

### What is ICA?

ICA is a free, six-week, online course offered through LINCS in conjunction with WorldEd which prepares instructors and counselors to implement the Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide, a set of lesson plans and activities designed to help adult students understand and act on the critical link between education and careers.

This semi self-paced course walks participants through the ICA Curriculum Guide via a combination of readings, activities, and online discussion posts. Course activities are facilitated by a LINCS trainer, who will provide email reminders, feedback and support to participants as they interact with the online material. The lessons included in the curriculum guide can be found here: [http://amplifyae.org/files/upload/filename/174/Curriculum\\_Guide.pdf](http://amplifyae.org/files/upload/filename/174/Curriculum_Guide.pdf)

### What are the course objectives?

- Compare a variety of lessons and resources included in the *Integrating Career awareness into the ABE & ESOL classroom (ICA) Curriculum Guide* to assist students completing a Career and Education Planning Worksheet.
- Complete a lesson planning template from the *ICA Curriculum guide* that is tailored to the student levels, intensity of instruction, length of your program cycle, and which is aligned, where applicable, to your state or program content standards.
- Determine the preparation, classroom time, and resources that you will need in order to deliver the lessons that you've included in your lesson planning template.
- Apply a framework for setting a personal goal and discuss how you would introduce this framework to students to help them set concrete goals.
- Navigate, compare, and assess local and online resources to complement the *ICA* lessons, such as career exploration websites, college websites, One Stop Career Centers, and potential guest speakers.
- List the education steps needed towards a credential in a specific career pathway, and identify a postsecondary institution in your area that provides such training.

### How will I benefit?

- Gain strategies and resources to teach adult student/clients how to find and interpret labor market research and investigate information about training and educational programs and requirements.
- Practice techniques for encouraging learners to explore, identify, and cultivate their own interests, skills, and work values, and aim for jobs that require greater skill and pay family sustaining wages.
- Enjoy a flexible and accessible learning environment, complete module assignments on your own time as your schedule permits.
- Put your digital literacy skills to use by participate in an e-learning environment with Adult Education and Workforce Development staff from across the state.
- Any participant who completes 80% of the assignments will receive a certificate for successfully completing the course and a Professional Growth Points (PGPs) certificate totaling approximately 27 points.
  - Your work will be assessed on whether or not and to what extent you have done the following:
    1. Completed the required assignments and postings
    2. Completed the Final Lesson Planning Project

## Who can participate?

Any individual from the Adult Education or Workforce Development communities who works with students/clients is welcome to apply for this online course. The *Integrating Career awareness into the ABE & ESOL classroom (ICA) Curriculum Guide* was designed for use in ABE and ESL classrooms, however, the majority of these tools and resources can be used or be adapted for use by Academic and Career Counselors, Life Coaches, Transitions Specialists, and other Adult Education and Workforce Development staff. Up to 25 individuals will be selected to participate.

## What is required of participants?

- The course will run from the third week in September through the third full week in October. Participants should be prepared to make a commitment for the entire program (dates listed in the calendar below):
  - Approximately 3-4 hours of work each week.
  - Complete the pre- and post-training surveys
- Interested participants must complete an online application (<https://www.surveymonkey.com/s/ICAFall2014>).

ICA Calendar of Events		
Modules	Date	Lessons to be Completed
Introductory Webinar	9.5.14	Pre-Course Survey
Week 1	9.15.14 – 9.21.14	Lesson 1: Course Introduction Lesson 2: The Why and What of Career Awareness and Planning Lesson 3: The Cultural Context of Career Planning
Week 2 - 3	9.22.14 – 10.5.14	Lesson 4: The Self– Exploration Process
Week 4	10.6.14 – 10.12.14	Lesson 5: Occupational Exploration
Week 5	10.13.14 – 10.19.14	Lesson 6: Career Planning Skills
Week 6	10.20.14 – 10.26.14	Lesson 7: Tying It All Together

## Application Process:

- Interested participants should allow themselves approximately 15 minutes to complete the online application.  
*\*Applicants can preview the application questions on AmplifyAE.com.*
- The application must be completed in its entirety. All applications must be submitted online and can be accessed here: <https://www.surveymonkey.com/s/ICAFall2014>
- **Applications will be accepted until 5:00 pm on Friday, August 22<sup>nd</sup>, 2014.**
- Questions about this professional development can be sent to: [DWDAdultEdPD@dwd.in.gov](mailto:DWDAdultEdPD@dwd.in.gov)