

Sample pages from the 150-page manual:

Get Focused...

Stay Focused!

*Lesson Plans and Background Information for
Updating the 10-Year Plan Throughout High School*

Initiative Goals for High School Graduates:

- ✓ College- and Career-Ready
- ✓ Informed Declared Major
- ✓ College or Post-Secondary Path
- ✓ 10-year Career & Education Plan

The Get Focused...Stay Focused! initiative and the Progression of Education Model (PEM) is the result of a partnership between Santa Barbara City College and the Santa Barbara and Carpinteria School Districts.



Get Focused...

Stay Focused!

12th Grade Unit

Preparing to Act on Your 10-Year Education and Career Plan

16 Class sessions meeting the English Common Core Standards

Approved Course Syllabus: **12th Grade Unit** - 16 Class Sessions

Preparing to Act on Your 10-Year Education and Career Plan

Lesson #	Lesson Title	Learning Objective
1	Review the 10-year Plan	Students will revisit the keystone topics of the 10-year Plan for review.
2	Revisit the My 10-year Plan Summary Page	Students will update their 10-year Plan summary page, reflecting on all they've learned about themselves in the past year.
3	Time to Take Action	Students will review their timelines, updating as needed, and generate an action/to-do list with short- and long-term goals. Students will also visit college websites to double-check deadlines, materials/information required for applications, and essay prompts.
4	Seeking Letters of Recommendation	Students will draft a brief, professional letter that could be easily customized to request a letter of recommendation. Students are reminded to send thank you notes to providers of recommendation letters.
5	Write Your Ticket to College	Students will peer-edit college essays.
6	Research Scholarships Online	Students will be provided with websites to explore for scholarships and generate a list of scholarships for which they will apply with their deadlines. They will also peruse the financial aid webpage for each of the colleges to which they will apply.
7	Complete Scholarship Applications	Students will complete online scholarship applications.
8	Complete College Applications	Students will complete their college applications.
9	<i>Lesson 8 Continued</i>	

For Students Transitioning from High School Directly to College

	College Track	
10	Present Yourself on Paper: The Resume	Students will create a resume or update an existing one with recent experiences.
11	Present Yourself on Paper: The Cover Letter	Students will write a sample cover letter that can be adapted for various jobs within their career field of interest.
12	Get Acquainted with Your Future	Students will explore the website of their chosen college/post-secondary institution. They will also generate a list of campus resources, read the student handbook, and identify opportunities for which they qualify.
13	Take Initiative: Write a Student Education Plan	Students will complete an SEP template, listing general education and major course requirements for their identified college/institution and declared major.
14	<i>Lesson 13 continued</i>	
15	Experience Your Future: Building a College Course Schedule	Students will create sample course schedules for their respective colleges.
16	Portfolio for Success	Students create or update their professional portfolio and My10yearPlan.com Education and Career Plan.

For Students Transitioning from High School Directly to the Workforce

	Career Track	
10	Present Yourself on Paper: The Resume	Students will create a resume or update an existing one with recent experiences.
11	Present Yourself on Paper: The Cover Letter	Students will write a sample cover letter that can be adapted for various jobs within their career field of interest.
12	Get Acquainted with Your Future	Students will visit their local One-Stop Career Center website and search for employment opportunities that align with their 10-year Plans.
13	Take Initiative: Apply for Jobs	Search for specific job postings in local area and generate a list; apply for five available positions, complete online applications, submit resumes and cover letters as requested.
14	<i>Lesson 13 Continued</i>	
15	Experience Your Future: Mock Interviews	Students will participate in mock interviews.
16	Portfolio for Success	Students create or update their professional portfolio and My10yearPlan.com Education and Career Plan.