

Program Of Study (POS) Template Checklist

A Message to Counselors:

One of the goals of the Top 10 by 20 initiative is that all students will qualify for entrance into postsecondary education/training. Research suggests that students are more successful academically when there is a strong individual planning component, especially at the secondary level (Gysbers, Lapan and Kayson, 2007). This Program of Study checklist is provided to identify suggested essential components for all Missouri Program of Study Templates.

HEADINGS:

- School Name
- Career Path/Cluster
- Title states "Career Cluster Program of Study Template"
- School Website

SECONDARY SECTION:

- Graduation Requirements
- Required Courses/ Elective Options
- Career Center Courses/Programs
- Additional Learning Opportunities
 - School Based Learning Opportunities: (Career Research, Cooperative Education, Internships, Job Shadowing, CTSO clubs/Student organizations, Service Learning, Other)
 - Community Based Learning Opportunities: (Mentoring, Volunteer Work, Career Cluster appropriate P/T employment, Other)
 - Assessments/Learning Certifications: (Technical Skills Assessment/TSA, Other)
 - Placement Assessments: (Compass Test, EXPLORE, PLAN, ACT, PSAT, SAT, ASVAB, Advanced Placement, International Baccalaureate, Other)
 - Student Organizations: (DECA, FBLA, FFA, FCCLA, FTA, Skills USA, Other)

POST-SECONDARY SECTION:

- Career Cluster Post-Secondary options (Career Center, Technical School, Community College, Four Year College-In state/Out of state)
- Sample Careers by educational level
- Articulation/Dual Credit college offerings

COMPLETION OF THE POS *TEMPLATE* DOES NOT MEAN THAT THE POS *PROCESS* HAS BEEN COMPLETED.

*Please refer to the *Individual Planning Vocabulary* document, provided by the Missouri Department of Elementary and Secondary Education Guidance and Counseling Office, to ensure terminology is used correctly. Contact your Career Education Coordinator if you have questions.