



# **PERSONALIZED STUDENT LEARNING PLAN**

## **Resource Guide**



**Spring 2009**

**New Jersey Department of Education  
Secondary Education Transformation**

**[www.state.nj.us/education/ser/pslp](http://www.state.nj.us/education/ser/pslp)**

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*The New Jersey Department of Education would like to recognize Jon Noel, a junior at Mercer County Technical Schools – Arthur R. Sypek Center, for designing the Personalized Student Learning Plan logo.*

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## ***I. Secondary Education Transformation in New Jersey***

In August 2006, Governor Jon S. Corzine announced a unified effort between business and education to work on high school redesign in the state. The New Jersey High School Redesign Steering Committee was formed and charged with further developing recommendations resulting from the State Summit for improving New Jersey's public high schools.

The Steering Committee's report, *NJ Steps: Re-Designing Education in New Jersey for the 21<sup>st</sup> Century* proposed five recommendations in the following education policy areas: 1) Standards and High School Graduation Requirements; 2) Assessment Alignment; 3) Teachers and School Leaders; 4) School Redesign – Learning Communities and Personalized Education; and 5) P-16 Alignment.

Under the specific recommendations related to School Redesign – Learning Communities and Personalized Education, the committee proposed a key action step to evaluate and implement models of personalized learning plans for all students. Each New Jersey student should have a six-year education plan, encompassing their high school years and two additional years of higher education, workforce training, skilled employment, or military service. This plan should also ensure strong adult-student relationships within the school whereby each student should have an adult mentor to assist them with accomplishing their goals.

The New Jersey Department of Education outlined essential elements of Secondary Education Transformation and, in September 2008, an internal department working group was formed and charged with researching personalized student learning plans from other states. This research included a review of the following:

- Legislation and/or administrative code policies regarding statewide implementation of student learning plans
- Definition of student learning plans
- Components of student learning plans addressing academic, personal and career development areas
- Current models of implementation
- Method of delivery of plans in local schools
- Timeline for implementation
- Funding sources
- Statewide partners to support efforts for implementation
- Potential vendors to assist with training and technical support implementing statewide web based systems
- Incorporation of portfolios into the student learning plans
- Access to plans by school administrators, teachers, advisors, parents, students, etc.
- Inclusion of curriculum standards, high school graduation requirements and statewide assessments.

## **Proposed Definition of Personalized Student Learning Plan**

Personalized Student Learning Plan is defined by the proposed by the New Jersey Administrative Code (*N.J.A.C. 6A:8 - Standards and Assessment for Student Achievement*) as “a formalized plan and process that involves students setting learning goals based on personal, academic and career interests, beginning in the middle school grades and continuing throughout high school with the close support of adult mentors that include teachers, counselors and parents.”

## **Portfolio Description**

One of the key components of a personalized student learning plan is the creation of a portfolio. A portfolio can be described as a portable personal collection of papers/artifacts/reflections used by students to illustrate learning, accomplishments, skills, strengths and best works. Portfolios can be included as part of the personalized student learning plans to help prepare students for work and/or postsecondary education.

## **Research**

Research published by The Education Alliance at Brown University in *Changing Systems to Personalize Learning* found that “personalized learning occurs when high schools make deliberate efforts to design educational experiences that fit the needs, goals, talents and interests of their students.”

The study further suggested that the ideas behind personalized learning are relatively simple:

- Personalized schools promote the achievement of standards for all students.
- Personalized learning begins with individual interest so each student becomes engaged in learning.
- With school support over four years, students become self-directed learners who can use learning to manage their lives.
- As students pursue an increasingly independent pathway, parents become true guides and mentors in the learning experience.
- As students explore real options for their futures in the community, community members become involved in the schools in meaningful way.
- Adults in the school model and benefit from stronger professional and student relationships.
- Against common standards, students learn to set goals and measure success for themselves.
- Reaching all students depends on reaching each one.

For the full report from The Education Alliance at Brown University:

[http://www.alliance.brown.edu/pubs/changing\\_systems/introduction/introduction.pdf](http://www.alliance.brown.edu/pubs/changing_systems/introduction/introduction.pdf).

According to *Breaking Ranks II, Strategies for Leading High School Reform*, NASSP, 2004, the criteria for personalized learning reflects that:

- Each student will have a personalized plan for progress to ensure that the high school takes individual needs into consideration and to allow students, within reasonable parameters, to design their own methods for learning in an effort to meet high school standards.
- Experiences in high school will acknowledge multiple talents and ways of learning to help students achieve the meaningful success that leads to further achievement.
- The high school will assess the academic progress of students in a variety of ways so that a clear and valid picture emerges of what they know and are able to do.
- The school will review each student's personal plan for progress continually and indicate the extent of progress toward graduation and post secondary transition plans.

## States Surveyed

The working group researched the following twelve states. Some website links are provided below.

1. Delaware  
[http://www.doe.state.de.us/infosuites/students\\_family/rhss/default.shtml](http://www.doe.state.de.us/infosuites/students_family/rhss/default.shtml)
2. Florida
3. Kentucky  
<http://education.ky.gov/kde/instructional+resources/career+and+technical+education/individual+learning+plan>
4. Michigan
5. Missouri
6. New Hampshire
7. North Carolina
8. Rhode Island
9. Oregon  
<http://www.ode.state.or.us/search/page/?id=1669>
10. South Carolina  
<https://www.scpathways.org/EEDA3/default.aspx?>
11. Utah  
<http://www.schools.utah.gov/cte/guidance.html>
12. Washington

The following information summarizes states surveyed.

- Information was gathered on the types and formats of plans developed: web-based or paper. Grade levels covered in most states were grades 7 to 12.
- The student learning plan process and implementation systems were initiated in each state either by legislation or administrative code. Of the twelve states, four states implemented the student learning plan process as required by state legislation.
- Each state used various methods to implement the actual student learning plans in their local schools. The majority of states used a guidance and counseling program (9 states) and a few used a teacher/mentor advisory program (3 states).
- On average, most states took about 5 years to plan, research, develop and implement student learning plans statewide. Many states implemented a pilot project requiring various grade levels to comply with yearly benchmarks over a five year time span. Other states *recommended* schools follow the program for a few years before requiring all schools to comply by a set date, usually 3 to 5 years.
- The states surveyed used a variety of funding sources to support their efforts. Sources included state monies, Carl D. Perkins federal funding, Higher Education Assistance Authority grants, National Governors Association funding, Gates Foundation grants, and Department of Labor funding.
- All of the state Departments of Education surveyed have developed stronger partnerships with state school administrators, teachers, counselors and parent associations, state agencies in higher education and workforce development and local school districts as a result of implementing this school reform effort.

## **Plan Components**

The most common components surveyed as part of the student learning plans included the following:

### **Personal Development**

- Interests and skills assessments
- Personality and learning style assessments
- Portfolio (personal profile of activities, volunteer internships, job shadow, awards, presentations, etc. to showcase student work and involvement)

### **Academic Development**

- Plan for academic goals and high school coursework
- Graduation requirements
- Statewide test results
- Link to state curriculum standards
- Plan for support services/interventions
- Postsecondary transition planning
- College/major search/college applications
- Financial aid/scholarship information

### **Career Development**

- Plan for career goals (short term and long term)
- Career exploration and assessment
- Occupational search and career videos
- Resume builder
- Link to Career Clusters

In addition to these common elements, some states included some unique features such as:

- Link to higher education/workforce development state websites (including job opportunities, etc.)
- Link to statewide assessment system
- Student-led conferences with parents and guidance counselors
- Study skills lessons
- Parent component access
- Reflections (essay writing, video, etc.)
- Extended learning opportunities (South Carolina and New Hampshire)
- Customized state and district/school reports
- Teacher, counselor, school administrator access
- Access to student records after graduation

## ***II. John J. Heldrich Center Report***

In June 2004, the New Jersey Department of Education contracted with the John J. Heldrich Center for Workforce Development at Rutgers, The State University of New Jersey to conduct a comprehensive study to determine the feasibility, scope, and design of an electronic career portfolio for school districts and students in New Jersey.

The final report “Career Portfolios: An Analysis of their Feasibility, Scope and Design” was published in March 2005. For the purpose of this study the John J. Heldrich Center defined career portfolio as follows:

*A career portfolio is a portable collection of papers and/or artifacts used by individuals to market themselves to colleges and employers. It is a dynamic, ever growing, and changing personal collection of artifacts and reflections used to illustrate accomplishments, learning, strengths, and best works. It can be presented in a variety of packages, such as binders, diskettes, or compact disks, web-based, etc. Although it may contain a resume, the portfolio is more comprehensive and has the advantage of providing letters of reference, lists of accomplishments, samples of work, and artifacts.*

*Career portfolios provide evidence of individuals’ knowledge and skills in working with data, people, and things. Developing a portfolio can be a valuable career awareness and career planning activity for youth, a productive instructional activity involving critical reflection and analytical thinking, and a very useful tool in job search and career change.*

The John J. Heldrich Center held focus groups with students, parents, teachers, counselors and school administrators. The research objectives for each of these stakeholders included the following:

### Students:

- To learn the extent to which career planning was considered or being undertaken;
- To learn what resources, if any, were used for career planning; and
- To identify desirable features of any school-sponsored portfolio tool, including the desired delivery system (on line versus other methods).

### Teachers, Administrators, and School Counselors:

- To gain a sense of the present use of career portfolio systems or activities;
- To determine the feasibility and desirability of implementing a new career portfolio tool;
- To hear about current classroom techniques geared toward career exploration and their success to date; and
- To identify desirable features of any school-sponsored portfolio tool, including the desired delivery system (on line versus other methods).

Parents:

- To learn the extent of which career planning was considered or being undertaken by their children, and the level of parent involvement in this planning;
- To learn what resources, if any, they used to guide the career planning of their high schools child;
- To identify concerns and/or issues pertinent to the development and implementation of a career portfolio tool; and
- To identify desirable features of any school-sponsored portfolio tool, including the desired delivery system (on line versus other methods).

The focus group participants presented a general consensus that a career portfolio tool would be very helpful to students to document and track their academic and work experiences including searching for a job and/or applying to college.

The John J. Heldrich Center in collaboration with the New Jersey Department of Education reviewed a total of 15 student portfolio products that reflected a wide range of available options. The products included 10 commercial and 5 custom designed solutions developed by other states. Nine of the products reviewed were Internet-based, three operated via a CD-ROM, and three were paper products.

The product reviews reflected the general findings and revealed the following:

- Internet-based products generally ranked higher on the scoring scale than other types of products.
- CD-ROM products ranked next on the scoring scale, in general.
- Paper products generally ranked lowest on the scoring scale.

Results from this study outlined the following recommendations to the New Jersey Department of Education related to the feasibility of an electronic career portfolio system:

1. Consider creating and implementing a statewide career planning and portfolio system and process available to New Jersey school districts.
2. Provide training/technical assistance and guidelines to school districts on effective career planning, exploration and assessment strategies including the use of a student portfolio system.
3. Continue to further explore the purchase and/or development of an online career planning and portfolio system and process for New Jersey students.

## Types of Portfolios

Research done by the John J. Heldrich Center Report describes the various types of portfolios available and the assorted vendors. Please note: The New Jersey Department of Education does not endorse any vendor or products listed below.

### Internet

Internet-based products store data, from information about jobs to the files that students create, on remote servers that are usually hosted by the product vendor. An interactive user interface allows users the ability to store and retrieve a variety of data and information from any location with a connection to the Internet. Web-based portfolios serve as evolving records of student progress and encourage students, parents and teachers to organize and present student work in new ways.

Products include but not limited to:

- ❖ Kuder Career Planning System [www.kuder.com](http://www.kuder.com)
- ❖ Career Cruising Portfolio [www.careercruising.com](http://www.careercruising.com)
- ❖ Bridges Choices Planner [www.bridges.com](http://www.bridges.com)
- ❖ COIN Career Community Online <http://www.coin3.com>
- ❖ Education and Career Opportunities System (ECOS) <http://ecos.princetonreview.com/>
- ❖ NAVIANCE [www.naviance.com](http://www.naviance.com)

### CD-ROM Portfolios

CD-ROM portfolio products deliver content from a CD to a desktop or a computer network. Unlike Internet-based products, CD-ROM products do not store the information that students create within the product itself. Data and files that students create must be stored on some other media.

Products include but not limited to:

- ❖ Bridges Choices CD-ROM <http://www.bridges.com/cdn/home.html>
- ❖ COIN CD-ROM <http://www.coin3.com>
- ❖ Education Associates <http://www.sdea.org/>  
(Originally created by South Dakota)

### Paper-based Portfolios

Paper-based portfolio products generally consist of a folder (or set of folders) that holds documents, drawings, and other tangible examples of student work. Paper folders are stored on-site at a school to provide students and teachers with ready access to materials.

Products include but not limited to:

- ❖ Get a Life (ASCA) [http://www.pasca-web.org/career\\_ed/ASCARelated.htm](http://www.pasca-web.org/career_ed/ASCARelated.htm)
- ❖ Talent Assessment Future Planner <http://www.talentassessment.com>

### ***III. Curriculum Tools and Resources***

*The New Jersey Department of Education does not endorse any of these curriculum tools and resources. Additional resources will be added to this list once they are identified.*

#### **National and State Resources (A to Z)**

##### **Bridges Choices Planner**

[www.bridges.com](http://www.bridges.com)

This website is a leading provider of software-based and online education planning, career exploration, and high school/college test preparation resources.

##### **CampusTours**

[www.campustours.com](http://www.campustours.com)

CampusTours is the worldwide leader in virtual college tours and academic multimedia, working with hundreds of colleges and universities since 1997. CampusTours was founded to provide an intuitive gateway to official university multimedia, and currently more than two million people visit the CampusTours.com site annually to experience college presentations.

##### **Career Cruising**

[www.careercruising.com](http://www.careercruising.com)

This is an Internet-based career guidance and planning tool designed for people of all ages. Career exploration, education and training resources and an academic planner are just part of the many resources available.

##### **CareerForward – Globalization and Career Planning**

<http://nroc.careerforward.org/careerforward/>

The *CareerForward* course is a self-contained online learning course that may be used in companion with a variety of online career planning tools to provide students with the opportunity to assess their career interests explore career options and create an educational development plan.

##### **Chicago Public Schools Department of College and Career Preparation**

<http://chooseyourfuture.org/>

Chicago Public Schools created the Department of College and Career Preparation (DCCP) in recognition of the growing need to prepare students to be successful after high school. Chooseyourfuture.org was developed to provide students with the resources they need to plan a successful path to graduation and post-high school success. The Department of College and Career Preparation believes that with the proper supports every student has the ability to choose their future.

### ***III. Curriculum Tools and Resources***

#### **The Critical Zone**

[www.criticalzone.net](http://www.criticalzone.net)

The Critical Zone Program is designed to assist the youth in the development of a Personal Strategic Plan (PSP) for career success. The resources that are available consist of books, workbooks, online training programs, workshops, staff developments, motivational speaking and curriculums.

#### **COIN CD-ROM**

<http://www.coin3.com>

This website provides a comprehensive career and college guidance and planning system.

#### **College Board**

[www.collegeboard.org](http://www.collegeboard.org)

The College Board is a not-for-profit membership association whose mission is to connect students to college success and opportunity.

#### **Sean Covey**

[www.seancovey.com](http://www.seancovey.com)

Seven Habits of Highly Effective Teens (workbook/training/lesson plans, etc.) has resources for teens, educators and parents in helping kids to be successful in life.

#### **Education and Career Opportunities System (ECOS)**

<http://ecos.princetonreview.com/>

This is an online tool for career exploration resources and more for students and schools.

#### **Get a Life (ASCA)**

[http://www.pasca-web.org/career\\_ed/ASCARelated.htm](http://www.pasca-web.org/career_ed/ASCARelated.htm)

This is the website for Pennsylvania School Counselors Association with a number of resources for counselors in helping students in the personal, academic and career development areas.

#### **Indiana State Department of Education Advisory/Advisee Program**

[http://www.doe.in.gov/sservices/sn\\_advisor-advisee.html](http://www.doe.in.gov/sservices/sn_advisor-advisee.html)

This website includes a complete manual to establish a student advisory program with curriculum ideas as well as training videos.

#### **Kentucky Department of Education**

<http://education.ky.gov/kde/instructional+resources/career+and+technical+education/individual+learning+plan>

This website includes materials related to the Individual Graduation Plan (IGP).

### ***III. Curriculum Tools and Resources***

#### **Kuder Career Planning System**

[www.kuder.com](http://www.kuder.com)

This is an Internet-based tool with a variety of resources that helps student achieve their personal, academic and career goals and manage their own portfolio system.

#### **LearnDoEarn**

<http://www.learn DOEarn.org>

This website provides information on LEARN and DO now -- while you're still in school -- to EARN your place in the world and get the education, the job, the career YOU want. The long road to a successful future starts right now, right here! Open to middle grades and high school grade levels.

#### **Life Career Decisions Group**

[www.lifedecisionsgroup.com](http://www.lifedecisionsgroup.com)

Life Career Decisions Group programming is intended to make decision making a priority in the education of youth by showing them how important it is to make good decisions. This website provides materials, teacher guides, student planners and more to encourage student success through effective decision making.

#### **Missouri** – Missouri Connections

<http://www.missouriconnections.org/>

This website is a career exploration and planning tool.

#### **NAVIANCE**

[www.naviance.com](http://www.naviance.com)

This is an Internet-based tool with a comprehensive approach for student and school staff planning including a portfolio system.

#### **Nebraska** – Nebraska Career Connections

<http://www.nebraskacareerconnections.org/>

This website includes educational and career planning resources.

#### **New Hampshire Department of Education**

<http://www.ed.state.nh.us/education/doe/organization/adultlearning/NewHampshireHighSchoolRedesign.htm>

This website provides information on the High School Redesign Initiative and links to resources students can use for career planning.

### ***III. Curriculum Tools and Resources***

#### **New Jersey Business and Industry Association (NJBIA)**

<http://www.njbia.org/>

This website provides information, services and advocacy for its member companies in order to build a more prosperous New Jersey. For the New Jersey Policy Research Organization's Small Business Curriculum, *Teaching Tomorrow's Entrepreneurs Today*, please visit [www.njprofoundation.org/pages/overview.htm](http://www.njprofoundation.org/pages/overview.htm). This program is designed to promote business and entrepreneurial literacy among middle school grade students by providing them with real-world examples from the workplace and our free-market system.

#### **New Jersey Department of Labor and Workforce Development**

##### **New Jersey Career Assistance Navigator (NJCAN)**

<http://www.njcan.org>

The New Jersey Career Assistance Navigator (NJCAN) is an internet-based delivery system designed for middle grade school and high school students and adults to explore personal, academic and career development. Comprehensive and relevant occupational, post-secondary and financial aid information is available. Latest trends in New Jersey's labor market data and projections are also included.

##### **New Jersey Next Stop**

<http://www.njnextstop.org/>

This website provides information on jobs, Career Clusters, career videos, etc. Find out what New Jersey's employers are saying about jobs and careers growing right here in the Garden State. Get vital details about industries, types of jobs, and the cutting-edge career paths that combine many of your talents.

##### **Career Development**

[http://lwd.state.nj.us/labor/wfprep/wfprep\\_index.html](http://lwd.state.nj.us/labor/wfprep/wfprep_index.html)

This website provides a One-Stop Career Center to help students and adults plan and develop your career. Perform a skills assessment, choose a college or technical institute, or search for financial aid.

##### **Real Jobs in Demand**

<http://lwd.dol.state.nj.us/labor/lpa/content/RealTimeJobsinDemand.html>

Real Time Jobs in Demand has the latest information available on New Jersey's labor market -- information you need to make smart career decisions.

### ***III. Curriculum Tools and Resources***

#### **New Jersey Chamber of Commerce**

<http://www.njchamber.com/>

The New Jersey Chamber of Commerce promotes a vibrant business environment and economic prosperity through vision, expertise and innovative solutions. The Chamber Foundation builds a highly qualified workforce through innovative collaborations with K-12 education and the workforce training and preparation system. For more information on educational programs (for example, *Learn, Do, Earn*) and additional resources visit [www.njchamber.com/benefit.asp](http://www.njchamber.com/benefit.asp).

#### **New Jersey School Counselor Association (NJSCA)**

##### **[A Framework for Comprehensive School Counseling Programs](#)**

<http://www.njsca.org/pdf/section2.pdf>

As part of a school counseling initiative, this framework highlights goals, activities and outcomes for effective practices related to school counseling programs. Ideas and strategies to assist students in their personal, academic and career development were submitted by various New Jersey schools. For entire framework document, visit [www.njsca.org](http://www.njsca.org) and click on NJ Frameworks.

#### **[New York Department of Education](#)**

<http://www.nycareerzone.org/cz/index.jsp>

This website highlights CareerZone, which helps students assess themselves, find career interests, find resources for post-graduate plans, information on different careers, and many other topics of interest to them.

#### **[Oregon Department of Education](#)**

<http://www.ode.state.or.us/teachlearn/certificates/diploma/ed-plan-and-profile.pdf>

This website provides a few examples of the student education plan and profile.

#### **[South Carolina](#) – College and Career Planning System**

<http://www.sc.kuder.com/>

#### **[States' Career Clusters](#)**

[www.careerclusters.org](http://www.careerclusters.org)

Official website and clearinghouse for the States' Career Clusters Initiative (SCCI).

#### **[Talent Assessment Future Planner](#)**

<http://www.talentassessment.com>

This website has a variety of educational and career planning and exploration resources.

### ***III. Curriculum Tools and Resources***

#### **Technology Based Solutions**

[www.asktbs.com/tour](http://www.asktbs.com/tour)

Technology Based Solutions (TBS) has had a single mission for thirty years providing career planning and assessment for individuals who are in career transitions.

#### **Tennessee** – Tennessee College and Career Planning System

<http://www.planningyourdreams.org/>

#### **United States Department of Education**

##### **College.gov**

[www.college.gov](http://www.college.gov)

College.gov is administered by the U.S. Department of Education in collaboration with students. This site is intended to be the go-to source for information and resources about planning, preparing and paying for postsecondary education (such as 2- or 4-year colleges and universities, as well as vocational or career schools).

##### **Career Voyages**

<http://www.careervoyages.gov/>

Career Voyages - This informative and free website provides career information, including education and training requirements, wages, demand, and more. Career videos of many occupations may be played online or downloaded. Spanish version of the site is available. Search by career information, such as education and training opportunities, by state.

#### **United States Department of Labor**

##### **Bureau of Labor Statistics**

[www.bls.gov/k12](http://www.bls.gov/k12)

The Bureau of Labor Statistics' Web site for kids provides introductory career information for students in Grades 4-8. Most of the material on the site has been adapted from the Bureau's *Occupational Outlook Handbook*—a career guidance publication for adults and upper-level high school students that describes the job duties, working conditions, training requirements, earnings levels, and employment prospects of hundreds of occupations.

##### **Entrepreneurship Competency Model**

<http://www.careeronestop.org/COMPETENCYMODEL/pyramid.aspx?ENTRE=Y>

In collaboration with the Consortium for Entrepreneurship Education (CEE), the Employment and Training Administration (ETA) has worked with education, business, and industry leaders to develop a comprehensive competency model for entrepreneurship as it relates to all careers areas. The model is designed to be adaptable along with changing skill requirements. CEE has committed to working with entrepreneurship leaders and partners to keep the model current.

### ***III. Curriculum Tools and Resources***

#### **WorkKeys**

<http://www.act.org/workkeys/>

The *WorkKeys* Assessment System is a comprehensive system for measuring, communicating and improving the commons skills required for success in the workplace. Currently in use in all 50 states, the WorkKeys System was developed by ACT, Inc., the creators of the college entrance exam.

### ***Advisory Programs - Samples of Curriculum***

#### **Chicago Public Schools**

<http://www.cps.edu/Pages/home.aspx>

Chicago, Illinois

#### **DeWitt Clinton High School, New York**

<http://clinton.ny.schoolwebpages.com/education/school/school.php?sectionid=2>

Click on Advisory (First box on left)

#### **Kentucky Department of Education** – Individual Graduation Plan and Advisory

<http://www.education.ky.gov/KDE/>

Click under Search: Individual Graduation Plan

#### **Louisiana Department of Education** –

<http://www.doe.state.la.us/lde/family/520.html>

Teachers as Educational Advisors and Mentors (TEAM) Technical Assistance Manual

#### **Oklahoma Department of Education** – Teacher Advisory Program

<http://www.okcareertech.org/cimc/education/teach-as-advis.pdf>

#### **State of Washington Superintendent of Public Instruction** – Washington State

<http://www.k12.wa.us/navigation101/> Navigation 101 Advisory Program