



# Minnesota Career Information System Completion Plan

MCIS MODULES	GRADE LEVEL							
CAREER AND EDUCATION EXPLORATION	5	6	7	8	9	10	11	12
SORT AND ASSESSMENT RESULTS								
Career Cluster Inventory								
Interest Profiler								
IDEAS*								
Workplace Employability Skills								
SKILLS*								
Work Importance Locator								
Learning Styles Survey								
Reality Check								
Entrepreneurial Career Assessment								
Employability Skills Survey								
FAVORITES								
Favorite occupations								
<i>Minimum number of occupations</i>								
Favorite programs of study								
<i>Minimum number of programs of study</i>								
Favorite Minnesota Postsecondary Schools and/or Colleges and Universities								
<i>Minimum number of schools</i>								
Favorite Financial Aid								
<i>Minimum number of scholarships</i>								
Favorite Career Cluster								

\*Optional modules. Contact MCIS for more information and pricing.

COURSE PLANNER	5	6	7	8	9	10	11	12
Course Plan: Grade 8								
<i>Minimum number of credits</i>								
Course Plan: Grade 9								
<i>Minimum number of credits</i>								
Course Plan: Grade 10								
<i>Minimum number of credits</i>								
Course Plan: Grade 11								
<i>Minimum number of credits</i>								
Course Plan: Grade 12								
<i>Minimum number of credits</i>								
MCIS JUNIOR CAREER PLAN REPORT	5	6	7	8	9	10	11	12
List five things you like to do.								
List one thing you want to learn to do.								
List three qualities that help you be successful in school, community and home.								
List one personal quality you want to improve on to be more successful.								
List one thing you want to do in the future.								
Name five skills you like to use.								
List two people who helped you learn these skills.								
List one thing you want to learn to do.								
List the names of two businesses in your community you want to learn more about.								
List three things a town must have for you to live there.								
List activities, clubs or hobbies you want to try before high school.								
Favorite career cluster(s).								
List four or five working conditions most important to you.								
List rewards you want from work.								
Write down your career goal.								
List courses you will take in high school to achieve your goal.								
List what you will do after high school to achieve your career goal.								

CIS CAREER PLAN REPORT	5	6	7	8	9	10	11	12
<b>KNOW MYSELF</b>								
Reflection on personal characteristics, interests and preferences								
Reflection on career assessment results								
Reflection on favorite career cluster								
<b>RESEARCH MY OPTIONS</b>								
Reflection on favorite occupation(s)								
Preparation requirements for favorite occupation(s)								
<b>EVALUATE MY OPTIONS</b>								
Reflection on career research								
Reflection on setting goals and making decisions								
<b>SET GOALS</b>								
Personal goals								
Academic goals								
Career goals								
Plans for improvement and enrichment								
<b>MY EDUCATION PLANS</b>								
Education plans after high school								
High school courses								
Extracurricular activities								
Other education plans								
<b>MY EXPERIENTIAL LEARNING PLANS</b>								
Experiential learning plans worksheet								
Expert Presenters								
Tours and Field Trips								
Entrepreneurship								
Community Based Learning								
Work-Based Learning								
Exploration/Job shadowing								
Service Learning Internships								
Cooperative Education								
Mentoring/eMentoring								
Youth Apprenticeship								
Pre-Apprenticeship								
Internship								
Community service learning								

MY FINANCIAL PLANS								
Financial plans now								
Financial goals								
Reflection on financial research								
MY ACTION PLAN AND SUPPORTS								
Action plan now								
Long-range plans								
Support system								
RESUME CREATOR	5	6	7	8	9	10	11	12
EDUCATION AND TRAINING								
Education history								
Licenses and certificates								
Workshops and training								
Standardized tests								
PAID AND UNPAID WORK								
Work History								
Volunteer experience/community service								
<i>Minimum number of hours</i>								
ACHIEVEMENTS, ACTIVITIES AND SKILLS								
Achievements (awards, certificates, scholarly work or presentations)								
Activities (clubs, community service, leadership, etc.)								
<i>Minimum number of activities</i>								
Skills (equipment, language, software, etc.)								
<i>Minimum number of skills</i>								
CONTACT INFORMATION AND REFERENCES								
Personal information								
References								
APPLICATION TRACKER	5	6	7	8	9	10	11	12
BEFORE APPLYING								
Track entrance exams (ACT/SAT)								
Meet with advisor and counselors								
<i>Minimum number of meetings</i>								
Apply for scholarships								
<i>Minimum number of applications</i>								
Visit schools and/or training programs								
Go to college/career fairs								

APPLY								
Track applications								
Submit FAFSA								
Set up Parchment Account (if necessary)								
Request transcripts								
AFTER APPLYING								
Track acceptance								
Track financial aid status and deadline								
Track housing application								
OTHER CAREER PLANNING ACTIVITIES	5	6	7	8	9	10	11	12
Complete or update cover letter								
Complete or update interviewing skills								
Practice interviewing								
Review PLP with Counselor, parent and/or guardian								
Run a Career Plan Report								
Practice for SAT/ACT (Peterson's Test Prep I)*								
Practice for ACCUPLACER (CPST)*								
Practice for Advanced Placement exams (Peterson's Test Prep II)*								
Practice for Civics Exam (Peterson's Civil)*								
Preparing for College Checklist (Choosing a School, Prepare Yourself, High School Preparation)								

CONTACT MCIS:

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