

CAREER PLANNING WITH SIMS

(Version 2.0)

Overview

The Career Planning Module in SIMS enables a school to analyze student records and determine the progress a student is making toward meeting a defined set of requirements, such as state-defined Graduation Requirements, a Course of Study (COS) or University of North Carolina Minimum Admission Requirements.

Since requirements may change over time, coursework is analyzed based on the set of requirements that are appropriate for each student. While the appropriate set is assumed to be assigned according to the year a student enters the 9th grade, the school has the flexibility to assign a student to any valid set recognized by SIMS.

A student's career plan information is used by SIMS in other ways also.

- *Vocational Education Enrollment Reporting (VEIS-Vocational Education Information System)*: VEIS expects that an intended course of study has been entered into SIMS for all students enrolled in at least one vocational education course.
- *Student Transcript*: A student's course of study is included in the NC Standard Transcript. If printed before a student graduates, the student's intended course of study is reported (if present in SIMS). When printed after the student graduates, the course of study achieved is reported based on the SIMS "Calculate Course of Study Process".
- *ABCs End-of-Year Reporting*: The High School Accountability Model requires that each high school report at the end of each school year the percent of its students graduated with a diploma who met the requirements of College Prep and College Tech Prep.

Process

The following steps briefly describe the process involved in Career Planning with SIMS. More specific information is available in the sections that follow this section.

1. A student's intended career plan, course of study, and career pathway (if appropriate) is entered in the online function of the Career Planning module when the student enters the 9th grade.

Report 190: "Course of Study Roster" indicates the intended Course of Study for all students.

Report 191: "Requirements Definition" documents the requirements and their relationship for each course of study (i.e. Requirement Set).

Report 197: "Career Plan Roster" indicates the career plan for all students.

2. During the student's academic career, the status of the student's coursework is monitored, using Report 194.

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Report 194: "Requirements Profile" records a student's status for each of the Courses of Study (i.e. Requirement Sets) defined. It uses the SIMS Requirements Analysis Calculation, which is explained further below.

3. At the end of the school year, after validating that graduation codes have been posted correctly for each graduated student, validate that the course of study achieved is correct for each graduate, using Report 195.

Report 195 "Graduate Analysis" presents a school summary of statistics for each course of study and a roster of graduated students that indicates each student's intended and achieved course of study and career pathway (if applicable).

4. After validating that each student's course of study achieved is correct, run the "Calculate Course of Study" process. This process posts the course of study achieved (& if applicable career pathway) to the student's record so that it is available for the student's transcript.

Career Plans

As the State Board of Education approves new requirements for course of study completion, a mechanism in SIMS must be able to accommodate the varying sets of requirements that may be in effect at any given time. In order to track a student's progress towards any requirement set that is in effect for that student, Career Plans have been created. Currently, there are three defined career plans in SIMS:

- Career Plan 0001 – for freshmen entering in the 1993/94 school year
- Career Plan 0002 – for freshmen entering in the 1995/96 school year
- Career Plan 0003 – for freshmen entering in the 2000/01 school year

For specific requirements for each career plan, please see the related documentation:

- North Carolina Graduation and Course of Study Requirements (Career Plans 1 & 2)
- North Carolina Course of Study Requirements (Career Plan 3)
- Technical Credit Requirements (Career Plan 1)
- Technical Credit Requirements (Career Plans 2 & 3)
- Arts Education Credit Requirements (Career Plan 3)

Intended Course of Study

Upon entering the 9th grade, the career plan, course of study, and associated career pathway (if applicable to the course of study) that a student intends to pursue can be entered. While this information is not required for monitoring, it may be useful to school personnel who wish to track a student's

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coursework relative to the student's intentions. *(Note that the intended course of study is required for VEIS reporting as indicated above.)*

A student's intended career plan, course of study, and career path are entered in the student records function in the Career Planning module. It can be changed at any point in time that the school deems appropriate, depending on how the school is monitoring students' intentions. *(Note: It must be updated for all students enrolled in vocational education courses prior to the submission of the VEIS enrollment information to DPI.)*

Report 190: "Course of Study Roster" indicates the intended Course of Study for all students as well as identifies which students don't have a course of study posted.

Achieved Course of Study

The course of study achieved is determined for graduated students only, using Report 195 (which runs the SIMS Requirements Completion Calculation).

Report 195: "Graduate Analysis" indicates the achieved Course of Study for graduated students.

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Requirement Completion Calculation The SIMS Requirements Completion Calculation Process (used by Report 194 and Report 195) analyzes student records, based on NC state course codes, and determines the progress a student is making toward meeting any defined set of requirements (i.e. Requirement Set).

Requirement Sets Currently the **Requirement Sets** defined in SIMS are:

College Preparation Course of Study	CP
College Tech Preparation Course of Study	CTP
Graduation with Diploma (Same as General Course of Study)	GRAD (GNRL)
Career Preparation (formerly Vocational)	CRP (VOC)
UNC Minimum Admission	UNC
Occupational Course of Study	OCC

Requirement Set Criteria / Components Each **Requirement Set** has a specific set of criteria. These criteria are divided into two components: **Area Requirements** and **Course Requirements**.

Examples of Areas Requirements include:

English	Science	Career/Technical
Mathematics	Social Studies	General Electives

Examples of Course Requirements include:

Algebra I	Environmental/Natural Resources	Transportation
Algebra II	Geometry	Undefined
Allied Health Sciences	Health and Physical Education	US History
Biology	Human Services	World Studies
Business and Marketing	Life/Biological Science	Arts Education Elective
Communication	Manufacturing/Engineering	English Elective
Construction	Advanced Math	Foreign Language Elective
ELPS	Personal Services	General Elective
English I	Physical Science	Math Elective
English II	Science Laboratory	Science Elective
English III	Technical Math I	Social Studies Elective
English IV	Technical Math II	Workforce Elective

Requirement Set Definition Report 191: “Requirements Definition” documents the requirements and their relationships.

(Report 191) ➤ Part 1: “Plan Definitions“ lists the **Requirement Sets** that are defined

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currently for each career plan.

- Part 2: “Requirement by Subject Areas“ defines the **Course Requirements** that each NC state course code meets.

*Note that “Undefined” is listed for some codes. The **Course Requirement** cannot be determined for one of the following reasons: the code does not provide enough information to determine the **Course Requirement** it meets, the code is invalid, or the code is generally used for pre-ninth grade courses which are not included in the calculation of the **Requirement Sets** defined.*

*Note that the column “**Special Conditions**” identifies the courses that are required for a specific pathway in the Career/Technical Area.*

- Part 3: “Subject Areas by Requirement“ reverses the Part 2 presentation and defines the NC state course codes that can meet each **Course Requirement**.
- Part 4: “Electives by Area” lists the electives that will be used by the calculation when a student has met a Course Requirement and he/she has accrued extra credits for the Area.
- Part 5: “Subject Areas That Cannot Be Used To Define Courses” identifies the state subject codes that are not appropriate for the Requirements Completion Calculation process.

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Student Status

(Report 194)

Report 194: “Requirements Profile” records a student’s status for each Requirement Sets within the selected career plan.

- Part 1: “Summary” presents an overview of the student’s status for each of the defined Requirement Sets.
- Part 2: “Course Information” lists all of a student’s 9th - 12th grade courses (and pertinent pre-9th grade courses) and indicates how each course was evaluated for each Requirement Set.
- Part 3: “Requirement Analysis” indicates for each Requirement Set the status of the Area Requirements and the Course Requirements. It also identifies the additional Course Requirements defined for a student who completes a Course Requirement prior to the 9th grade.

*Note General Rule #1 below for an explanation of the treatment of **Area Requirements** and **Course Requirements** for pre 9th grade courses.*

Graduate Analysis

(Report 195)

Report 195: “Graduate Analysis” presents a school summary of statistics for each course of study. In addition, a roster of graduated students is printed that indicates each student’s intended and achieved course of study and career pathway (if applicable).

This report also identifies problems with student records, such as:

- Inconsistent Graduation Document: a certificate code is posted in the student’s Entry/Withdrawal record, yet the system identified a valid course of study.
- Incomplete Information, Assumed GNRL: a diploma code is posted in the student’s Entry/Withdrawal record, yet course information is insufficient to identify a course of study attained.
- Student Manually Defined, Inconsistent Career Path: a career path is posted in the student’s record and the course of study is not CRP or CTP.

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Calculate Course of Study Process

The “Calculate Course of Study” process is run after validating that each student’s course of study achieved is correct. This process posts the course of study achieved (& if applicable career pathway) to the student’s record (in Extended Demographics) so that it is available for the student’s transcript.

Once the information has been posted, it will not be changed if the process is re-run. However, there are ways it can be changed if it needs to be. The SIMS Help Desk can help determine the best approach.

Overrides

(Report 192)

(Report 193)

The SIMS Requirements Calculation cannot anticipate every situation for every student. Therefore, two override capabilities are available.

The “Course Override” function allows a school to define alternative **Course Requirements** that a course can meet. This allows for a course to be applied to multiple **Areas/Course Requirements** or to an **Area/Course Requirement** entirely different from that associated with the state subject area.

Report 192: “Course Overrides” reports the course overrides defined by the school.

The “Student Override” function allows a school to define which **Area Requirements** have been met by a student without regard for the courses the student has recorded in SIMS. Obviously this is a very powerful capability and should be used only when absolutely necessary.

Report 193: “Student Overrides” reports the student overrides defined by the school.

General Rules

1. **Area Requirements** must be met in grades 9-12. **Course Requirements** can be met in grades prior to the 9th grade.

Courses that meet the following **Course Requirements** can be taken prior to the 9th grade, however, they do not contribute to the number of credits required for the **Area**. In order to meet the credit requirements for the **Area**, additional courses must be taken in that **Area** in grades 9-12 .

Area

- English:
- Mathematics:
- Science:
- Social Studies:

Course

English I
Algebra I, Algebra II, Geometry,
Technical Math I, Technical Math II, &
Advanced Math
Biology
US History, ELPS, World Studies

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In order to be included in the Requirements Completion Calculation correctly, eighth grade courses must be defined in the SIMS Course Directory for a specific number of credits per semester, but they must be designated as “not for credit” and “not included in GPA calculation” .

2. Courses are evaluated based on the state Subject Code assigned. An indication of the Course Requirement that can be met by each state subject code is included in R191.
3. A student’s status is determined by an evaluation of his/her courses in history and in progress. Only courses which the student has passed are included. Courses in progress are assumed to be passed. Courses scheduled, but not started, are not included.
4. Only courses with a state Academic Level of “2” or greater are included with the exception of occupational courses that meet requirements for the Occupational Course of Study.
5. In SIMS, all courses in Historical Marks must include the grade level in which the course was taken.
6. If a course is completed that exceeds the number of credits needed by the Area/Course Requirement it meets, the excess credits are applied to elective requirements in the same Area as the course (if any exist) until all of the elective requirements are met. Any excess at that time is applied to the General Electives Area. See Appendix M: “Requirements Completion Calculations” in the SIMS documentation for a description of the calculation process. See part 7 of Report 191 for a listing of electives associated with a Course Requirement.

Documenta- tion

Additional information can be found in the SIMS documentation.

Appendix

- Appendix M Requirements Completion Calculation

Reports

- R190 Report 190 Course of Study Roster
- R191 Report 191 Requirement Definitions
- R192 Report 192 Course Overrides
- R193 Report 193 Student Overrides
- R194 Report 194 Requirements Profile
- R195 Report 195 Graduate Analysis
- R197 Report 197 Career Plan Roster

Directories

- Course Overrides

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- Course of Study
- Individual Requirements
- Requirement Sets

Student Records

- Change Demographic Information (Extended Demographics)
- Enroll New Student (Extended Demographics)
- Student Overrides
- Student Career Planning Data