

## **Kathy Holle, Supervisor**

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## **Career Resource Coordinators**

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**The following workshops will be held this school year throughout the state. A combination of 15 hours can be taken for one graduate credit. One credit can also be earned for taking the course entitled *Improved Career Decision Making 2011-12*. To register, visit: <http://www.nd.gov/cte/crn/workshops.html>**

### **Career Resource Network Tools for YOU!**

This will be an overview of the career and academic tools available to YOU through the Career Resource Network (CRN). In this session you will use RUReadyND.com, including Choices Explorer, Choices Planner and testGEAR, and Career Outlook as well as the lesson plans that accompany those tools. There will be time to review and use the various CRN resources that will help YOU add career connections and academic skill building to your course content!

- ♦ Class - 6 hours
- ♦ Total of 6 hours towards credit

### **Grab 'n Go Lesson Plans**

Have you been using RUReadyND.com and the Career Outlook for a while but would like an opportunity to become more familiar with the Lesson Plans that are available for both resources? If so, this is the workshop for you! The lesson plans will help you make the resources you have at your fingertips easier to use and more relevant for your students.

- ♦ Class – 3 hours
- ♦ Total of 3 hours towards credit

### **RUReady to Dig In?**

This workshop will help you and your students navigate through the tools available to them in Choices Explorer and Planner and go beyond the basics of using RUReadyND.com. If you have been using RUReadyND.com and want to dig deeper, this is the workshop for you!

- ♦ Class – 3 hours
- ♦ Total of 3 hours towards credit

### **Improved Career Decision Making (ICDM)**

This workshop will teach you to find, navigate and use the latest labor market information, get you up-to-date on the most current counseling theories and practices and introduce you to the wide variety of resources that are at your fingertips yet sometimes hard to find! This two-day, 15-hour workshop will better prepare you to help individuals make an appropriate current career choice, and learn improved problem-solving and decision-making skills that will be needed for future choices. The workshop will be offered in two locations in the state. *Bring a computer and walking shoes* as the workshops will include an evening tour of area industry as a part of the 15 hour requirement for credit.

- ♦ Class – 15 hours
- ♦ Total of 15 hours towards credit

### **ACT Prep & Academic Skill Building: testGEAR**

This workshop is designed for individuals or school teams (teachers, counselors, administrators, others) to learn how testGEAR® gives students the practice they need to reach their full potential on college entrance exams like the ACT. The workshop will also provide an overview of testSCOPE, which gives the ability to access scores and reports in order to assess performance.

- ♦ Class – 3 hours
- ♦ Total of 3 hours towards credit

### **E-portfolios and Student Plans**

Customize courses for your school or district, have students create plans of study that are based on assessments and have them save their work to the Electronic Portfolio System (EPS). What a difference that will make when you track a student's progress and they not only have a solid academic plan based on their needs but leave school knowing that it will make a difference in their future

- ♦ Class – 3 hours
- ♦ Total of 3 hours towards credit

### **Customizing Your School Plan Working Session**

This session will provide time for you to work with professional tools so you learn how to work with students through their portfolios and gather data for accountability purposes. The afternoon will be dedicated to individual work and providing assistance in customization and/or further exploration of these tools. This workshop is ideal for those who have been using RUReadyND.com with students and are now ready to advance to customizing the ND Career Cluster Plans of Study for their students.

- ♦ Class – 3 hours
- ♦ Total of 3 hours towards credit

## Notes of Interest Related to Credit

- ♦ During the 2011-12 school year, you will be able to earn two college credits.
  - One cumulative credit will be available for the course entitled ***NDCRN Academic & Career Planning Strategies 2011-12***. (This credit requires 15 hours of instruction for various workshops throughout the year)
  - One credit can also be earned for taking the course entitled ***Improved Career Decision Making 2011-12***. (This credit is a two-day stand-alone course being offered in Fargo and Bismarck)
- ♦ If you wish to earn a cumulative credit, a minimum of 15 hours of instruction from a combination of classes must be submitted in order to forward your cumulative credit request for review and approval.
- ♦ For both credit opportunities, you will be required to be in full attendance, and class assignments and evaluations must be completed in their entirety in order to receive college credit. Assignments and evaluations will be submitted electronically.
- ♦ NDCRN will keep track of the hours of completion but participants are asked to hang on to certificates as well in case there is a discrepancy.
- ♦ At the end of the school year, information will be sent via email to all participants who have a total of 15 hours or more and you can then go online to submit the registration form and make payment to UND to receive credit for the class. A fee of \$50 will be charged for each graduate credit.
- ♦ The online credit registration will run from April 27, 2012 and close at midnight on May 11, 2012. PLEASE REGISTER as early during this time frame as possible. If, due to extenuating circumstances, you need to register late, you must get approval from the instructor of record (NDCRN) and they will notify UND of the request for a late registration. A late fee of \$25 will be assessed. The URL link to the registration site and the instructions to register and pay for the credit will be sent to eligible participants prior to April 27, 2012.
- ♦ You will receive an email confirmation of your course completion and instructions for ordering transcripts after UND receives the grade report. All grades for professional development credits are recorded on official transcripts at the University of North Dakota as continuing education credit. It takes approximately 3-4 weeks from your end of course date for grades to be posted on transcripts, provided registrations and grades are received according to posted due dates.
- ♦ If you would like to host a workshop related to career information and/or academic & career planning strategies or if you are offering another workshop in your school that is appropriate for this course title, it can also be added and used as hours towards the credit. You would need to submit materials 3 weeks in advance in order to have it approved by UND. Contact the NDCRN office for more information.

### Evaluation

- ♦ At the end of this session, we appreciate your time in completing an honest and constructive evaluation survey.
- ♦ The completion of the evaluation survey is useful to us in planning, will be your ticket to receiving a completion certificate and the first step in receiving credit.

### Reflection & Implementation

- ♦ If you are taking this workshop for credit, you will be asked to answer the following:
  - Identify the specific tools or strategies that you might use this year.
  - Explain how you will implement what you have learned.
  - List the action steps you will take to put this implementation plan into effect.
  - How will you measure success following the implementation of this plan?
  - Please keep this in mind during the workshop and be prepared to complete this assignment.

#### Contact Information:

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