

How to Do It: Tips for Implementing a Systemic ICAP Program

1. Objective

- How can implementing a strategically focused Individual Career and Academic Plan (ICAP) program that feels relevant to students help boost their post-secondary participation and success?
- How can identifying all the pieces prepare graduating seniors for post- high school life?



2. Preparation

- Learn about Center School District’s ICAP Day program.
 - I. Watch this [introductory video](#).
 - II. Reach out to [Katrina Ruggles](#), who is now a Colorado Department of Education (CDE) ICAP trainer.
- Study best practices research and standards.
 - I. Study CDE’s [ICAP Quality Indicators](#).
 - II. Study [American School Counselor Association](#) standards.
 - III. Read the University of Chicago Consortium On Chicago School Research report [From High School to the Future: Potholes on the Road to College](#).
 - IV. View [Colorado Counselor Corps Professional Development Modules](#).
- Work with teachers to put together a comprehensive plan for a robust ICAP program “It’s not extra work if done right; it’s working smarter.”
- Reach out to local businesses and colleges to gauge interest in participating.
- Read about [Botvin LifeSkills Training](#) and [Glencoe Health](#), two positive health and personal development programs used by Center.

3. Implementation

- Study [Colorado’s new graduation guidelines](#); align your work to them.
- Start slow and small, with one grade level or class.
- Choose an expert from among your staff to write lesson plans for teachers in the program’s early days.



- Restructure the school calendar to free up one day per month for ICAP day (half-day) and professional development around ICAP (half-day).
- Forge strong relationships with local businesses, governmental agencies, and colleges.
 - I. Businesses and agencies can provide internships. Shadowing opportunities, and guest speakers.
 - II. Colleges can provide concurrent enrollment opportunities, either online or on campus, depending on your district's geographical location.
 - III. College visits can also be set up for groups of students.

4. Assessment/reflection

- What worked?
- What did not work?
- How can it be adjusted?