**Melonie Carlton- High School CDCs Plan of Work**

|  |  |
| --- | --- |
| **Month** | **Plan/Activity** |
| August | Begin Internship ProgramEnter Intern information in OASIS for Fall InternshipWork Based Learning continuum planningClassroom visits - CDC IntroductionNeeds Assessment for the DepartmentMilitary Recruiters FYIBusiness Alliance Intro/PlanningField Trip forms for the year - Reserve Bus |
| September | Wake Tech Pathway College FairCareer Assessments - Major Clarity - FreshmenYouth leadershipBusiness Alliance MeetingCCP Dual Enrollment Info Sessions/ApplicationsCACRAOSuperintendent’s BreakfastInternship Site Visits |
| October | CDC/SPC Conference - Oct 25 and 26Business Alliance Strategic Plan dueBusiness Alliance Roster dueFAFSA October 1st and College Application WeekBusiness Alliance MeetingASVABPSAT/Pre-ACT/ TestingField TripsNC Tap Presentations at SchoolsCDC and Counselors MeetingInternship Site Visits |
| November | Business Alliance MeetingGreat XplorationsPlanning for Xtreme BeginningsWorkkeys TestingCareer Development MonthASVABNCSECU Reality of MoneyField TripsNC Tap Presentations at SchoolsInternship Site Visits |
| December | Business Alliance MeetingPlanning for Xtreme BeginningsNC Tap PresentationsInternship Site Visits |
| January | Business Alliance MeetingHelp with CTE TestingMid Year Check In for SeniorsSite Visits for NC TAP |
| February | Business Alliance MeetingCTE MonthCTE Promotion and RegistrationMiddle School Visits - CTE PromotionJob Shadowing Opportunities |
| March | Business Alliance MeetingStudents@WorkXtreme Beginnings |
| April | Business Alliance MeetingHelp with Work Keys |
| May | Business Alliance MeetingPlanning for Great Xplorations |
| June | Student Internship ProjectionsBusiness Alliance Strategic Plan completed; signature of principalOASIS completed |
| July | Business Alliance Connection |

**Notes**: Activities can be done in any given month – career assessments, guest speakers, college tours, business tours. Activities can be done daily – advising students.