AND SEQUENCE**

The systematic implementation of MyCAP is best achieved through the creation of a scope and sequence of learning objectives focused on the three domains of college and career readiness for grades 9-12. Each domain - personal social skills development, career development education, and academic, college and career planning - is addressed every year.

This structured implementation should be a school-wide effort with responsibility for lessons and activities residing with all educators not just school counselors. For example, a resume writing activity might happen in an English class, and a career search lesson might be done in a social studies class. With the current emphasis on social emotional learning (SEL) students are likely developing healthy personal social skills in all aspects of school life: classrooms, hallways, lunchrooms, during free time, and in extracurricular activities.

**Example of CCR/MyCAP Scope and Sequence**:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **DOMAIN** | **LEARNING OBJECTIVE** | **LESSON/ACTIVITIES (including who is responsible, when, where)** | **MYCAP DOCUMENTATION** |
| Personal/Social |  |  |  |
| Career Development  |  |  |  |
| Academic, College, and Career Planning |  |  |  |