Classroom-Based Pre-ETS Activities

April 13, 2017

PRESENTERS:
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Classroom-Based Activities

Why?

- Get to know teachers with individual strengths and needs
- Work with students in a group setting to first hand understand strengths and needs
- Increase communication and build relationships
- Facilitate opportunities to support desired outcomes

How?

- Foster Collaboration
  - How can I help you?
  - What resources do you need?
- Facilitate activities based upon strengths of the VR counselor
  - Consider a list
    - VRC strengths
    - Options a teacher may select
- Facilitate activities based upon needs identified:
  - by classroom teacher
  - through your observation in working with students
Montana Career Lab & Montana Careers Information System, MCIS

http://lmi.mt.gov/career
https://mtcis.intocareers.org/materials/portal/home.html

Help Desk: MCRN@mt.gov
MCIS Career Plan: Career Development Framework
Created: Friday, April 12, 2013
The MCIS High School Framework helps instructors develop a grade-appropriate curriculum for career development education. Framework with worksheets

Mock Job Interview Activity
Created: Tuesday, January 27, 2015
Instructions and resources for conducting a fun mock job interview activity. A great resource for teachers and guidance counselors.

Soft Skills Checklist
Created: Wednesday, January 25, 2017
Take inventory of your "Soft Skills," the non-technical skills all workers must have to remain employable. Excerpted from the Montana Career Guide.

Montana Career Guide
Created: Tuesday, January 31, 2017
The Montana Career Guide walks users through the entire career planning process from exploring your interests to interviewing for a job. Includes a section on soft skills and job hunting tips for special populations.

Pocket Resume
Created: Tuesday, January 27, 2015
A handy resource to help organize your career information. Take it with you when you collect job applications or go to interviews.

Dollars and Sense
Created: Wednesday, January 28, 2015
This publication is a resource to help develop financial literacy skills. Created by the Office of the Commissioner of Higher Education and the Montana University System – Office of Student Financial Services.

MCIS Administrative Tools Guide
Created: Wednesday, January 26, 2017
The Site Administration tools provide you with the ability to customize MCIS for users, manage user needs, and run reports to discover how MCIS is being used.
Pocket Resume
Available Online Only

Created: Tuesday, January 27, 2015

A handy resource to help organize your career information. Take it with you when you collect job applications or go to interviews.

Categories: Career, For Job Seekers, For Students, College, High School, HS Resources, HS-Adult Resources, HS-Adult Resources, Job Hunting
Skills and Abilities:

Honors and Awards:

Leadership Activities:

The actual interview:
  • Be prompt.

Questions to Expect:
1. Tell me about yourself.
2. Why are you the best candidate for the job?
3. Why are you interested in this job?
4. What are your greatest strengths? Weaknesses?
5. How has your education/training prepared you for this job?
6. What would your teachers, former employers, or references say about you?
7. Do you understand that you may be subject to a drug test and background check if you are hired?
8. When are you available to work?

Questions to Ask:
1. Would you describe a typical work day?
2. Can this job lead to other positions in the company?
3. What skills are most important in this position?
4. If hired, would I report directly to you, or someone else?
5. Do you provide training opportunities?
6. When can I expect to hear from you?

Preparing for the job interview
• Fill in this pocket resume
• Learn something about the company
• Have a specific job in mind
• Review your qualifications for the job
• Practice answering likely interview questions

Appearance
• Neat and clean grooming
• Appropriate clothing
• Make-up in good taste

What to take with you
• This pocket resume
• Small pad and pen
MIDDLE SCHOOL RESOURCES

MCIS Junior Workbook
Created: Wednesday, February 11, 2015
Your guide to the amazing MCIS Junior career planning tool. This workbook walks students through the MCIS Junior website.

MCIS Junior Framework
Created: Friday, April 12, 2013
You will find three models to deliver My Career Plan in MCIS Junior. These frameworks will help you lead group guidance and classroom-based career development instruction.

What to Pack
Created: Thursday, January 30, 2014
This guide helps Middle Schoolers explore their own interests and aptitudes, and see how they relate to different career fields. Budgeting exercises show them how far their money will go in the real world.

Scroll back up on the Resources page; Middle School is just above the High School & Adult Resources.
First set listed on the Resources section for educators:

GRADE SCHOOL RESOURCES

Career Peeks Alphabet Pages
Created: Sunday, January 1, 2017
This supplement to the Career Peeks activity book gives students a booklet to practice writing the letters of the alphabet using occupations as a theme.

Career Peeks: A Career Awareness Activity Book
Created: Monday, January 2, 2017

Career Heroes: A Career Awareness Workbook
Created: Tuesday, January 3, 2017
This workbook for 3rd and 4th graders introduces students to a variety of careers with fun activities on every page.

Jacob and Emily Skip School
Created: Wednesday, January 4, 2017
This publication introduces the concept of career clusters by telling the story of a set of twins who spend the day learning about careers. Designed for 5th and 6th Grade.
Both are selections on the moving, center section, of the Montana Career Labs Homepage. The section “floats” and is also available from the Educators tab above Provided Resources.
ACTIVITIES

PRE-KINDERGARTEN AND KINDERGARTEN ACTIVITIES

Alphabet Trading Cards Letter A
Created: Monday, February 6, 2017

Alphabet Trading Cards are designed for pre kindergarten and kindergarten children. These cards will get your children/students talking about different occupations as well as learning their letters.

First and Second Grade Activities

Career Peeks: Business management & Administration Finance(Bookkeepers)
Created: Tuesday, March 28, 2017
Occupation: Bookkeepers
Academic Concept: Counting

Third and Fourth Grade Activities

Career Heroes: Doers (Electrical Engineers and Veterinarians)
Created: Tuesday, January 31, 2017

Careers for Doers
Doers like to work with things, using their hands, play sports, using tools and machines.

- Occupations: electrical engineers and veterinarians
- Academic concept: science

Fifth and Sixth Grade Activities

Jacob and Emily Skip School: Occupation Family Tree
Created: Thursday, February 2, 2017
Help your student or child fill out the occupational family tree to see what kinds of careers are in their families...

Middle School Through High School Activities

Career Guide: Is Self Employment for You?
Created: Tuesday, February 21, 2017
Is Self Employment for You? Take this assessment to find out.
Top tabs: Publications
Lists of items for selection

Under Career

High School (9)
Job Interview Tips
Created: Saturday, January 30, 2016
A printable one-page guide to successful job interviewing.

GPS For Your Life
Created: Wednesday, June 24, 2015
Not sure of your career destination? Don't leave it to chance, find your way in MCIS. This brochure gives a broad overview of key career planning features in MCIS.

Who Needs Science?
Created: Tuesday, February 1, 2011
A collection of interviews with professionals in a wide range of occupations who use science skills regularly. Also includes activities.

Who Needs Math?
Created: Tuesday, February 1, 2011
A collection of interviews with professionals in a wide range of occupations who use math skills regularly. Also includes activities.

Montana Pre-ETS TAC 2017
Different look for different logins...

Go to https://mtcis.intocareers.org

MCIS Helpdesk MCRN@mt.gov

CIS Login for agency/schools

General Use login for all others
Hover over a top tab to “show” options of selection

Reports tab

Tools you are used to finding:
Assessments
Reality Check
Another “hover” tab

News
Annual changes under What’s New?

Tutorials & More
2 items
Help & Links

Tools for Counselors & Teachers

Montana Career Information System

Quick Starts
Tutorials
Classroom Activities
Guides & Instructional Tools
More Resources

Classroom Activities

Informal Assessment Materials
Other Activities

The files listed with this icon are .pdf files - use Adobe Reader to view and print them. If you need to download Acrobat reader for your computer, go to the Adobe Reader Download web site and follow the instructions.

The files listed with this icon are Flash media files.

*All components may not be available at your site.
Under Classroom Activities on the left side of the screen-

Expand arrow by selecting: Lesson Plans & Tools

College Bingo
Left column
Guides & Instructional Tools

Again, expand with the arrow to reveal tools, guides

Quick Starts
Tutorials
Classroom Activities
Guides & Instructional Tools
More Resources

Tools for Counselors & Teachers

Guides & Instructional Tools

Assessment Tools

- Setting the Stage for Using Formal Career Assessment Instruments
- Assessment Link Instructor Note
- Career Cluster Inventory Counselor's Guide
- Career Cluster Inventory Quick Reference Guide
- IDEAS Interest Assessment Counselor's Guide
- Presenting IDEAS to Students
- Presenting SKILLS to Students
- SKILLS Counselor's Manual
- Interest Profiler User's Guide
- Work Importance Locator User's Guide

Career Plan

- Career Plan Implementation Framework
- Where Do I Begin?
## Appendix A: Expanded Skills Definitions

<table>
<thead>
<tr>
<th>A. PERSONAL SKILLS</th>
<th>Work Setting Activities Indicating the Presence of this Skill:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01. Dependability</strong></td>
<td>Turning homework in on time.</td>
</tr>
<tr>
<td>Working in a reliable and responsible manner.</td>
<td>Setting the security system when closing a business for the night.</td>
</tr>
<tr>
<td></td>
<td>Providing daily care for animals in a clinic.</td>
</tr>
<tr>
<td><strong>02. Flexibility</strong></td>
<td>Caring for preschool children.</td>
</tr>
<tr>
<td>Accepting change and variety in the workplace.</td>
<td>Handling the daily activities of a policeman.</td>
</tr>
<tr>
<td></td>
<td>Working with others on a class project.</td>
</tr>
<tr>
<td><strong>03. Persistence</strong></td>
<td>Studying to improve grades.</td>
</tr>
<tr>
<td></td>
<td>Auctioneering art works and collectibles.</td>
</tr>
<tr>
<td><strong>04. Integrity</strong></td>
<td>Giving correct change at a grocery store.</td>
</tr>
<tr>
<td>Avoiding unethical behavior and being honest.</td>
<td>Correctly citing resources for a term paper.</td>
</tr>
<tr>
<td></td>
<td>Keeping patient records confidential at a pharmacy.</td>
</tr>
<tr>
<td><strong>05. Efficiency</strong></td>
<td>Organizing activities and study time.</td>
</tr>
<tr>
<td>Effectively using resources.</td>
<td>Preparing an office supply list for the month.</td>
</tr>
<tr>
<td></td>
<td>Planning a travel itinerary.</td>
</tr>
<tr>
<td><strong>06. Competitiveness</strong></td>
<td>Selling the most cars in a single day.</td>
</tr>
<tr>
<td>Striving to be the best.</td>
<td>Playing in a soccer game.</td>
</tr>
</tbody>
</table>

Montana Pre-ETS TAC 2017
Warning: when you click Tools for Counselors, it flips you over to the general access side of MCIS. To get back use the back arrows to the left of the address bar.
Help & Links

Curriculum
## Curriculum

*Left navigation options*
*Center filters*
*Sort*

### Career Plan Level

- Any Level

### Career Plan Themes

- Set Goals

### Common Core State Standards

- Any Standard

### American School Counselor Association (ASCA) Domains

- Any Domain

### Subject Areas

- Any Subject Area

### Find learning activities by *CIS component* (select a *CIS component*):

<table>
<thead>
<tr>
<th>CIS Component</th>
<th>-- Any CIS Component</th>
</tr>
</thead>
</table>

### Find learning activities by *curriculum objective*:

<table>
<thead>
<tr>
<th>Curriculum Objective</th>
<th>-- Any Curriculum Objective</th>
</tr>
</thead>
</table>

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**Montana Pre-ETS TAC 2017**
<table>
<thead>
<tr>
<th>Support Materials</th>
<th>National Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson Organization</td>
<td>National Career Development Guidelines</td>
</tr>
<tr>
<td>Teaching Career Development</td>
<td>ASCA Standards</td>
</tr>
<tr>
<td>Curriculum Tutorial</td>
<td>Common Core State Standards</td>
</tr>
</tbody>
</table>

### Sort Results:

1. Advice for My Child  
   **View Activity**  
   **Summary:** Students learn goal setting by writing an imaginary letter to their future children and practicing goal setting.

2. Attitude Adjustment  
   **View Activity**  
   **Summary:** Students assess their attitudes and set goals to change negative attitudes into positive attitudes.

3. Designing Me  
   **View Activity**  
   **Summary:** Students complete statements about themselves, which they use in conjunction with a chosen media to create depictions of themselves. They also identify some short-term goals from these depictions.

4. Encouraging Student Success  
   **View Activity**  
   **Summary:** Students complete Sherlock and set personal improvement, enrichment, academic and career goals based upon their responses.

5. I Have a Dream  
   **View Activity**  
   **Summary:** Students develop videos depicting their career dreams and goals.

6. I’m a Special Person  
   **View Activity**

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Montana Pre-ETS TAC 2017
Complete break-down of the lesson; amount of time, focus of lesson, what you need preparation, a walk-through of steps to complete the activity, how to save to the portfolio, and the materials to support the activity such as PowerPoint or worksheets.
Email the Help desk to schedule training to learn how to use MCIS for career planning for students and clients.
A-Z OF DISABILITIES AND ACCOMMODATIONS

Facilitate a discussion on accommodations in the workplace that could be explored in school.
Financial Literacy

How and why do we fill out employment paperwork?
How to read a paystub?
How to manage income?
Why do we need a good credit score?

http://www.practicalmoneyskills.com/resources/free_materials
• MCIS Curriculum
  • My financial plan
  • Reality Check
    https://mtcis.intocareers.org/realitycheck/RC_introduction.aspx

• Hands on Banking http://www.handsonbanking.org/en/

• Contact your local bank about coming into a school

• Consumer Math Curriculum- cost
  http://www.consumermath.org/getting_started/getting-started-online-curriculum/getting-started-consumer-math/
Students Going to Work and Its Effect on SSI/Medicaid

Some Useful Social Security Rules
If you are under age 22 and regularly attending school, SSA does not count up to $1,790 of earned income per month when they figure your Supplemental Security Income payment amount. The maximum yearly exclusion is $7,200. These amounts are for the year 2016; SSA usually adjusts these figures each year based on the cost-of-living.
Student Earned Income Exclusion

- The Definition of “Regularly Attending School”
- In college or university for at least 8 hours/week
- In grades 7-12 for at least 12 hours/week; or
- In a training course for at least 12 hours/week (15 hours/week if the course involves shop); or less time than indicated for reasons beyond the student’s control, such as illness.
Student Earned Income Exclusion

- Home schooling qualifies if:
  - You are instructed in grades 7-12 for at least 12 hours a week; and
  - The instruction is in accordance with a home school law of the state or other jurisdiction in which you reside.
  - SSA applies the SEIE before the general income exclusion or the earned income exclusion.
After the SEIE is applied, income is subject to:
- The General Income Exclusion of $20.00, and
- The Earned Income Exclusion of $65.00

Income for a Month (Gross) $2,000

\[
\begin{align*}
\text{MINUS} & \quad \text{\$1,790} \\
\text{MINUS} & \quad \text{\$210} \\
\text{MINUS} & \quad \text{\$20} \\
\text{MINUS} & \quad \text{\$65} \\
\text{TOTAL} & \quad \text{\$125}
\end{align*}
\]
In order to calculate the amount of income to subtract from the SSI check, Social Security then divides the difference, in this case $125, by 2

$125 divided by two = $62.50

So, $735 (SSI amount for 2017) minus $62.50=

The student receives an SSI check for $672.50

AND is able to earn $2,000 for the month

Month total earnings = $2,672.50
Property Essential to Self-Support (PESS)

- Resources that a student uses in order to operate a business or earn money
- SSA does not count any property used in a trade or a business (inventory or goods to be sold) or tools or equipment if the student is an employee
- Up to $6,000 of equity value on both business and non-business property
- Also includes business bank accounts
How to Search for Employment

Opportunities for Job Searches:
- Networking (who do you know and how can they help you?)
- Newspaper ads
- Signs in the window
- On-line posts
- Montana Job Service

Preparing to Follow-up on an Inquiry:
- Preparing an application and/or resume
- Finding personal references
- Introducing oneself to a potential employer
- Dressing the part
- Thank-you letters
On February 10, 2017, the Montana Department of Labor & Industry launched MontanaWorks. This new website provides workforce development and unemployment insurance services through a one-stop portal, including job seeker tools, the state job bank and information about unemployment insurance.

If you previously had an account under jobs.mt.gov, you MUST create a new account with MontanaWorks. After creating your new account, you can import your data from your older account to the new one.

After creating your new account, we will email you a temporary password. Please make sure that you have access to the email account you entered while creating your new account. If you have lost access to your email account, you must have a valid email address before you start the process of creating a new account in MontanaWorks.

NOTE: While you can import the information from your old account into this new one, you will need access to the email address on file in the old system (jobs.mt.gov) as well as your username and password there. You have the ability to recover your old username and password.
The 411 on Disability Disclosure: A Workbook for Youth with Disabilities

Introduction

The 411 on Disability Disclosure: A Workbook for Youth with Disabilities is designed for youth and adults working with them to learn about disability disclosure. This workbook helps young people make informed decisions about whether or not to disclose their disability and understand how that decision may impact their education, employment, and social lives. Based on the premise that disclosure is a very personal decision, the Workbook helps young people think about and practice disclosing their disability.

The workbook does not tell a young person what to do. Rather, it helps them make informed decisions about disclosing their disability, decisions that will affect their educational, employment, and social lives.

MS Word versions of the 411 on Disability Disclosure Workbook are designed specifically for those visitors using screen readers and/or braille translators. Phrases such as "pullout" and "sidebar" will be used throughout the Word documents to give readers with low vision and/or blindness a better understanding of how the text is laid out in the PDF version (with complete graphics). In addition, tables and charts within the documents will be reformatted for clarity.

Download The Complete Guide
Montana Youth Transitions: To improve transition services and increase the number of youth with disabilities who achieve their desired post-school outcomes.
Classroom Activities for Preparing for Higher Education and Post-Secondary Training Programs

Melissa Dadmun
Support Schools with the Following Pre-ETS Activities:

Review *Counseling for Post-Secondary Education Progression* for more ideas on how to support awareness, exploration, preparation and training. Suggestions include:

- Present VRBS program information and post-secondary supports
- Assist in facilitating guest speakers and/or panel discussions
- Lead a discussion on importance of networks of supports, community, and independent living options
- Help students add information to transition binders
- Co-teach parts of Exploration Course to learn about academic and career interests
- Help facilitate virtual or online post-secondary program tour
- Facilitate a small group in the Discovery process
Post-secondary Education Resources and Curriculum

- College and Career Readiness: Support through workbooks and online transition curriculum/modules
  - Making my Way Through College: A guide for students with disabilities
  - Montana Career Information System: Career pathway modules and employability skills
- Disability Disclosure and Accommodations: 411 on Disability Disclosure workbook
- Self-Determination: Awareness of strengths and challenges, ability to independently set goals and make choices, ability to collaborate and network with others.
  - University of Oklahoma, Zarrow Center
    - Whose future is it anyway?
    - Self-Awareness and Self-Advocacy: ME! Lessons
Other Considerations:

• Learn how Group Discovery can be used as a classroom tool through this webinar and handout presented May 12, 2016 by Abby Cooper

• Rural Institute Planning Workbook

• It’s My Choice, Minnesota Governor’s Council on Developmental Disabilities

• Pepnet 2 Training Modules: Free, online interactive training designed for students who are deaf or hard of hearing.
  • Map It: What Comes Next
  • Getting a Job

• Project Access, University of Oregon

• Transition Network Region 8, Eastern Oregon
  • Regional Job Club Materials
Questions?
Ellen Condon, Director
Pre-Employment Transition Services Technical Assistance Center
University of Montana Rural Institute for Inclusive Communities
http://ruralinstitute.umt.edu/transition
condon@ruralinstitute.umt.edu
(406) 243-4134

Pre-ETS Webinar Archives: http://bit.ly/28XHbWU
And:
http://ruralinstitute.umt.edu/transition/trainingcalend.asp