Massachusetts

College and Career Advising

Professional Development Series

Participant Guide

Workshop 3 – Making It Work

Department of Elementary and Secondary Education
Department of Higher Education
Executive Office of Education
Workforce Skills Cabinet
      Executive Office of Education
      Executive Office of Labor and Workforce Development
      Executive Office of Housing and Economic Development
Massachusetts School Counselors Association

PCG | Education

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About the Workshop Series

The content for the **Massachusetts College and Career Advising Professional Development Series** was developed by Public Consulting Group (PCG) in collaboration with staff from the Massachusetts Department of Elementary and Secondary Education (DESE) and the Massachusetts School Counselors Assocation (MASCA). This three-workshop series is designed to build your district/school capacity to customize and implement high-quality College and Career Advising (CCA) and My Career and Academic Plan (MyCAP) programs.

Workshop 1

Workshop 1 introduces district/school teams to the nature and promise of College and Career Advising and MyCAP. Participants will learn the design characteristics of high-quality College and Career Advising and MyCAP programs and learn how to align activities to the needs of their district/school.

Workshop 2

Workshop 2 will focus on the design of a grade level scope and sequence of CCA lessons for grades 9 through 12, using examples and sample activities. Participants will integrate use of their district/school online college and career planning systems, identify MyCAP ePortfolio artifacts, incorporate career development education and college access activities, and address labor market information.

Workshop 3

Workshop 3 focuses on creating a plan to successfully implement, and evaluate, each team's new district/school CCA and MyCAP program. Participants will create a program development plan, identify the range of communication materials needed to explain the value of CCA and MyCAP to multiple stakeholders, practice communicating a rationale for the value of CCA and MyCAP, and design an evaluation strategy to assess fidelity and quality of implementation as well as student and school outcomes.

Today's Agenda

Morning

Part 1: Program Development Plan

Part 2: Communication Materials Part 1

Afternoon

Part 2: Communication Materials Part 2

Part 3: Assessing Progress

Workshop 3 Learning Targets

After completing this workshop, participants will be able to:

- Identify the steps and actions needed to successfully implement their CCA program.

- Identify a range of communication strategies and resources to explain the nature and value of their CCA program to multiple stakeholders.

- Develop an assessment plan for determining whether the CCA program is being implemented effectively and is having the desired results.

Homework After Workshop 2

Workshop 3 focuses on preparing for CCA program implementation. In addition to learning more about your college and career information system features for organizing and reporting MyCAP engagement, we asked that your team work with your school/district administration to address some important parameters for your CCA program. Specifically, we requested that your team:

1. Complete your CCA Framework for the one grade you identified in Workshop 2.

2. Explore your college and career online system to familiarize yourselves with the organizing and reporting features within your district/school's online career information system. This will help you be ready to track progress of your CCA program implementation.

3. Work with your school administration to determine:

   a. How will the CCA program be implemented? Will you use advisory periods, subject course areas, or …?
   b. How many classroom periods throughout the academic year will be made available for CCA lessons?
   c. Which educators in the school will be involved?
   d. What is your plan for rolling out the CCA program? Will you start with one grade level (recommended) and then add grade levels in subsequent years? Do you want to go smaller with a pilot of selected students or is your team ready to go to scale with more grade level involvement?

Part 1: Program Development Plan

If your district is interested in learning about how another district has managed their CCA program implementation opportunities and challenges, the New Berlin School District in Wisconsin offers a comprehensive report conducted by an independent evaluation firm (Hanover Research, 2017). https://drive.google.com/file/d/0B4oK5VzIasgRdTZ4QV9OVXVQMG8/view) The report refers to the ACP – Academic and Career Planning, which is Wisconsin's version of CCA and MyCAP.

Welcome back for Workshop 3!

In Workshop 1, we discussed the nature of College and Career Advising (CCA) and My Career and Academic Plan (MyCAP), and in Workshop 2 we designed your CCA scope and sequence.

Today we focus on three key aspects necessary for successfully implementing your CCA program:

1. Develop a plan for implementing the CCA Program
2. Create communication materials
3. Assess progress

Activity 1.1 Discussing Implementation Ideas

Between Workshops, teams were asked to identify the strategies your district/school plans to use to implement your CCA program. Please take a few minutes now in your team to review your plans, making any adjustments as needed. Use the questions below to guide your review.

Activity Instructions

To continue our effort to create a community of practice, please move around to tables so that you can share your implementation plans with at least three other schools. Discuss the following questions:

- Where and when will CCA and MyCAP occur?

- How many classroom periods throughout the academic year will be made available for CCA and MyCAP?

- Which educators will be involved in the program?

- What is your plan for rolling out CCA and MyCAP?

As a large group, be ready to discuss the common themes and differences in school/district plans to implement CCA and MyCAP.

Activity 1.2 Developing a Program Development Plan

The Program Development Plan consists of 3 parts that align with the Workshop topics. The first section involves the development of a plan for implementing your CCA Program.

Activity Instructions

The purpose of this activity is to help your team identify program development activities, and specific tasks needed to complete each activity. It is important to remember that you may need to consider professional development for non school counseling staff that will be involved in implementing the CCA activities. Some professional development topics include:

- o Training on career development and the three stages of awareness, exploration, and immersion
- o Training on the purpose and use of the online tool
- o Training on time management to include prep time necessary for implementation

Each team will personalize their own Program Development Plan and are encouraged to interact with other teams and ask questions throughout the day.

Program Development Plan

Using your completed CCA Framework, add columns to the far right that allows your team to create a timeline for when the activities will be completed. Consider a second column to identify additional steps or instructions needed to prepare for implementation.

Part 2: Communication Materials

Now that you have the first part of your Program Development Plan it is time to think about who needs to know about it, what do the different audiences need to know, and how do you reach all the audiences.

A communication plan is critical to a successful launch of the CCA program in your school/district. Let's look at sample communication materials and begin to develop a communication strategy for your Program Development Plan that will support your school/district CCA and MyCAP efforts.

Activity 2.1 Identifying Sample Communication Materials

Activity Instructions
Divide up the links below among your team. Take some time to review the materials and then discuss your thoughts and ideas.

- Wisconsin has developed a range of **communication materials** for helping to describe the nature and promise of their ILPs [referred to as Academic and Career Planning] (http://dpi.wi.gov/acp). In addition to fact sheets, the website provides testimonials, PowerPoint slides and other materials that can be used when making presentations (http://dpi.wi.gov/acp/communication-tools).

- Colorado has created a toolkit for helping districts and schools design **communication materials** that describe the value of ILPs for various stakeholders. [referred to as Individual Career and Academic Plans] (https://www.cde.state.co.us/postsecondary/icap). The section on Promising Practices allows one to find examples of communication materials being used by different districts and a section on Key Messages provides examples for how to communicate about the nature of ILPs (https://www.cde.state.co.us/postsecondary/icap-implementation#keymessages).

- The Career Readiness Partners Council is a national organization that has developed language about "career readiness" as a separate but complimentary construct to "college readiness" (http://www.wtb.wa.gov/Documents/CareerReady_CRPC_4pager.pdf).

Activity 2.2 Program Design Plan for Communication Materials

The goal of this activity is to identify the various audiences and stakeholders that need to learn about CCA and MyCAP. While some materials may be relevant to multiple audiences, some messages may need to be tailored. And, your district may decide there are key opportunities for when and how you can share materials.

Be sure to design the table below in a manner that best suits how your team may go about developing materials. The current table lists each audience separately. Alternatively, your team may decide to list the type of communication material as the activity and the task level could be used to identify the audience and how the audience would be reached.

Part 2: Communication Materials				
Activity/ Tasks	**Description**	**Planned Start Date**	**Planned End Date**	**Responsibility**
Activity 1	**Identify different audiences and stakeholders who need to learn about the nature and value of CCA and MyCAP**	12/12/18	12/12/18	**Mary, Robert, John, Jim, Jane**
Task 1.1				
Task 1.2				
Activity 2	**Communication Materials and Strategies for Educators**			
Task 2.1				
Task 2.2				
Activity 3	**Communication Materials and Strategies for Administration and School Board Members**			
Task 3.1				
Task 3.2				
Activity 4	**Communication Materials and Strategies for Students**			
Task 4.1				
Task 4.2				
Activity 5	**Communication Materials and Strategies for Employers**			

Part 2: Communication Materials				
Activity/ Tasks	Description	Planned Start Date	Planned End Date	Responsibility
Task 5.1				
Task 5.2				

Activity 2.3 Let's Talk CCA and MyCAP!

This activity is designed to practice talking about the nature and value of CCA and MyCAP.

Activity Instructions

Imagine a teacher asks you:

- "So, what is this whole CCA and MyCAP thing all about?"

- How will you respond?

In order to gain the teacher's buy-in, this is when you need a prepared "elevator speech:" A short two- or three-sentence response to help others gain an understanding of CCA and MyCAP so they become interested in reading through the communication materials you will have developed. That is why the input of evey team member is key in creating these talking points.

Take some time practicing with one another. We are hoping a few of you will be ready to show off your elevator speech.

Part 3: Assessing Progress

The final section of the Program Development Plan is the Assessment and Evaluation section. The three things we want to assess are:

3.1 Assessing fidelity and user experience: online tool reports and surveys

3.2 Assessing student progress in planning for post-secondary success: end-of-year evaluation and student choice and voice

3.3 Assessing program outcomes: what data points will be used to evaluate success of program?

Activity 3.1 Assessing Fidelity and User Experience

It is important to make sure that your schools deliver the CCA program with fidelity. The following outlines ways in which you can garner information about completion of tasks, sharing of best practices for implementation, and surveying key stakeholders for information about satisfaction of the program. In your team, discuss the following three assessment models and determine which will be best for your school:

o   For homework you were asked to review your online system. Does your system allow you to run usage reports? Can the reports identify who has completed MyCAP tasks such as the interest assessments, career search, resume, college search, etc.? Discuss in your team what reports are available and determine the value of the reports and who will be responsible for running reports.

o   As educators begin to embrace the CCA program, consider conducting learning walks to observe each other's classroom delivery of activities/strategies as well as to convene group discussions to identify strategies and ideas that are being used by educators to improve delivery.

o   Another way to address fidelity is to assess whether teachers, students, and families understand the intended nature and value of the CCA program and MyCAP. Sample items your school/district can consider for either surveying or interviewing family members can be found in Appendix A, for educators in Appendix B, and for students in Appendix C. Each team member should take one of the Appendices and review and report out on it.

Assessment Model	Date	Responsible	Product
Usage Report	December and June	Counselor/teacher/MyCAP Coordinator?	Report by student on missing tasks
Learning Walks		Assistant Principal creates schedule and checklist	Educator completes checklist
Surveys/Interviews			

Activity 3.2 Assessing Student Progress for Becoming College and Career Ready

Below is an example of how your district can evaluate whether students are progressing towards becoming college and career ready. This example involves students completing an essay at the end of each year in response to a set of questions. These questions should be refined each year based on the learning objectives. Your team should work on the questions for a final essay for the grade you have completed in your CCA Program.

In addition to the essay, consider having students create an oral presentation to deliver as part of a student-led parent-teacher conference. Research indicates that students' use of their MyCAP to lead this type of conference has tremendous effects on school climate including family perceptions of school quality and improving collaborations with families.

It is also important to consider using a strategy such as the one proposed below as constructive feedback for students, so they can not only gain a better understanding of their current progress but to engage them in brainstorming their next steps for becoming college and career ready.

Sample questions to help students write their essay include:

1. What are some career and life goals you are considering right now?

2. What information, knowledge, or skills do you think you need to pursue these goals?

3. What are the things that may prevent you from reaching your goals?

4. What are you doing right now to prepare yourself to successfully pursue these goals?

5. What interests, skills, or values do you currently have that will help you prepare for these career and life goals?

6. Why are you interested in the career and life goals you selected?

7. What are the next steps you need to take in order to prepare to pursue these career and life goals?

Below is an example of an evaluation rubric based on this type of CCR development. The rubric is organized around three levels of preparation for CCR – awareness, planning, and doing. Your CCA lessons/activities should reflect a deepening level of readiness from one year to the next as identified in Workshop 2:

1. 9th grade lessons encourage student to develop a clear understanding of their skills and interests (personal/social) and to become **aware** of the many ways in which these skills connect to careers (career awareness).

2. 10th grade lessons that encourage students to begin establishing career and life goals with the emphasis on goals as plural. Rather than narrowing their interests, we want to encourage them to be **aware** of possibility and develop strong career exploration skills that include labor market analysis, work-based learning opportunities, and examination of myriad postsecondary pathways.

3. 11th grade lessons encourage students in **planning** that includes postsecondary pathways to certifications/credential, two- or four-year colleges. Accessing early college courses and earning industry-recognized credentials or certificates can be an excellent way for many students to enter the world of work, or two- or four-year colleges or universities. Students should also begin gaining access to immersion activities so they can begin to more deeply learn about careers of interest.

4. 12th grade lessons should encourage students to **take action** on their postsecondary plans by applying to two- and four-year colleges and universities, completing the FAFSA form, or accessing programs leading to industry-recognized credentials.

As the culture of the school embraces your CCA program, students will begin planning and executing their plans earlier. This rubric is intended to serve as a general benchmark but can be altered to reflect increased expectations among educators and students with regard to what can be accomplished each year. The questions should align to the learning objectives in your CCA Program.

	Rubric Questions	Met Objective No Later Than Grade	2 = Met 1 = Partially Met 0 = Not Met
	Awareness		
1.	Is the student able to identify one or more career and life goals?	9	
2.	Is the student able to connect their career and life goals to personal skills and interests?	9	
3.	Is the student able to describe how current academic courses are relevant to their goals?	9	

	Rubric Questions	Met Objective No Later Than Grade	2 = Met 1 = Partially Met 0 = Not Met
4.	Is the student able to articulate skill and entry requirements associated with two or three careers?	10	
5.	Is the student able to describe the relevance of advanced placement courses or early college access opportunities to their goals?	10	
6.	Is the student able to describe the relevance of immersive work-based learning opportunities to their goals?	10	
7.	Is the student able to describe the social emotional learning skills (e.g., soft or social emotional learning skills) they currently possess?	10	
	Planning		
8.	Is the student able to describe plans to further explore these goals?	11	
9.	Does the student describe plans for pursuing early college access opportunities that align to their goals?	11	
10.	Is the student able to describe how they will further develop the social emotional learning skills (e.g., soft or social emotional learning skills) needed to pursue their goals?	11	
11.	Does the student demonstrate that they are planning to complete an immersive work-based learning experience?	11	
12.	Does the student demonstrate that they are planning to complete an early college course?	11	
	Doing		
13.	Does the student demonstrate that they have taken actions to further explore their career and life goals?	12	
14.	Does the student demonstrate that they are proactively seeking additional learning opportunities to develop their social emotional learning skills?	12	
15.	Does the student demonstrate that are currently engaged in or completed immersive work-based learning experience?	12	
16.	Does the student demonstrate that they are enrolled or have completed early college courses?	12	
	Becoming College and Career Ready – Score		

Activity 3.3 Assessing CCA Program Outcomes

The last, and perhaps most important, evaluation strategy to consider is whether the CCA program is demonstrating improved student outcomes. Discuss in your team group how you will evaluate the success of your program. What student indicator(s) do you hope to see improvement in? (i.e., attendance, chronic absenteeism, suspension, course passing, etc.) Once you determine the data points you will use to evaluate the success of your CCA/MyCAP Program, decide on the data tool that will best help you with tracking improvements:

- Your own student information system - are there elements that are tracked through your own system?
- To learn about the reporting tools in Edwin Analytics go to: http://www.doe.mass.edu/edwin/reporttool.html
- To learn about the District Analysis and Reporting Tool (DART) go to: http://www.doe.mass.edu/dart/ once on the DART, scroll to the *Success After High School* DART

Outcome Evaluation	
Description	**Data Source**
Outcomes to be Measured	**Your SIS, Edwin Analytics, DART?**

Closing

We are at the end of the design phase of our CCA and MyCAP work. As a group, let's discuss the following:

1. What are the key take-aways that your team has gleaned from these three Workshops?

2. What are the key challenges you foresee?

3. What are your next steps?

NOTES

_____
_____
_____
_____
_____
_____
_____

Session Evaluation

Your feedback is very important to us! Please take a moment to complete an online session evaluation located here:

http://sgiz.mobi/s3/MA-CCA-Professional-Development-Workshop-3-Evaluation

Appendix A: Parent Survey

COLLEGE AND CAREER ADVISING & MyCAP

PARENT/FAMILY MEMBER SURVEY

Note: This survey is being provided as an example with the expectation that each school/district would personalize it for your own use by adding/deleting/modifying questions. The format is designed for an online survey administration with the idea that you could identify whether a parent has a child with an IEP.

Survey Goals

1. *Help inform parents about the school's/district's College and Career Advising Program and their students MyCAP*

2. *Assess parent's involvement in CCA and MyCAP process*

3. *Gain parent's view of how well the school/district is doing in implementing the CCA program*

Welcome to the CCA and MyCAP Parent Survey! This past year, we have launched a College and Career Advising Program. *College and Career Advising* involves a sequence of lessons that focus on the personal social growth, academic planning, and career development education needed for student success. As part of the CCA program, your child creates a personalized career and academic plans referred to as My Career and Academic Plan (MyCAP). *MyCAP* is what your child produces as a result of participating in the CCA lessons. MyCAP is both a *process* and an *instrument.* The *process* allows your child to engage in assessments and activities of self-discovery that lead to concrete college and career planning. Through CCA lessons and adult guidance, students develop the personal social, career development, and academic college and career planning skills needed to enable them to identify and pursue a personalized path towards post-secondary success. As an *instrument*, MyCAP captures the learning and documents the achievements of the learning objectives at each grade level which are stored in their MyCAP ePortfolio.

We are asking you to complete a brief survey to help our school/district assess whether we have helped you become aware of and engaged you in our CCA program and to gain some idea of whether you have found the program valuable.

We anticipate the survey will take approximately 5 minutes to complete.

Your participation is completely voluntary, and you can discontinue your participation at any time by choosing not to submit your responses.

Your responses are anonymous, and we will not ask you to identify yourself. Your responses may be included with those of other respondents in aggregate form in reports.

Do you agree to voluntarily participate in this survey?

❑   Yes [Go to Q1]
❑   No [Display the following statement, "Thank for your time.," and end the survey]

Section 1: Background Information

The first set of questions is designed to find out about your child and what school he/she attends.

1. What school does your child attend? (pre-populate where possible)
2. What grade is your child in? (pre-populate where possible)
3. Does your child have an IEP (Individualized Education Plan)?

    1☐ Yes [if yes is selected, the elements listed for students with IEP will be appear]
    2☐ No [if no is selected, the elements listed for students with IEPs will not appear]
    3☐ I don't know

Section 2: CCA and MyCAP

College and Career Advising involves a sequence of lessons that focus on the personal social growth, academic planning, and career development education needed for student success. As part of the CCA program, your child creates a personalized career and academic plans referred to as My Career and Academic Plan (MyCAP). *MyCAP* is what your child produces as a result of participating in the CCA lessons. MyCAP is both a *process* and an *instrument*. The *process* allows your child to engage in assessments and activities of self-discovery that lead to concrete college and career planning. Through CCA lessons and adult guidance, students develop the personal social, career development, and academic college and career planning skills needed to enable them to identify and pursue a personalized path towards post-secondary success. As an *instrument*, MyCAP captures the learning and documents the achievements of the learning objectives at each grade level which are stored in their MyCAP ePortfolio.

1. Are you aware that your child's school has been involved in a CCA program to help them prepare for a career and/or further education (i.e., training programs, vocational school, community college, university, etc.)?
   1☐ Yes
   2☐ No (skip next three items)

2. Have you been involved in the development of your child's MyCAP?
   1☐ Yes
   2☐ No

   IF YES, in what ways were you involved? (Select all that apply)
   1☐ Attended a meeting related to my child's MyCAP
   2☐ Assisted with goal setting for my child
   3☐ Talked with my child about their MyCAP
   4☐ Reviewed my child's MyCAP ePortfolio
   5☐ Other (please specify)_____

   IF NO, were you given the opportunity through the school to be involved?
   1☐ Yes
   2☐ No

   IF NO TO 5 "OTHER" (above), what was the primary reason you were not involved?
   1☐ Did not know about the MyCAP planning meeting
   2☐ Do not have time to participate
   3☐ Another adult in the household is involved my child's MyCAP
   4☐ A combination of reasons
   5☐ Other (please specify) _____

3. Has your child been involved in the development of their MyCAP?
   1☐ Yes
   2☐ No
   3☐ I don't know

   IF YES, in what ways was your child involved with developing their MyCAP?
   1☐ Was present in the discussion but participated very little or not at all
   2☐ Took a leadership role, helping set the direction of the discussion, goals, or plans
   3☐ Provided some input
   4☐ I don't know

4. How knowledgeable do you feel you are about the school's CCA program? (Select one)
   1☐ Very knowledgeable
   2☐ Somewhat knowledgeable
   3☐ Not very knowledgeable

4□ I am unaware of the MyCAP process
5□ I don't know

5. What do you think the school could do in this area to better support your child's transition to a career or further education? (Select all that apply)
1□ Provide career assessments to help identify students' preferences and interests
2□ Provide exposure to real work experiences
3□ Develop job seeking skills (resume writing, interviewing, etc.)
4□ Provide opportunities to learn occupational skills
5□ Supply exposure to higher education and life-long learning opportunities
6□ Other (please specify) _____
For parents of students with an IEP:
7□ Help child learn to communicate about their disability-related needs in education and work settings

6. Please rate your agreement with the following statement: My child's school has provided my child with access to services and resource (e.g., healthcare, tutoring, transportation, etc.) that will help them in high school and when they move towards a career or further education. (Select one)
1□ Strongly agree
2□ Agree
3□ Neither agree nor disagree
4□ Disagree
5□ Strongly disagree

7. Please rate your agreement with the following statement: The educator(s) who are facilitating the CCA lessons have been encouraging and supportive of my child's future opportunities (Select one)
1□ Strongly agree
2□ Agree
3□ Neither agree nor disagree
4□ Disagree
5□ Strongly disagree

8. What do you think the school could do in this area to better support your child's transition to a career or further education (e.g., training programs, vocational school, community college, university)? (Select all that apply)
1□ Provide more access to paid work experiences
2□ Provide more access to early college courses
3□ Provide more support in helping my child identify their career and life goals

4☐ Provide more support in evaluating their college opportunities
5☐ Other (please specify) _____
For parents of students with an IEP:
6☐ Provide connections to resources for acquisition of assistive technology
7☐ Provide orientation to community resources
8☐ Assist in developing relationship to individuals who can support independent living in the community
9☐ Assist in gaining access to accommodations needed to fully participate in college achievement tests (i.e., ACT, SAT)

9. How helpful has the CCA Program been in preparing your child to become ready to transition from high school into college (e.g., training programs, vocational school, community college, university) or directly into a career? (Select one)
1☐ Very helpful
2☐ Somewhat helpful
3☐ No opinion
4☐ Not very helpful
5☐ Not helpful at all

10. Do you have any final comments on the CCA program and your child's MyCAP? (please describe)
_____
_____
_____
_____

Appendix B: Educator Survey

COLLEGE AND CAREER ADVISING & MyCAP

EDUCATOR SURVEY

Note: This survey is being provided as an example with the expectation that each school/district would personalize it for your own use by adding/deleting/modifying questions. The format is designed for an online survey administration.

Survey Goals

1. *Help understand how educators perceive the relevance and value of the school's/district's College and Career Advising Program*

2. *Assess educators' experiences in facilitating CCA lessons*

Welcome to the CCA Educator Survey! As most of you know, this past year we launched a College and Career Advising Program. *College and Career Advising* is a sequence of lessons that focus on the personal social growth, academic planning, and career development education needed for student success. As part of the CCA program, your students create a personalized career and academic plan referred to as My Career and Academic Plan (MyCAP). *MyCAP* is what your students produce as a result of participating in the CCA lessons. MyCAP is both a *process* and an *instrument*. The *process* allows your students to engage in assessments and activities of self-discovery that lead to concrete college and career planning. Through CCA lessons and adult guidance, students develop the personal social, career development, and academic college and career planning skills needed to enable them to identify and pursue a personalized path towards post-secondary success. As an *instrument*, MyCAP captures the learning and documents the achievements of the learning objectives at each grade level which are stored in their MyCAP ePortfolio.

We are asking you to complete a brief survey to help the school/district assess whether we have helped you become aware of the value of CCA and if you are involved in facilitating CCA lessons, we want to know whether you have received the implementation support you need.

We anticipate the survey will take approximately 5 minutes to complete.

Your participation is completely voluntary, and you can discontinue your participation at any time by choosing not to submit your responses.

Your responses are anonymous, and we will not ask you to identify yourself. Your responses may be included with those of other respondents in aggregate form in reports.

Do you agree to voluntarily participate in this survey?

- ❑ Yes [Go to Q1]
- ❑ No [Display the following statement, "Thank for your time.," and end the survey]

1. Are you a CCA advisor in your school?
   1❑ Yes
   2❑ No

2. How knowledgeable are you regarding your school's College and Career Advising Program?
   1❑ Very knowledgeable
   2❑ Somewhat knowledgeable
   3❑ Not very knowledgeable
   4❑ I am unaware of the MyCAP process
   5❑ I don't know

To what extent do you agree with the following (**questions 3 through 9**):

3. The CCA program is a good approach to help students develop career and life goals.
   1❑ Strongly agree
   2❑ Agree
   3❑ Neither agree nor disagree
   4❑ Disagree
   5❑ Strongly disagree

4. The CCA lessons help students establish achievable career and life goals.
   1❑ Strongly agree
   2❑ Agree
   3❑ Neither agree nor disagree
   4❑ Disagree
   5❑ Strongly disagree

5. The CCA program helps students make more effective use of their high school learning opportunities.
   1❑ Strongly agree
   2❑ Agree
   3❑ Neither agree nor disagree
   4❑ Disagree
   5❑ Strongly disagree

6. The CCA program helps students perform better in school.
   1❑ Strongly agree

2☐ Agree

3☐ Neither agree nor disagree

4☐ Disagree

5☐ Strongly disagree

7. The CCA program encourages students to seriously consider pursuing a college training certification or degree (training programs, two-year, and four-year degree).

1☐ Strongly agree

2☐ Agree

3☐ Neither agree nor disagree

4☐ Disagree

5☐ Strongly disagree

8. I feel confident in my ability to facilitate the CCA lessons.

1☐ Strongly agree

2☐ Agree

3☐ Neither agree nor disagree

4☐ Disagree

5☐ Strongly disagree

9. I have received CCA professional development opportunities.

1☐ Strongly agree

2☐ Agree

3☐ Neither agree nor disagree

4☐ Disagree

5☐ Strongly disagree

10. Do you have any final comments on the CCA program? (please describe)

_____

_____

_____

_____

Appendix C: Student Survey

COLLEGE AND CAREER ADVISING & MyCAP

STUDENT SURVEY

Note: This survey is being provided as an example with the expectation that each district would personalize it for your own use by adding/deleting/modifying questions. The format is designed for an online survey administration.

Survey Goals

1. *Help inform the school/district regarding student experiences participating in the College and Career Advising Program and MyCAP*

2. *Gain a student perspective regarding how well the school/district is doing in implementing the CCA program*

Welcome to the CCA and MyCAP Student Survey! As you know, this past year we launched a College and Career Advising Program. *College and Career Advising* involve a sequence of lessons that focus on your personal social growth, academic planning, and career development education. As part of the CCA program, you created a personalized career and academic plan referred to as My Career and Academic Plan (MyCAP).

We are asking you to complete a brief survey to help our school/district assess your experiences participating in CCA lessons and MyCAP.

We anticipate the survey will take approximately 5 minutes to complete.

Your participation is completely voluntary, and you can discontinue your participation at any time by choosing not to submit your responses.

Your responses are anonymous, and we will not ask you to identify yourself. Your responses may be included with those of other respondents in aggregate form in reports.

Do you agree to voluntarily participate in this survey?

❑ Yes [Go to Q1]
❑ No [Display the following statement, "Thank for your time," and end the survey]

Did you participate in CCA lessons?
☐ Yes
☐ No [Display the following statement, "Thank for your time" and end the survey]

1. How knowledgeable are you regarding your school's College and Career Advising Program?

1☐ Very knowledgeable

2☐ Somewhat knowledgeable

3☐ Not very knowledgeable

4☐ I am unaware of the MyCAP process

5☐ I don't know

To what extent do you agree with the following (**questions 2 through 9**):

2. The CCA program is a good approach for helping me develop career and life goals.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

3. The CCA lessons help me establish achievable career and life goals.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

4. The CCA program helps me make more effective use of my high school's learning opportunities.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

5. The CCA program motivates me to perform better in school.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

6. The CCA program encourages me to seriously consider pursuing a college training certification or degree (training programs, two-year, and four-year degree).
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree

5☐ Strongly disagree

7. I feel confident in my ability to update and access my MyCAP ePortfolio.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

1. The CCA lessons have helped me develop career exploration skills.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

8. My CCA advisor was enthusiastic and encouraging.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

9. I have shared my MyCAP ePortfolio with my family.
   1☐ Strongly agree
   2☐ Agree
   3☐ Neither agree nor disagree
   4☐ Disagree
   5☐ Strongly disagree

10. Do you have any final comments about the CCA program or your MyCAP? (please describe)

   _____
   _____
   _____
   _____