























































































Log on to: [www.RUReadyND.com](http://www.RUReadyND.com) and sign in



Go to the **LEARN** tab on your toolbar.

Plan your courses and see how they connect to careers and post-secondary options.

- High School Planning
- Course Plan Builder

Planning for your 9<sup>th</sup>-12<sup>th</sup> grade courses is next. Click on [Course Plan Builder](#).

For this activity, it is helpful to get a list of required courses from your School Counselor if you are creating your own Course Plan. Or you may choose your school's **Recommended Course Plan** instead of starting from scratch if it is available. You may also select the **Recommend Course Plan** for the cluster of your choice to see which courses are recommended.

This is how the **Course Plan Builder** looks when you are starting from scratch.

Grades 7 - 8		Grades 9 - 12				Hide Summaries
Subject Area	9th Grade	10th Grade	11th Grade	12th Grade	Subject Summary	Hide Recommended Courses
Math	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	0 complete 0 enrolled 0 planned	
Physical Education/ Health	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	0 complete 0 enrolled 0 planned	
Science	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	0 complete 0 enrolled 0 planned	
Social Studies/ Sciences	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	0 complete 0 enrolled 0 planned	

Review your portfolio. Your saved course plan will be there for next year.

## **Introductory Activity**

Lesson 1 - Lottery Life

## **Login and Using Guideways**

Lesson 2 - Login and Using Guideways

## **Overview of Choices Planner**

Lesson 3 - Scavenger Hunt

## **Work Page**

Lesson 4 - Finding a Career That is Right For You

Lesson 5 - Cluster Finder Activity

Lesson 6 - Interest Profiler Activity

Lesson 7 - Work Values Sorter

Lesson 8 - Getting a Job

Lesson 9 - Basic Skills Activity

## **Learn Page**

Lesson 10 - College Search - Using School Finder

Lesson 11 - What Classes are Required in High School

Lesson 12 - Your High School Plan of Study

Lesson 13 - Financial Help for College

Take a moment to consider the following questions:

1. Congratulations! You have just won the \$100 million lottery jackpot. However, a precondition is that you have to spend it all, on yourself only, within the upcoming year. Take a moment and think about what you will do with this money.

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2. It has now been one year since you won your \$100 million jackpot and you have already traveled the world, bombarded your family and friends with gifts, and purchased a few cars and homes. You also have enough money in your bank account to never have to work again. Take a moment to assess the situation. How will you spend your time now?

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3. Congratulations again! You must have a four-leaf clover in your pocket because you just won another pot of gold! This time you won \$50 million, but it is under the condition that you *give it all away*, and within the next year. How will you allot it?

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4. Decades have passed and you are now 80 years old. How do you envision people will talk about you and the life you have lived? Do the significant and important things they say pertain to your resume or to other factors?

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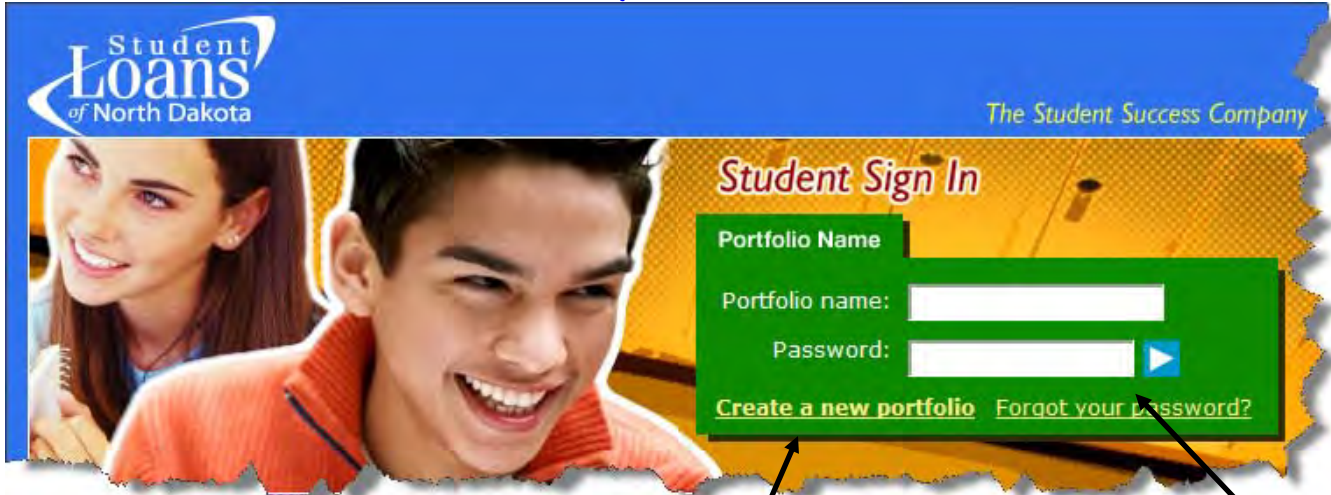
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Now, look back at your answers for patterns that will help you tie this into career development. Consider what you need in your life to be happy. Keep this at the core of your self-assessment. Your daydreams are just as important as your exposure to different career fields. Keep these values in mind as you explore different career paths.

## Go to [www.RUReadyND.com](http://www.RUReadyND.com).



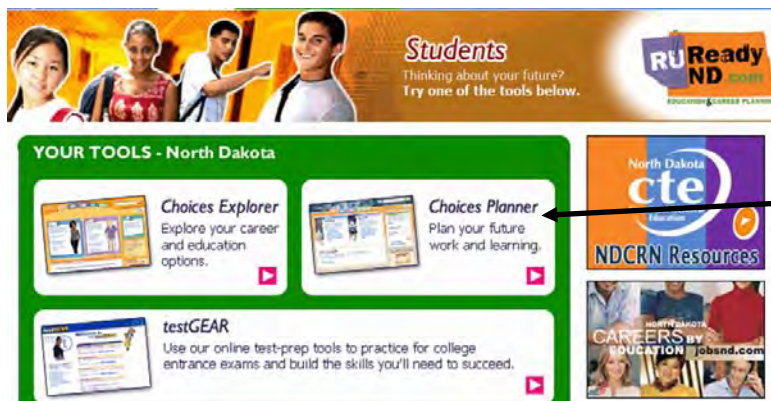
### Student Sign in Page

If you are **new** and don't have a portfolio, or you don't remember your old one from last year, click on: **Create a new portfolio**

**Note:** A portfolio name must be unique to you, something you can remember for 4 or more years. It must be 4 or more characters long with no spaces; you can use either **your email address** or **first name.last name**. Your password must be different than your portfolio name and must be 4 or more characters.

If you already have a portfolio, just use the same portfolio name and password to access your information.

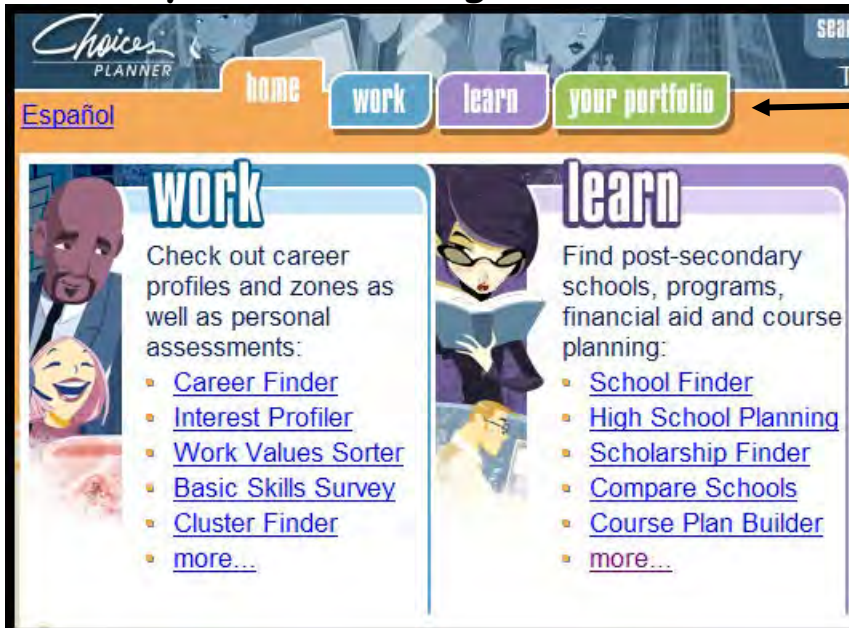
This brings you to your North Dakota Tools Page



Select Choices Planner Here

## RUReady?

## This is your HOME Page.



These are your top tabs, your Tool Bar

You can quickly go to any page at any time.

These are your Recommended Guideways, Go to:

- **Guideway 1** if you are just starting your career planning.
- **Guideway 2** if you already have a career in mind.
- **Guideway 3** if you want to choose a major and a college.

### RECOMMENDED GUIDEWAYS

<b>Guideway 1</b> Are you just starting your planning process? <ul style="list-style-type: none"><li>Start <a href="#">Guideway 1</a> guideway</li></ul>	<b>Guideway 3</b> Choosing a major and a college? <ul style="list-style-type: none"><li>Start <a href="#">Guideway 3</a> guideway</li></ul>
<b>Guideway 2</b> Do you already have a career in mind? <ul style="list-style-type: none"><li>Start <a href="#">Guideway 2</a> guideway</li></ul>	<b>Can't Find What You're Looking For?</b> <ul style="list-style-type: none"><li><a href="#">See all available guideways</a></li></ul>

You can even work on these at home or during a study hall.  
Remember to save your results to your Portfolio.

# Scavenger Hunt


1. If you have both Choices Explorer and Choices Planner, how do you return to Your Tools?

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2. Locate  and return to  Select Choices Planner .


3. You will see these tabs at the top of the page. This is the  toolbar.



Check here if you have located these tabs:

4. Go to the  tab.

5. Locate  and click on [All About You](#). Click on [Edit Personal Info](#). Edit your information and then be sure to [Save](#). Click on [Add or change your interests](#). Add some interests to your portfolio.

6. Scroll down to **Work Interest Areas**, click on: [Try the Interest Profiler](#).  Complete the assessment. Note: it will take about 10-15 minutes to complete.

What are Your Top Interest Areas?

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Click on [Check out careers matching your interests](#) . List three careers from your list.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What are the top three clusters associated with your three careers?



Cluster 1 \_\_\_\_\_



Cluster 2 \_\_\_\_\_


Cluster 3 \_\_\_\_\_

7. Locate and click on **Your Network**. Click on [Add people to Your Network](#). Go ahead and add at least two people to your list.

8. Locate and click on **Your Experiences**. Click on [Add experiences](#). Go ahead and add one experience to your list.
9. Look at the section **Entrance Test Scores**. This is where you can add your test scores when you get them. Talk to you School Counselor about when you will take these.

10. Go back to the  tab. In the section labeled , click on: [Your Journal](#). Add a journal entry.

11. Click on the  tab again. Find the section labeled . This is where your plan of study (also called a course plan) is located. We will create one later if you don't have one now.

12. Go to the  tab, on your toolbar, select the [Career Finder](#). What does the **Career Finder** help you to do? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Using the **Career Finder**, click on [School Subjects](#).  
 Select the school subjects that interest you (click in the box).

Click on [See Your Matching Careers](#) . List at least two careers that were suggested:

Career 1. \_\_\_\_\_

Career 2. \_\_\_\_\_

**Read each Career Profile**

What are the **Average Hourly Wages** for the two careers that you chose?

Career 1. \_\_\_\_\_ Career 2. \_\_\_\_\_


What are the **Average Annual Wages** for the careers you chose?

Career 1. \_\_\_\_\_ Career 2. \_\_\_\_\_

What are two skills you might need for this career?

1. \_\_\_\_\_ 2. \_\_\_\_\_

Add these two careers to your portfolio by clicking on [Add to Portfolio](#) in the upper right hand corner of the career information article.

13. Click on the  tab. List the self assessments you can take. Hint: look at the right of the screen.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What can you learn from doing the **Work Values Sorter**? \_\_\_\_\_

14. Look in the middle column of the  page to find  and click on [Compare Careers](#). Choose two careers using the search box and do a comparison.

List two **similarities**:

1. \_\_\_\_\_ 2. \_\_\_\_\_

List two **differences**:

1. \_\_\_\_\_ 2. \_\_\_\_\_

15. Locate the  function on the  Page.

Look up **Registered Nurse**.

What is the average annual wage for a Registered Nurse in:

Bismarck? \_\_\_\_\_ Fargo? \_\_\_\_\_

How does that compare to the National Average? \_\_\_\_\_

How many job openings are expected in ND? \_\_\_\_\_

What is the expected growth? \_\_\_\_\_

Check out the **Military Options**.

What are the **Skills You Need**? Top three?


1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

16. Go to your toolbar, Click on the . Find  and click on the [School Finder](#) link.

How many search topics are available to help you look for colleges? \_\_\_\_\_

List the top four characteristics you would use in your search for colleges.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_


Go to **Key Facts**. Check the North Dakota box only. Scroll to the bottom and select [See your list of schools](#) 

Look at each school, how many offer:

Associate Degrees? \_\_\_\_\_

Bachelor's Degrees? \_\_\_\_\_

17. Now we're going to do a search for nursing schools in North Dakota.

Click on the menu item , Find the Health Science section. Click on [Choose Specific Programs](#) and check the box in front of [Nursing/Registered Nurse \(RN, ASN, BSN, MSN\)](#).

Scroll to the bottom and select [See your list of schools](#) 

How many are there? \_\_\_\_\_

Go back and check [Licensed Practical/Vocational Nurse Training \(LPN, LVN, Cert., Dipl, AAS\)](#)

How many schools have that program? \_\_\_\_\_

18. What did you **like** about using Choices Planner today?

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19. What did you **dislike** about using Choices Planner today?

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Reflect on these questions in  **Your Journal** .

**You have now completed the Scavenger Hunt. 😊**



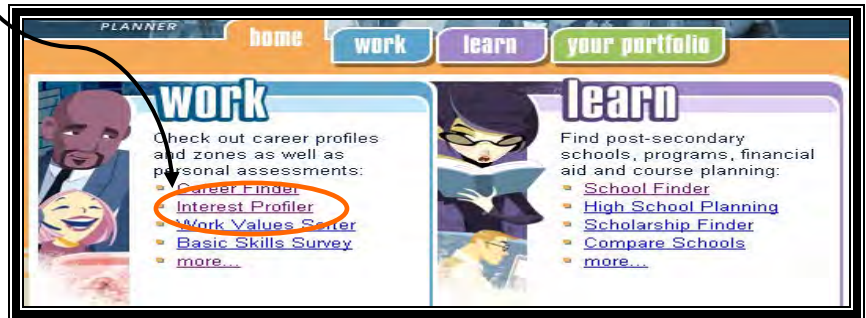



# Interest Profiler Activity

**Learn about yourself!** The more you know about what kind of work you like, the better chance you have of finding the perfect career. The goals of the Interest Profiler are to find your work interests and help you match them to career options.



Go to [www.RUReadyND.com](http://www.RUReadyND.com). Choose  on your tools page.

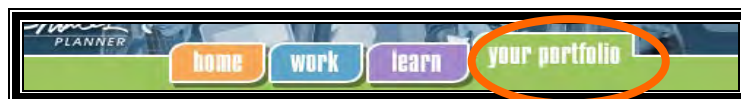
Click on [Interest Profiler](#).



1. Click on [Start answering questions](#) .
2. When you have finished answering the 180 questions you will be provided with a report about **Your Top Interest Areas**. Read this report. When you have finished, click on [Check out careers matching your interests](#).

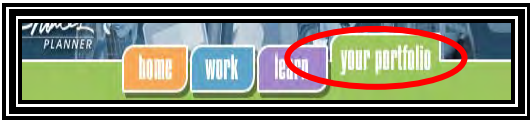
**Read about the careers on your list.**

3. When you are finished you will need to answer the questions on the next page in the **YOUR JOURNAL**  section of . Click on the your portfolio tab on your toolbar to get started journaling.



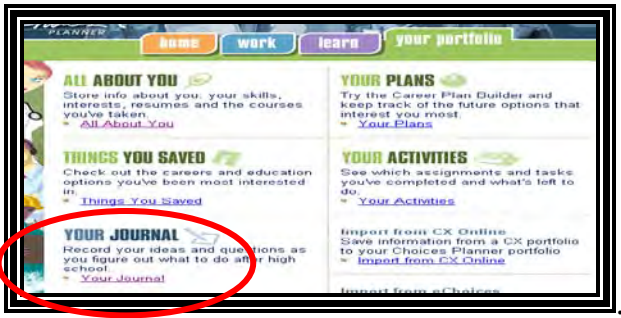






Click on this tab to get started journaling.

Click on [Your Journal](#).  
Click on [Add a new journal entry](#).



Answer the following questions in  or on this page. (Return to All About You to find the answers.)

List and define your top two work values. \_\_\_\_\_  
\_\_\_\_\_

Write 3-4 sentences about why you think these work values are true about your personality. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choose 2 careers from your list.

1. \_\_\_\_\_ 2. \_\_\_\_\_

Briefly describe what a person does in each career.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


For each career write about why the careers you chose are good matches for your top work values. Use examples from your top work values list to support your decisions.


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


Think about if you were hiring someone to work at your business, what would be most important to you? Explain why. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Getting a Job

 **Tip:** Decide in advance what activities, if any, you want to assign from *Getting Ready to Work*.


Go to [www.RUReadyND.com](http://www.RUReadyND.com). Choose  on your tools page.

Select the  tab, on your toolbar. Find **GETTING READY TO WORK**.

## GETTING READY TO WORK

Do your research before you head out on the job hunt

- [Resume Builder](#)
- [Job Interview Practice](#)
- [Cover Letter Creator](#)
- [Thank-you Letter Builder](#)

Resume Builder-Go through 10 quick steps to creating your resume. You also can view sample résumés. Your finished resume can be saved in your portfolio too. Check out the  box.

Job Interview Practice-The questions are based on the type of job you are applying for. You can go through some frequently asked question to quiz yourself or each other. Practice as much as needed.

Cover Letter Creator-Here you can learn when to write a cover letter and what type to write. You can save these, too.

Thank-you Letter Builder- Here you can learn what to include in a thank-you letter. Samples are given for you to use as an example.

Jobs can be difficult to get and giving a good first impression can make a difference. This includes a sharp resume and practicing your job interview skills. You can also contact your local Job Service to see what jobs are available in your area.


Go back to your Tools Page.

Click on the Careers by Education badge to get more information about North Dakota's top careers.

Click on **Career Conversations** to hear real people talk about their jobs in North Dakota.

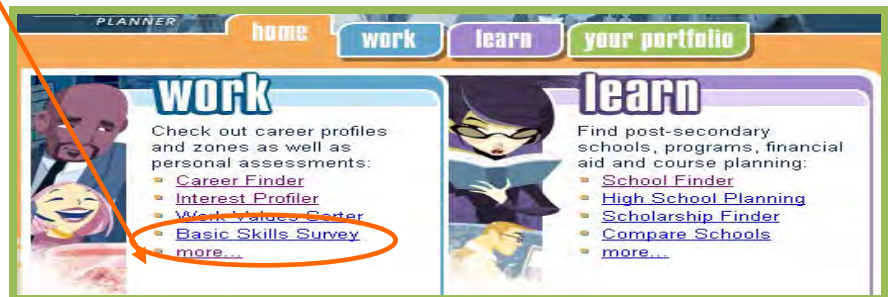
# Basic Skills Activity

Learn about yourself! Knowing more about your skills helps you figure out which skills need more development to achieve your career goals.


Go to [www.RUReadyND.com](http://www.RUReadyND.com). Choose  on your tools page.

Click on: [Basic Skills Survey](#). Figure out what basic skills you have and match them to careers. The goal of this survey is to help you assess your basic skills and match them to career options.

- BASIC SKILLS**
- Reading Comprehension
  - Active Learning
  - Learning Strategies
  - Critical Thinking
  - Active Listening
  - Mathematics
  - Speaking
  - Writing
  - Monitoring
  - Science




**RUReady?**

Based on your results, you can: [Review matching careers](#) 

Are you happy with this list of skills? Think about these results and write thoughts in your [Portfolio Journal](#).

**Descriptions of all 10 basic skills:**  
Click a title to view a list of the careers requiring a high level of that basic skill.

 [Reading Comprehension](#) – Understanding written sentences and paragraphs.

- **Low:** Reading step-by-step instructions for completing a form.
- **Medium:** Reading a memo from management describing personnel policies.

After doing the Skills Survey you will be able to [Review matching careers](#).

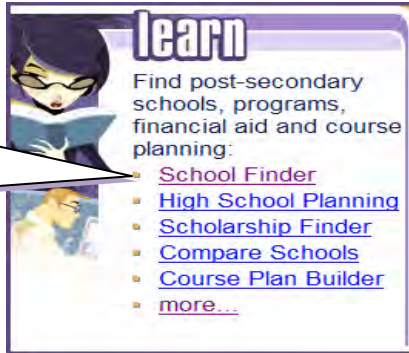
**or**

Click a title to view a list of the careers requiring a high level of that basic skill.

Reminder: Add interesting careers to .

Go to [www.RUReadyND.com](http://www.RUReadyND.com). Choose  on your tools page.

On the HOME page, click on [School Finder](#)



I wonder how much it costs a year to go to college?

**School Finder**

View schools based on the characteristics you select



**Key Facts- Select your preferences**

- WHERE do you want to go to school?
- What KIND OF PROGRAM interests you?
- Do you want to go to a PUBLIC OR PRIVATE school?
- Campus setting - RURAL OR URBAN?
- What SIZE OF SCHOOL do you want to attend?

Go through each menu item so you are familiar with how to look for schools that meet your preferences. You can find the perfect school for YOU!

**Note:** If you click too many preferences and are not finding what you want just click [Start Over](#).



Be sure to add to your portfolio any schools you want to save for later.

# College Comparison

## A Worksheet for the College Selection Process

Fill out the following chart by looking on the Choices Planner LEARN page or by going to school websites listed.

Preference	What I Want	College Choice #1 Name:	College Choice #2 Name:	College Choice #3 Name:
Major/ Program				
Tuition and Costs-in State				
Out of State				
How hard is it to be admitted?				
Ratio: Faculty to Students				
Size of Town/ City				
How Many Students				
% Girl - % Boys				
Admission Requirements				
ACT Scores				
What I like about this school.				
What I dislike about this school.				
Activities they offer that I like.				
Other:				

**Your High School Graduation Requirements**

\_\_\_\_\_ English, \_\_\_\_\_

\_\_\_\_\_ Math, \_\_\_\_\_

\_\_\_\_\_ Science, \_\_\_\_\_

\_\_\_\_\_ Social Sciences, \_\_\_\_\_

\_\_\_\_\_ Physical Education/Health, \_\_\_\_\_

\_\_\_\_\_ Electives, \_\_\_\_\_

\_\_\_\_\_ Other, \_\_\_\_\_

\_\_\_\_\_ **Total**

**ND High School Graduation Requirements**

**2011-2012 Minimum Diploma Requirements**

22 units required, no student may graduate from a high school in this state unless the student demonstrates successful completion of the following:

1. Four units of English language arts from a sequence that includes literature, composition, and speech;
2. Three units of mathematics;
3. Three units of science, including:
  - a. One unit of physical science;
  - b. One unit of biology; and
  - c. (1) One unit of any other science; or  
(2) Two one-half units of any other science;
4. Three units of social studies, including:
  - a. One unit of United States history;
  - b. (1) One-half unit of United States government and one-half unit of economics; or  
(2) One unit of problems of democracy; and
  - c. One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5.
  - a. One unit of physical education; or
  - b. One-half unit of physical education and one-half unit of health;
6. Three units of:
  - a. Foreign languages;
  - b. Native American languages;
  - c. Fine arts; or
  - d. Career and technical education courses; and
7. Any five additional units.

## North Dakota University System Admission Requirements

(North Dakota 4-year Colleges and Universities)

If you plan to apply to a four-year university, you need to have taken a core curriculum of certain courses in high school. The purpose of these admission requirements is to ensure that students entering North Dakota's public four-year universities are academically prepared to succeed. Courses at the secondary level in content are required in the following areas, regardless of student age or grade when taking the course:

- 4 units of English, including the development of written and oral communication skills
- 3 units of mathematics, Algebra I and above
- 3 units each of laboratory science, including at least 1 unit each in 2 or more of the following: biology, chemistry, physics, or physical science
- 3 units of social studies, excluding consumer education, cooperative marketing, orientation to social science, and marriage/family.

An ACT or SAT score is required for applicants under the age of 25.

The State Board of Higher Education strongly recommends that high school students intending to enroll in baccalaureate universities take Algebra II (Advanced Algebra) and 2 units of a single classical or modern language, including American Sign Language or Native American languages.

For more information, visit:

<http://www.legis.nd.gov/assembly/57-2001/docs/pdf/3930401.pdf> or [www.ndus.edu](http://www.ndus.edu).

### ND Two-Year Campus Admission Requirements

- \*High school graduation or successful completion of the GED (no specific course requirements for general admission)
- An ACT or SAT score is required for applicants under the age of 25.
- Specific programs and major fields may have additional requirements for admission (courses, test scores, etc.)

\*Also a requirement at ND University Systems' 4-year schools

# Your High School Plan of Study


Create a course plan or borrow one already developed from your favorite career cluster. Your course plan is your plan of academic study that prepares you for the career you want in the future.


### Career planning includes:

- Your past and present experiences
- Your academic and work skills
- Activities you enjoy
- Training requirements for career choice
- **Desire to succeed**



## RUReady? Let's Get Started!

Go to [www.RUReadyND.com](http://www.RUReadyND.com). Choose  on your tools page.

Click on the  tab on your toolbar, select either:

**High School Planning**

**High School Planning**

Plan your courses and see how they connect to careers and post-secondary options.

- [High School Planning](#)
- [Course Plan Builder](#)

OR

**Course Plan Builder**

**Course Plan Builder**


Build your own school course plan including courses you are enrolled in and ones you've already taken.

- [Course Plan Builder](#)

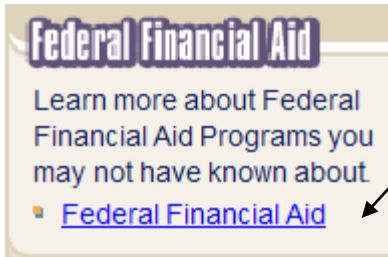
To select a plan from a career cluster, click on the cluster link and add it to your portfolio.

Create a plan from scratch or select your recommended school plan if it is available.

You can edit both plans each year to include the classes you have taken or are taking. You can even keep track of your grades for each class.

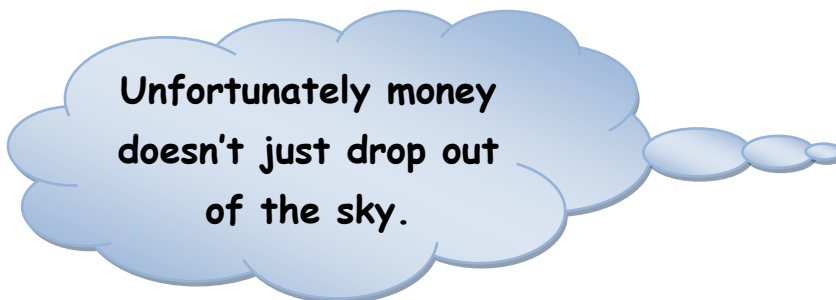
Go to [www.RUReadyND.com](http://www.RUReadyND.com). Choose  on your tools page.

Select the  tab on your toolbar.



Select Federal Financial Aid. College costs are expensive and most students need some type of financial aid and scholarship funds to help pay for their post secondary education. Many students also have a part time job while going to school.

A career of your choice may require a college degree. Although a college degree is a very valuable investment towards your future, it can be difficult to pay for. For this reason, students can apply for loans, grants and scholarships to help them with their college expenses.



All of these options require some effort on your part. You must fill out the proper paperwork and get them in by the listed deadlines. Remember loans you need to pay back in full with interest. Grants and scholarships don't have to be paid back. Scholarships are an award, therefore sometimes more difficult to earn.

Click on each heading and explain briefly what is involved with each type of aid. You can write about each on this worksheet.

Plus Loans \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stafford Loans \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Pell Grants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Perkins Loan \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Supplemental Education Opportunity Grant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Work Study Program \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SCHOLARSHIP FINDER** 🔍  
Search for scholarships that match your circumstances.  
▪ [Scholarship Finder](#)

**FIND SCHOLARSHIPS BY...** 🔍  
▪ [Alphabetical List](#)  
Every scholarship from A to Z

Click on the **learn** tab. Now click on the [Scholarship Finder](#) on the **LEARN** page. Answer a few questions to customize your search, and then look at your results. Be sure to also check with your School Counselor for any other scholarships you may be eligible for. Good Luck!