EDUCATION AND CAREER ACTION PLAN (ECAP) for the Middle Grades
BEST PRACTICES & RESOURCES

Listed below are best practices that may be implemented to strengthen your district/school’s ECAP process. Under each practice, you will see components of a quality ECAP process that align with each practice. For the complete list of these key components, please see the Quality ECAP Process document located at the end of this list. The Quality ECAP Process tool is designed to assist your district/school in assessing your level of ECAP implementation as well as identifying inhibiting and promoting factors.

Keep in mind, there are numerous resources and examples that can assist your district/school in your ECAP process found on the Arizona Department of Education’s Middle Grades ECAP website as well as Dr. V. Scott Solberg’s ILP How-To Guide.

SPOTLIGHT-WORTHY ACTIVITY EXAMPLES:
- Alma Mater/College T-Shirt Day
- Blog Posts and Social Media for College and Career
- Career Camps/sessions
- Career Dress-Up/Roleplaying
- College and Career Themed Door Decorating
- Google Surveys to take Interest Inventories
- In-Class “Career Station” or “College Corner”
- Library area for College and Career
- Map of School Personnel College Locations
- University-Themed Classrooms
- Virtual College and Career Cafes
- Virtual College Tours
- Virtual Field Trips
- Virtual Job-Shadow

BEST PRACTICE: ADVISORY PERIODS
- ECAP Implementation and Framework for Middle and High School, Arizona Department of Education (ADE)

Self-Exploration Activities
- Arizona Career Information System (AzCIS Junior), intoCareers, University of Oregon
- Going to College: My Place, Rehabilitation Research and Training Center on Workplace Supports and Job Retention, Virginia Commonwealth University
- O*NET Interest Profiler, O*NET, sponsored by the U.S. Department of Labor, Employment and Training Administration
- Skill and Ability Videos, CareerOneStop, sponsored by the United States Department of Labor

Career Exploration Activities
- AzCIS Junior occupation videos, intoCareers, University of Oregon
- Career Clarity: Career Exploration, UC Berkeley
- Career videos, CareerOneStop
- Explore Colleges and Majors, MyMajors
- Interest Assessment, CareerOneStop
- Job Shadow TV videos, Job Shadow TV
- me3®: Major and Career Quiz, Arizona State University
- Osborn Middle School Career Camp video (2016), Osborn School District
- Professional Skills webpage, ADE
- Virtual College Visits, CampusTours
Career Planning & Management Activities

- **Career Development**, UC Berkeley
- **College & Career Planning Guide**, Expect More Arizona
- **Plan Your Career**, CareerOneStop
- **Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide** (pages 10-22), V. Scott Solberg, PhD, (Boston University)
- **Setting Goals Lesson Plan**, Association for Career & Technical Education (ACTE)

**BEST PRACTICE: MANDATORY FINANCIAL LITERACY COURSE**

Financial Literacy Activities

- Council for Economic Education resource page, Council for Economic Education
- Developing Financial Capability Among Youth: How Families Can Help, NCWD for Youth
- FAFSA4caster, Federal Student Aid: An Office of the US Department of Education
- Jump$tart!: Financial Literacy for Students, Jump$tart Coalition for Personal Financial Literacy
- Money Smart – A Financial Education Program (Grades 6 – 8), Federal Deposit Insurance Corporation (FDIC)
- Next Gen Personal Finance (Middle School Curriculum), Next Gen Personal Finance
- Professional Skills webpage (Financial Practices tab), ADE
- Smart About Money (SAM) Courses: Money Basics, National Endowment for Financial Education (NEFE)
- Take Charge Today: Financial Education for a Better Future, University of Arizona

**BEST PRACTICE: SCHOOL-WIDE EVENTS**

Comprehensive ECAP Implementation Plan & Calendar

- Arizona ECAP Implementation: Administrative Toolkit (page 15), ADE
- ASU Preparatory Academy Preschool – Grade 20 Career Plan, ASU Preparatory Academy
- Career Plan: Career Development Framework: Student-Directed Career and Education Planning Curriculum (An 8th through 12th Grade Model for Use with CIS), intoCareers
- MPS Guidance and Counseling Career Readiness Framework (2015 - 2016 7th and 8th grades), Mesa Public Schools
- Resources for Educators, Expect More Arizona

ECAP Activities Embedded within Classroom Standards and Teaching

- Arizona ECAP Implementation: Administrative Toolkit (page 14)
- Arizona’s K-12 Standards, ADE
- AzCIS Junior Implementation Framework, intoCareers
- Middle School Counselor's Guide: NOSCA's Eight Components of College and Career Readiness Counseling, The College Board

ECAP Alignment with Special Education and CTE Student Plans

- Arizona ECAP Implementation: Administrative Toolkit (page 20)
- Arizona CTE Program of Study Guide, ADE
- CTE Programs and Standards, ADE
- ECAP, IEP, and POS Plans Crosswalk, ADE
- Expanding Middle School CTE, Advance CTE, State Leaders Connecting Learning to Work

ECAP Leadership Team

- Arizona ECAP Implementation: Administrative Toolkit (page 10)
Career Plan: Career Development Framework: Student-Directed Career and Education Planning Curriculum (An 8th through 12th Grade Model for Use with CIS), intoCareers

Middle Grades Research Series, College & Career Clubs

Middle School Counselor’s Guide: NOSCA’s Eight Components of College and Career Readiness Counseling, The College Board

MPS Guidance and Counseling Career Readiness Framework (2015-2016 7th and 8th grades), Mesa Public Schools

Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (pages 33-34)

Whole-School Buy-In

Arizona ECAP Implementation: Administrative Toolkit (page 17)

AzCIS Junior Implementation Framework

Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (pages 22-28)

Best Practice: Student-Led Parent Conferences

Family Engagement

Arizona ECAP Implementation: Administrative Toolkit (page 21)

BigFuture™ For Parents, The College Board

College and Career Guide, Arizona Commission for Postsecondary Education

ECAP: Family Engagement webpage, ADE

Epstein’s Framework of Six Types of Involvement, Center for the Social Organization of Schools, Johns Hopkins School of Education

Parent and Family Resources, Expect More Arizona

Parent/family handouts and guidance, GreatSchools

Promoting Quality Individualized Learning Plans (ILPs): A How-To Guide (page 23)

Best Practice: Job Shadowing, Informational Interviews, Internships, Apprenticeships, etc.

Work-Based Learning Opportunities

Career Academies: Building Career Awareness and Work-Based Learning Activities Through Employer Partnerships, MDRC

CTE Work-Based Learning webpage, ADE

CTE Work-Based Learning Guide, ADE

Career videos, CareerOneStop

Engaging Youth in Work Experiences, National Collaborative on Workforce and Disability

Guide to Work-Based Learning: A Continuum of Activities and Experience, National Academy Foundation

Job Shadow TV videos, Job Shadow TV

Quality Work-Based Learning Toolkit, Kansas Public Schools

Virtual Job Shadow (VJS), Virtual Job Shadow

WBL In Action Toolkit 2018, Innovate Tulare-Kings

What is Talent Pipeline Management? video, U.S. Chamber of Commerce Foundation

Best Practice: Guest Speakers from Industry or Colleges

Community Engagement

Arizona ECAP Implementation: Administrative Toolkit (page 23)

ECAP: Community Partnerships webpage, ADE

Employer Engagement resources, Advance CTE

The Employer Engagement Toolkit, The National Center for College and Career Transitions
## Quality ECAP Process

<table>
<thead>
<tr>
<th>Key Components of a Quality ECAP Process</th>
<th>Not in Use</th>
<th>Fully Implemented</th>
<th>Inhibiting Factors</th>
<th>Promoting Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Self-Exploration Activities</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2. Career Exploration Activities</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3. Career Planning &amp; Management Activities</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4. Financial Literacy Activities</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5. Work Based Learning Opportunities</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6. Comprehensive ECAP Implementation Plan &amp; Calendar</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7. ECAP Activities Embedded within Classroom Standards &amp; Teaching</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8. ECAP Alignment with Special Education and CTE Student Plans</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9. ECAP Leadership Team</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>10. Whole-School Buy-in</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>11. Family Engagement</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>12. Community Engagement</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13. Accessible &amp; Transferrable ECAP documentation (Portfolio)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

For more information, please visit [http://www.azed.gov/ecap/](http://www.azed.gov/ecap/) or email Megan.Viloria@azed.gov