

# Learn About My Career and Academic Plan (MyCAP)

# Introductions



**Lisa Harney**

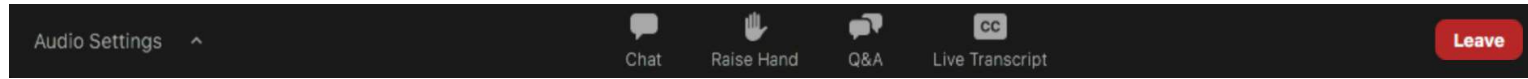
Coordinator of Secondary Supports  
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College & Career Information Coordinator  
New Bedford Public Schools

# How to Participate



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# About MEFA

State authority created by the Commonwealth of Massachusetts in 1982, helping families plan, save, and pay for college.



# My Career and Academic Plan (MyCAP)

April 29, 2026



# College, Career and Civic Ready Framework

All Students Will:

- ✓ Gain knowledge, skills and experiences
- ✓ In all three domains: personal/social/mental health, academic: learning and planning, career development
- ✓ To successfully complete a postsecondary pathway
- ✓ To achieve a career in a growing field aligned with personal interests and skills and provides a family sustaining wage
- ✓ Prepared for active participation in civic life



**My Career and Academic Plan**



### Academically Prepared

Graduates have a strong foundation across academic disciplines, equipping them with both the knowledge to thrive in college, career, and civic life and the skills to be lifelong learners.

### Creative Problem-Solvers

Graduates critically examine information to draw connections, question assumptions, infer meaning, and shape new solutions that address challenges in their community and beyond.

### Effective Communicators

Graduates confidently, clearly, and respectfully express their ideas to diverse audiences across a variety of mediums, advocating for themselves and others.

### Self-Aware Navigators

Graduates understand and can articulate their strengths, needs, and impact, navigating the world with curiosity and empathy.

### Responsible Decision-Makers

Graduates can set and pursue personal goals, make healthy and financially sustainable choices, and demonstrate confidence and competence in shaping their lives.

### Intentional Collaborators

Graduates engage respectfully and productively with diverse individuals and groups, recognizing the value of unique perspectives, identities, cultures and experiences, and working across differences to participate in democracy.



# The 3 Domains - A Case for Integration

The brain's architecture is "cross-wired." A student cannot engage in deep cognitive learning (Academic) if they feel socially unsafe (Personal Social) or see no future utility for the task (Career).<sup>1</sup>

By integrating domains, we can support:

**Relevance and purpose** for students

**Efficiency and alignment** within the school

MyCAP is that integration process that ensures all students graduate with an authentic, individualized plan for success after high school.



# MY CAREER & ACADEMIC PLAN (MyCAP)

## MyCAP Process

- whole school process: all staff
- Implemented in varied settings in-school and virtually- classrooms, seminars, workshops, etc
- Every student has a caring and encouraging mentor
- Connect three domains with future plans
- Create a scope of grade-level learning objectives and sequence of MyCAP lessons

## MyCAP Platform

- An online platform such as the state recommended MEFA Pathway
- Contains innovative tools, powerful search engines, activities/lessons to support discovery of college and career options, resume writer, and documents goals, reflections, and achievements.
- Aligned with MyCAP development and includes suggested sequencing of lessons for MyCAP activities



# Employability Skills and SEL Competencies

The future of work requires that employees demonstrate social and emotional skills in addition to technical skills. This illustration shows the interconnectedness of the skills that employers view as the backbone of America's future workforce and those that underpin social and emotional learning. You can learn more about CASEL and our framework at [casel.org](http://casel.org).

## Employee Social and Emotional Skills

(In demand skills from employers)



### SELF-AWARENESS

- Positive attitude
- Flexibility
- Ability to apply skills to real-life settings
- Openness to developing/learning new skills
- Sense of self-worth
- Ability to Innovate
- Confident
- Creativity
- Commitment
- Shows flexibility

### SOCIAL AWARENESS

- Cross-cultural sensitivity
- Ability to work with people of different backgrounds/cultures
- Supervision of others
- Respects individual differences

### RELATIONSHIP SKILLS

- Written and oral communication skills
- Effective communication
- Teamwork and works well with others
- Listening skills
- Conflict resolution
- Ability to collaborate
- Management skills
- Responds to customer needs

### SELF-MANAGEMENT

- Initiative
- Works well under pressure (e.g., manages emotions)
- Ability to work independently
- Detail-oriented
- Strategic planning (e.g., setting and achieving goals)
- Punctuality
- Strong work ethic
- Time management
- Entrepreneurial thinking
- Reliability
- Organizational skills
- Adaptability
- Budgeting
- Self-discipline

### RESPONSIBLE DECISION-MAKING

- Integrity
- Honesty
- Analyze and solve complex problems
- Ability to evaluate information from multiple sources
- Critical thinking
- Reasoning
- Civic participation and engagement
- Ethical and sound decision-making
- Observes carefully



# Massachusetts Career Development Model

## Career Connected Learning

## Work-based Learning Experiences

### Self Discovery

Students **discover who they are** to align career interests:

- Personal interests
- Skills
- Talents
- Passions
- Self-awareness activities

### Career Awareness

Students **learn about** the world of work, including its broad range of industries and occupations:

- Career Speakers
- Career Days
- Career Fairs
- Career Interest Inventories
- Career research reports

### Career Exploration

Students **learn through** activities and work experiences that help them explore career options:

- Job Shadowing
- Informational Interviews
- Job Skills Portfolio
- Community Service
- Service Learning
- Leadership in Career Clubs
- Contextual Learning
- Coursework
- Labor Market Information

### Career Immersion

Students **engage in** immersive work experiences that prepare them for choices about postsecondary education and careers:

- Capstone Projects
- Internships
- Apprenticeship
- Entrepreneurial Enterprise
- Clinical Experiences
- Part-Time Employment
- CVTE Cooperative Ed



***ACADEMICS:  
MassCore State  
recommended rigorous  
program of study***

How Many?	Which Subjects
4 years	English
4 years	Math
3 years	Lab-based Science
3 years	History/Social Science
2 years	The same foreign language
1 years	The Arts
5 additional core course	Career and Technical Education, or any other subject areas
As required by state law	Physical Education (M.G.L. c. 71,s. 3)
Additional learning opportunities including	<ul style="list-style-type: none"> <li>· AP classes</li> <li>· Dual enrollment</li> <li>· Early college Pathway</li> <li>· Innovation Pathways</li> <li>· Senior project/capstone coursework</li> <li>· Online courses for high school or college credit</li> <li>· Service- or work-based</li> </ul>

# MyCAP Process: How and Why

<b>DOMAINS</b>	<b>LEARNING OBJECTIVES</b> What students should know and be able to do	<b>UNITS, LESSONS, AND/OR ACTIVITIES</b> Where the learning happens	<b>ARTIFACTS</b> How we know the learning objectives are achieved
<b>Personal, Social, Emotional</b>	Students will demonstrate understanding of their strengths and skills	<ul style="list-style-type: none"> <li>• ELA: character discussion and personal identification through a book i.e., The Hate U Give</li> <li>• Students complete personal assessments in MEFA Pathway</li> </ul>	<ul style="list-style-type: none"> <li>• Results of assessments in MEFA Pathway</li> <li>• Student Reflection: Who AM I?</li> </ul>
<b>Career Development</b>	Students will identify careers of interest matched to individual skills and strengths	<ul style="list-style-type: none"> <li>• Students research, identify and create presentation on one career interest</li> <li>• Presentations become an in-class career fair</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of career search activities in MEFA Pathway</li> </ul>
<b>Academic, Career and Postsecondary Planning</b>	Students will create a four-year course plan	<ul style="list-style-type: none"> <li>• Freshman Seminar: School counselor</li> </ul>	<ul style="list-style-type: none"> <li>• Course plan in student MEFA Pathway account</li> </ul>

# HOW DO WE GET STARTED?

Year 1 planning for MyCAP begins with the identification of an online platform such as [MEFA Pathway](#)

1. Create a MyCAP leadership team with representation of multiple roles: administrator, counselor, teacher, special education and EL teachers, related service providers, coaches and/or tutors
2. Map your college, career, and civic readiness activities – what do we have and where are there gaps?
3. Create Scope and Sequence, begin with one grade:
  - a) Identify learning objectives for each domain - what do you want your students to know and be able to do?
  - b) Identify key lessons and activities that **ALL** students will access to meet each of those objectives
  - c) Artifacts - what will be collected, assessed to demonstrate achievement of learning

Nuts and Bolts: Once the scope and sequence is complete, the team will create an implementation plan including how to gain buy-in from students, staff, and family.

## MyCAP: A path to success after high school

3 Key domains for college, career and civic readiness answer three key life questions

### Who Am I?

Personal/Social Domain

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### Where Am I Going?

Career Development

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### How Do I Get There?

Academic Learning and Planning

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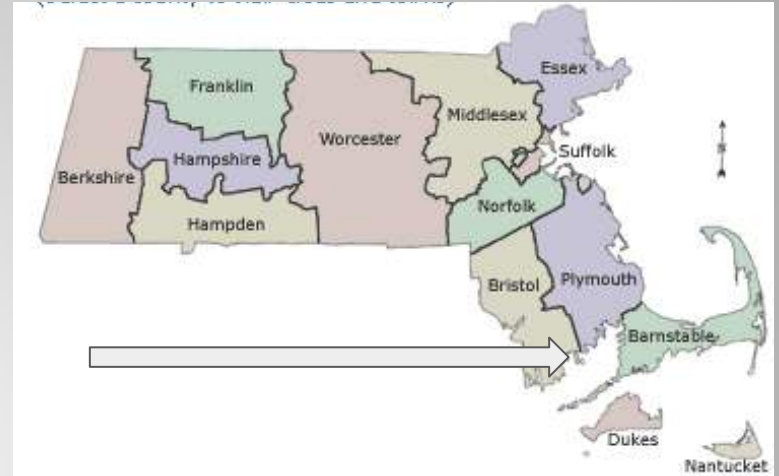
# New Bedford Public Schools MyCAP Development

Jennifer McGuire  
College & Career Information Coordinator  
New Bedford Public Schools  
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# Where is New Bedford?

- ★ About 60 miles south of Boston
- ★ Population of approximately 101,000 (as of 2026)
- ★ Median Household income \$57,240 (2024)
- ★ About 17 percent of individuals age 25 or older have a bachelor's degree



The students we serve...

- ★ High School has just under 2800 students
- ★ 3 middle schools
- ★ 17 elementary schools
- ★ 1 prek school
- ★ 2 alternative schools
- ★ Roughly 12,500 students
- ★ 77.3 % low income
- ★ 44.1% English is not first language

# Third year of district implementation of MyCAP!

- Started planning in 2022-2023 school year
- Highlight pathways available at New Bedford High School
- Help middle school students make informed decisions about high school options
- Connect middle school learning to future opportunities
- Shift from career readiness **events** to career development **process**
- Other initiatives and shifts happening at NBHS - made sense to start at the middle schools and build up from there, rather than retrofitting HS later
- Class of 2030 will be first class to complete a “7-year MyCAP”

Middle schools had done some work in conjunction with the IB MYP process.

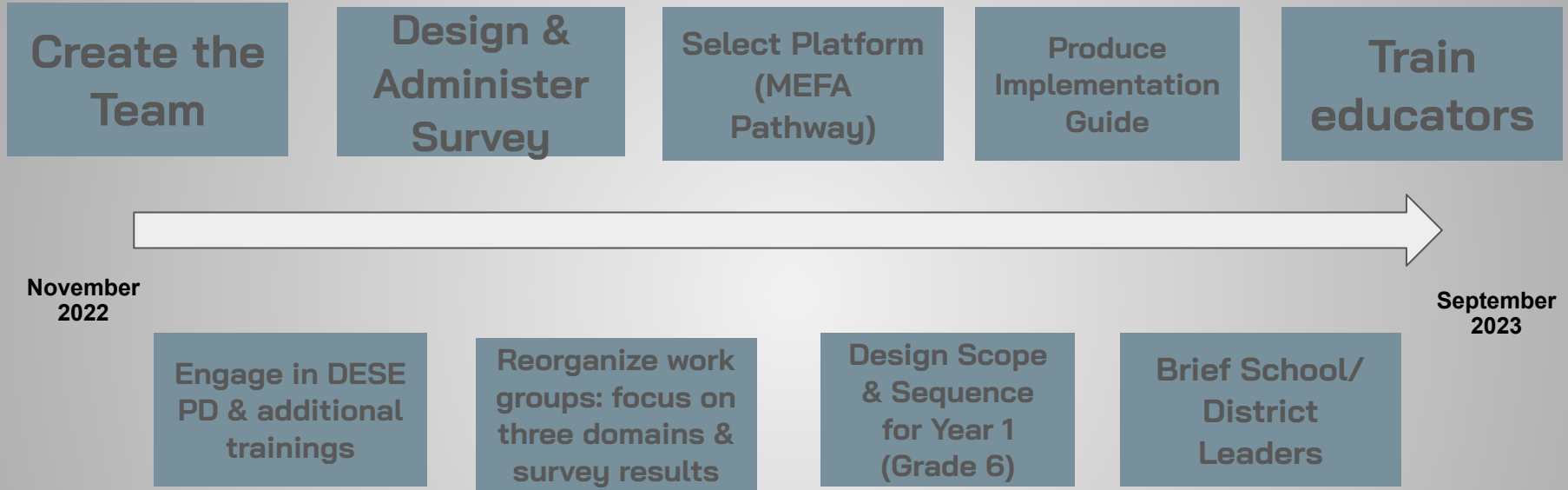
I want to learn more about:

- Future career opportunities
- Connecting future career opportunities to my interests
- Connecting future career opportunities to my classwork

How I feel about my career goals:

- Teachers believe I can achieve my goals
- Teachers don't know what my goals are
- I don't know how to connect classroom learning outside of school and to a future career

# Timeline for Developing the MS MyCAP



**2023-2024, rolled out MyCAP with grade 6 *and* built the grade 7 scope & sequence**

# Creating a Team



- District wide team - why this worked (needed to work) in NB
- Different roles represented (counseling, general education, special education)
- Incorporate best practices from all three middle schools
- Educating team members on career and academic planning
- Team members facilitate buy-in among school staff

## Creating a NEW team each year—

- Learning curve for new participants - challenge
- Involving additional staff members - benefit

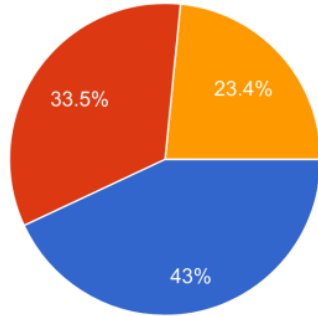


# Middle School MyCAP Faculty/Staff Survey

January 2023

Please indicate the school where you work.

158 responses

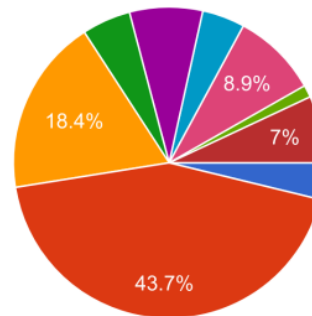


- Keith
- Normandin
- Roosevelt

- Involve all adults in building to fullest extent possible - generate buy in, set tone, consistent language
- Help educators shift their mindset from something “new” to something already happening

Which best describes your role?

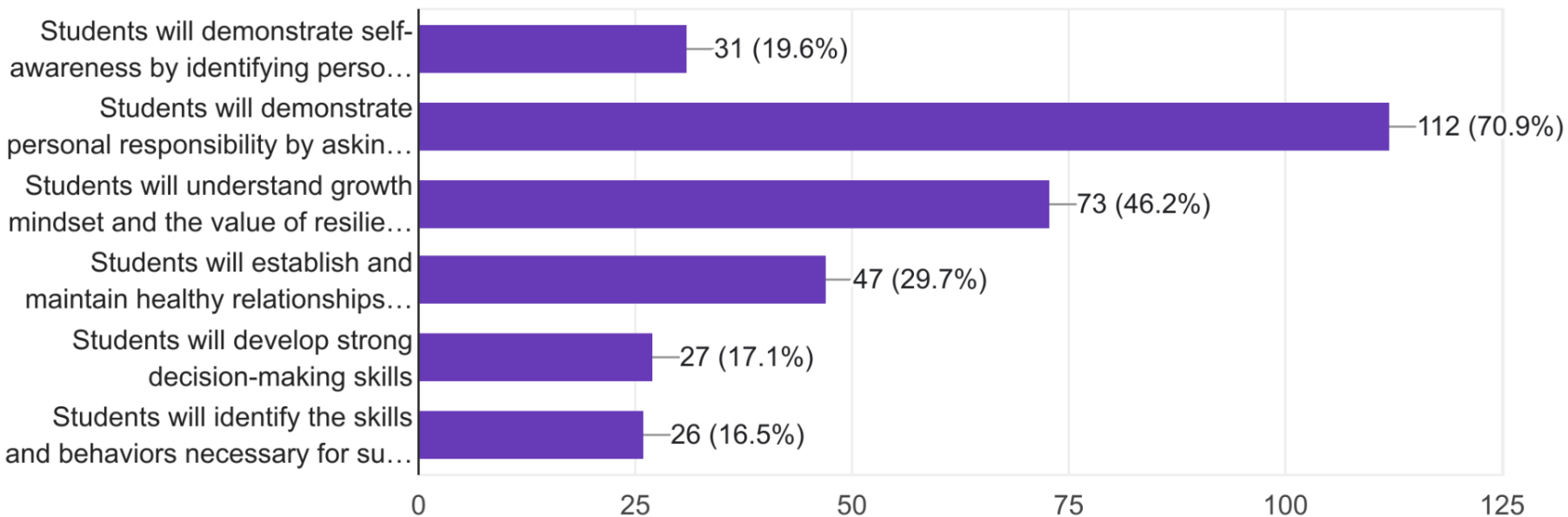
158 responses



- Administrator
- Content area teacher (ELA, math, science, social studies, language)
- Special Education teacher or service...
- ESL teacher
- Counselor
- Paraprofessional
- Music/Art/PE/Health
- Clerical staff
- Other

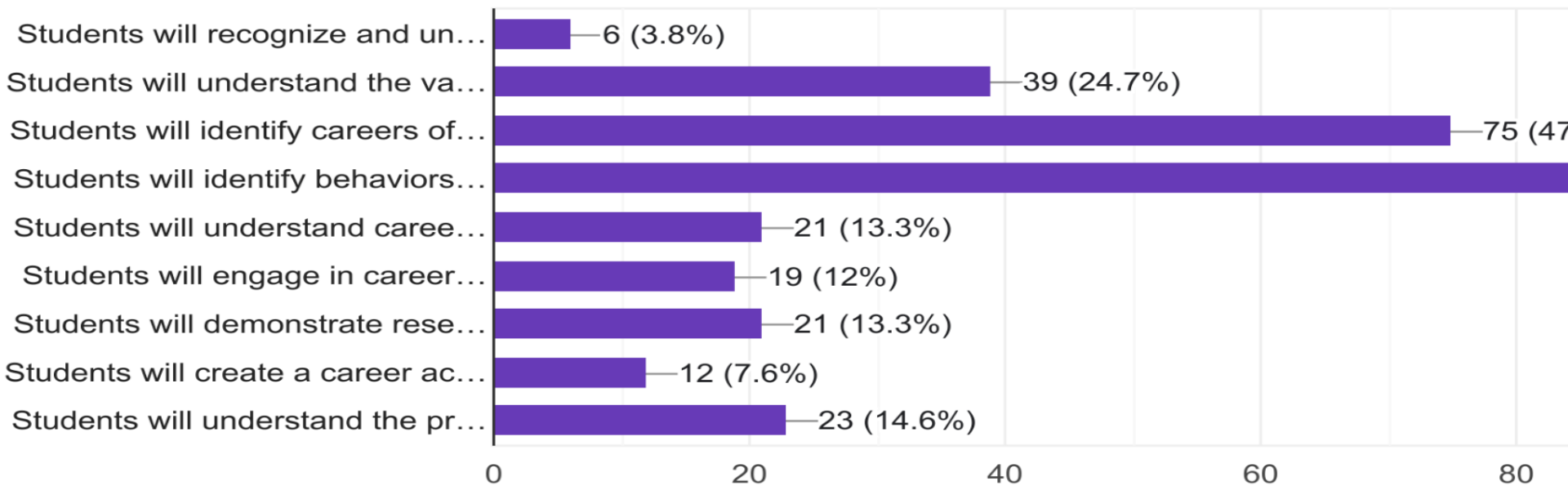
Please check off TWO of the following learning objectives from the PERSONAL/SOCIAL domain that you feel are most important for our students.

158 responses



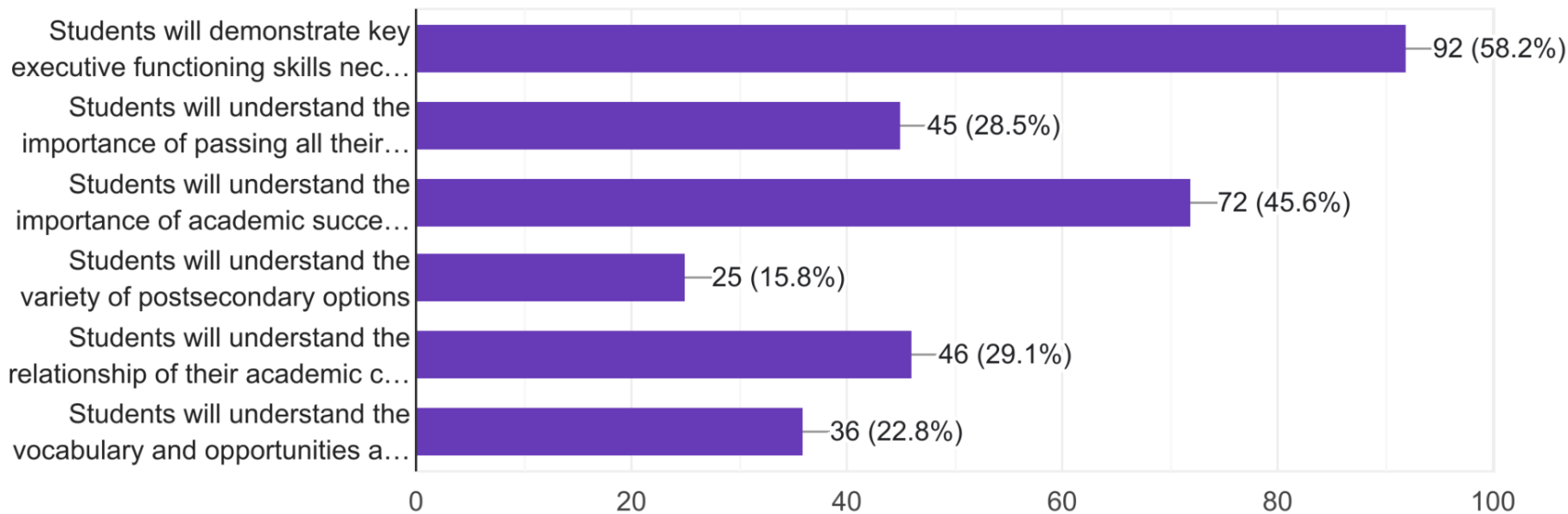
Please check off TWO of the following learning objectives from the CAREER DEVELOPMENT course that you feel are most important for our students.

158 responses



Please check off TWO of the following learning objectives from the ACADEMIC/SECONDARY PLANNING domain that you feel are most important for our students.

158 responses



# Currently happening...

Which best describes your role?	Is there any lesson/unit/classroom activity that you already use or plan to use in your teaching that you feel would fulfill a MyCAP objective?	Name (optional)	School
Content area teacher (ELA, math, science, social studies, language)	I would be interested in implementing a team-building exercise in the near future that fosters both personal responsibility and cohesion within a larger group. Perhaps a game where the class can "win" if they work together by using their individual strengths and make decisions as a group.	Jared Manley	Keith
Content area teacher (ELA, math, science, social studies, language)	Internships that are related to student interest(s) and future plans.	Ted Geller	Keith
Content area teacher (ELA, math, science, social studies, language)	Looking at blueprints, determining scale, costs, careers in science are included in lessons sur and chemists	Eugene Botelho	Keith
Content area teacher (ELA, math, science, social studies, language)	growth mindset activity in regards to sci for growth at the start of the year and again at the end of the year. Students explore careers in the sr of experts from each career.		Keith
Content area teacher (ELA, math, science, social studies, language)			Roosevelt

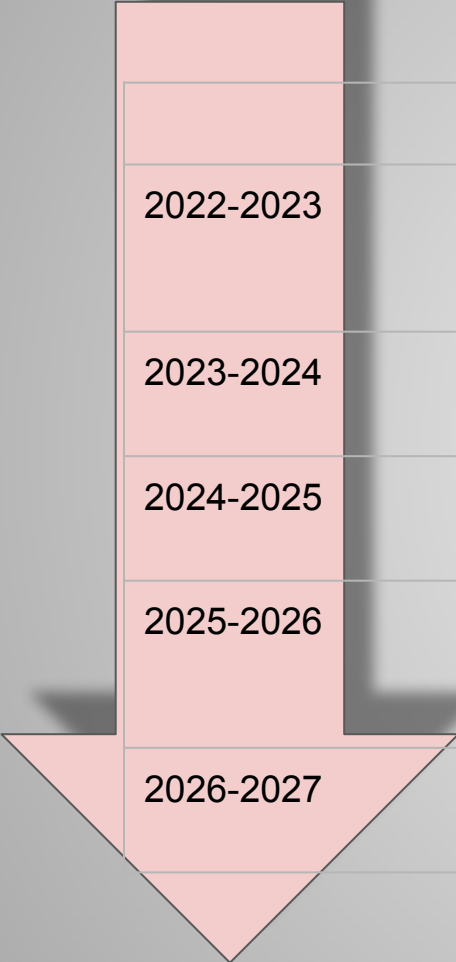
# Currently happening...

Which best describes your role?	Is there any lesson/unit/classroom activity that you already use or plan to use in your teaching that you feel would fulfill a MyCAP objective?	Name (optional)	School
Content area teacher (ELA, math, science, social studies, language)	Daily classroom routines require students to utilize skills and mindsets that are necessary for success in the workforce - following directions, completing tasks, modifying behavior and work based on feedback, collaborating with peers and staff in a way that promotes professionalism and maximizes output (learning), knowing that just because you don't understand how doesn't mean you'll never understand or be able to do something (growth mindset), gradual release of pacing during assignments to promote efficiency, choosing activity paths that suit their strengths. Also, lessons on civic responsibility as a member of a community (8th grade Civics and Government)	Jake Santos	Keith
Content area teacher (ELA, math, science, social studies, language)	Goal setting and growth mindset activities based on BOY, MOY and EOY data	Debra Mendes	Normandin
Content area teacher (ELA, math, science, social studies, language)	For both Science and Social Studies we will conduct a lesson based on career opportunities, education requirements, real-life pertinence etc.	Matthew Keefe	Normandin
Content area teacher (ELA, math, science, social studies, language)	Keys to Literacy 2 column notes, study skills, graphic organizers and cards to organize information and aid in retention of content		Roosevelt
Content area teacher (ELA, math, science, social studies, language)	Unit 1 in 6th grade social studies takes a look at careers in the social sciences, perhaps this unit can be adapted to include materials that would address the MyCAP objectives.	Colin Southgate	Normandin

# Currently happening...

Which best describes your role?	Is there any lesson/unit/classroom activity that you already use or plan to use in your teaching that you feel would fulfill a MyCAP objective?	Name (optional)	School
Content area teacher (ELA, math, science, social studies, language)	Daily classroom routines require students to utilize skills and mindsets that are necessary for success in the workforce - following directions, completing tasks, modifying behavior and work based on feedback, collaborating with peers and staff in a way that promotes professionalism and maximizes output (learning), knowing that just because you don't understand how doesn't mean you'll never understand or be able to do something (growth mindset), gradual release of pacing during assignments to promote efficiency, choosing activity paths that suit their strengths. Also, lessons on civic responsibility as a member of a community (8th grade Civics and Government)	Jake Santos	Keith
Content area teacher (ELA, math, science, social studies, language)	Goal setting and growth mindset activities based on BOY, MOY and EOY data (Ready and MCAS)	Debra Mendes	Normandin
Content area teacher (ELA, math, science, social studies, language)	For both Science and Social Studies we will conduct a lesson based on career opportunities, education requirements, real-life pertinence etc.	Matthew Keefe	Normandin
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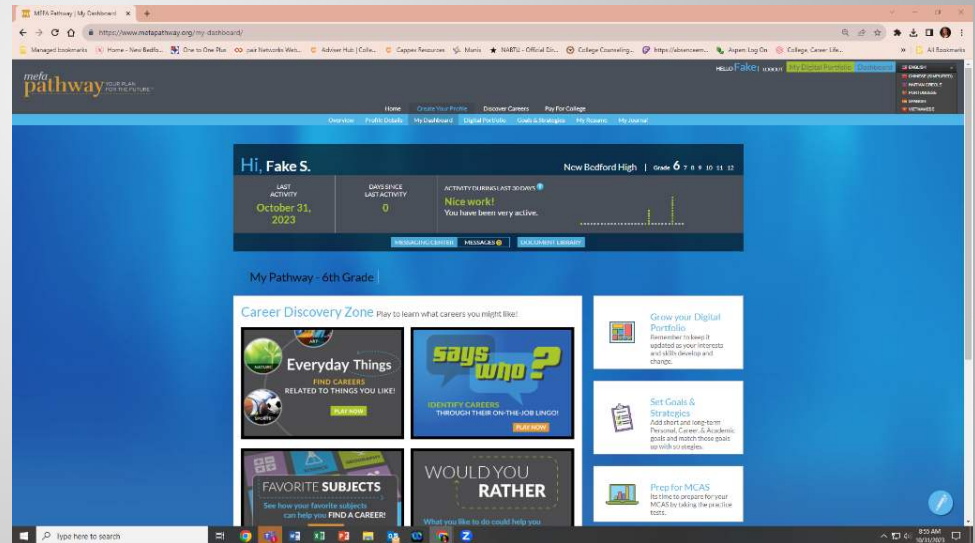
# MyCAP Process Over Time



	MyCAP Development	School Implementation
2022-2023	District team formed - middle school survey - develop Grade 6 Scope & Sequence	
2023-2024	Develop Grade 7 Scope & Sequence	Roll out Grade 6 Scope & Sequence
2024-2025	Develop Grade 8 Scope & Sequence	Roll out Grade 7 Scope & Sequence
2025-2026	High School team formed - <i>high school survey</i> - develop Grade 9 Scope & Sequence	Roll out Grade 8 Scope & Sequence
2026-2027	Develop Grade 10 Scope & Sequence	Roll out Grade 9 Scope & Sequence

# MEFA Pathway - why did we select this platform?

- Free
- Visually appealing
- Fantastic technical support and training
- Begins in grade 6
- Incorporates the college process in high school
- Free



# Challenges encountered in designing and implementing

- District has three middle schools - three different schedules
- Keeping learning objectives the same, while allowing for creativity (building based and teacher based)
- Time - no one has any extra!
- Training - sharing the “why” across the entire staff
- Last minute decision to change where MyCAP would live for 2023-2024; expanded for 2024-2025 (but still not where we want it)
- Building leadership changes

# Successes so far...

- Engagement improved in year 2 and 3
- Collaboration between school counselors and health instructors
- MyCAP team successful in building Scope & Sequence for three years
- Shifting from another platform to MEFA Pathway at the high school two full years before implementation of MyCAP for all students
- [MEFA Pathway reporting](#)



## Middle School MyCAP Scope & Sequence

Grade 6	Grade 7	Grade 8
Account access/ Profile Set up	Exploring High School Options	Interests - Work Values - Skills
“Who Am I?” Collage	★ STEAM the Streets Assembly	Growth Mindset
Favorite Subjects/ Would You Rather	Comprehensive Career Assessment (CareerScope)	Options for After High School
“What I Need” Project	College & Career Vocab Lesson	Course Selection
Goal Setting	Goal Setting	Goal Setting
Visit to Bristol Community College	Visit to UMass Dartmouth	Visit to Bridgewater State University

★ MyCAP is constantly evolving - STS is now at the HS, making the connection between careers and education, and invite tech/ag school to join.

## NBHS GRADE 9 MyCAP Scope & Sequence

DOMAIN	ACTIVITY/LESSON	DELIVERY LOCATION	DELIVERY PERSONNEL	ARTIFACTS
ACADEMIC PLANNING	Getting to know NBHS <ul style="list-style-type: none"> <li>MEFA Pathway access</li> <li>Graduation requirements</li> <li>Pathways available</li> <li>Getting involved - student life at NBHS</li> <li>Grading system</li> <li>Brief intro to post-HS options</li> </ul>	Small group (Advisory?) within first month of school year	School Counselors	<ul style="list-style-type: none"> <li>All students will have logged into MEFA Pathway by end of first month of school</li> </ul>
CAREER DEVELOPMENT	Career Exploration <ul style="list-style-type: none"> <li>In depth review of CVTE, Arts, EC, JROTC, After Dark</li> <li>Complete Interest Assessment in MEFA Pathway</li> <li>Career Research Activity</li> </ul>	Grade 9 Exploratory Class	Exploratory Teacher	<ul style="list-style-type: none"> <li>Students will identify three careers of interest by saving them in MEFA Pathway</li> <li>Students will complete a research activity on one career related to a Pathway at NBHS (upload to MEFA Pathway)</li> </ul>

- Slow and steady - don't over do it when beginning
- Identify the artifacts that the team wants students to produce
- Focus more on weaving together a system and changing culture than on "random acts"
- Be clear about must haves, but leave room for creativity

PERSONAL/SOCIAL	MEFA Pathway Profile <ul style="list-style-type: none"> <li>Review components of MEFA Pathway</li> <li>Update personal info, education info, activities</li> </ul>	Grade 9 Exploratory Class	Exploratory Teacher	<ul style="list-style-type: none"> <li>MEFA Pathway will show NBHS as current school (previously would have shown student's middle school)</li> </ul>
PERSONAL/SOCIAL	Goal Setting <ul style="list-style-type: none"> <li>Review of SMART goals from middle school</li> <li>Evaluate sample goals to determine if they are "SMART"</li> <li>Write individual goals in three domains</li> </ul>	Grade 9 Exploratory Class	Exploratory Teacher	<ul style="list-style-type: none"> <li>Student will write three goals (one in each domain) and identify at least one strategy for reaching each goal</li> </ul>

### Organizing information:

- ★ Google folders for each lesson/experience
- ★ Outline/lesson plan
- ★ Slide deck
- ★ Worksheet and/or directions for students
- ★ Clear explanation for artifacts

ACADEMIC PLANNING	Course Selection <ul style="list-style-type: none"> <li>Students will learn about course offerings for grade 10</li> <li>Students will receive an overview of pathways</li> <li>Students will select coursework for grade 10, including any pathway classes</li> </ul>	History classes in March	School Counselors	<ul style="list-style-type: none"> <li>Update their Future Plan in MEFA Pathway</li> <li>Create a Four-Year Plan document</li> <li>Add to profile in MEFA Pathway (activities, honors/awards)</li> </ul>
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# Normandin MS Year 1 v Year 2 Comparison

## Student Activity

YOG	Roster Total	# of Registered	# of Logins	% Registered Accounts
2028	388	199	446	51%
2029	350	174	401	50%
2030	336	261	825	78%

## Student Activity

YOG	Roster Total	# of Registered	# of Logins	% Registered Accounts
2029	374	297	1353	79%
2030	354	315	2477	89%
2031	317	295	2166	93%

# Identifying activity completion

The screenshot shows a web browser window with the URL <https://counselor.mefapathway.org/MEFAPortal/Secure/ToDoResultWithMaster.aspx>. The page header includes the MEFA Pathway logo, a search bar, and navigation links for Messages, Dashboard, and Admin. The main content area displays a table titled "Student Work List: GDM-Academic Goals Started (166)". The table has columns for Last Name, First Name, Exp Graduation Year, Student Academic Goals First Started Date, Student Academic Goals Status Date, and Student Academic Goals Status. The table is currently displaying 10 rows of data.

Last Name	First Name	Exp Graduation Year	Student Academic Goals First Started Date	Student Academic Goals Status Date	Student Academic Goals Status
Acosta-Zarate, Lillith	Lillith	2029	20240925	20240925	In Progress
Algerin, Annaleayah	Annaleayah	2029	20240923	20240923	In Progress
Alfieri, Giovanni	Giovanni	2030	20240923	20240923	In Progress
Almeida, Destin	Destin	2028	20231207	20231207	In Progress
Amaral, Layla	Layla	2029	20240923	20240923	In Progress
Alana, Andre	Alana	2029	20240926	20240926	In Progress
Araujo Martinez, Ruth	Ruth	2029	20240926	20240926	In Progress
Baird-Green, Kaley	Kaley	2030	20240924	20240924	In Progress
Batista, Alicia	Alicia	2030	20240924	20240924	In Progress
Becker, Christopher	Christopher	2029	20240923	20240923	In Progress

The bottom of the screenshot shows the Windows taskbar with the search bar and several application icons. The system tray on the right indicates the time is 9:09 PM on 4/2/2025.

# MyCAP view

The screenshot shows a web browser window with the URL <https://counselor.mefapathway.org/MEFAPortal/Secure/CaseViewWithMaster.aspx>. The page header includes the MEFA Pathway logo, a search bar with "Last Name Search" and "SEARCH" and "ADVANCED" buttons, and user information for "Hi Jennifer McGuire" at "Normandin Middle School".

The left sidebar contains navigation options: "Student Snapshot", "Test Scores", "Click to View Documents", and "Admin View - Data Fields".

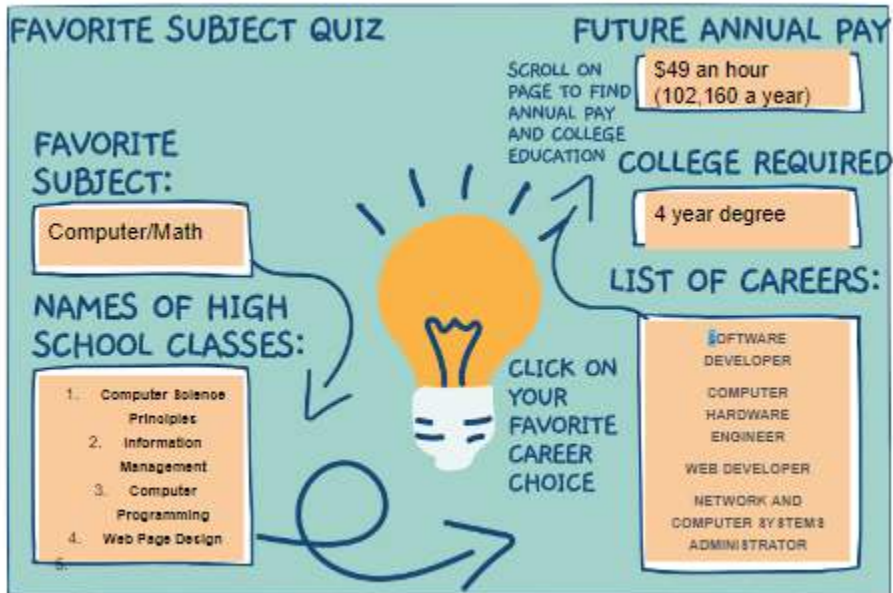
The main content area is titled "Future Path" and contains several sections:

- Goals**: A table with columns: Academic Goal, Grade Level, Strategy, Strategy Completed, Goal Expected Cmpt Dt, and Goal Achieved.
- Personal Goal**: A table with columns: Personal Goal, Grade Level, Strategy, Strategy Completed, Goal Expected Cmpt Dt, and Goal Achieved.
- Career Goal**: A table with columns: Career Goal, Grade Level, Strategy, Strategy Completed, Goal Expected Cmpt Dt, and Goal Achieved.
- Activities**: A table with columns: Activity Type, Sport/Name, Other Detail, Description, Positions Held, Grades, When, and Continue in College?.
- Honors and Awards**: A table with columns: Name, Description, Grade, and Sport/Activity.

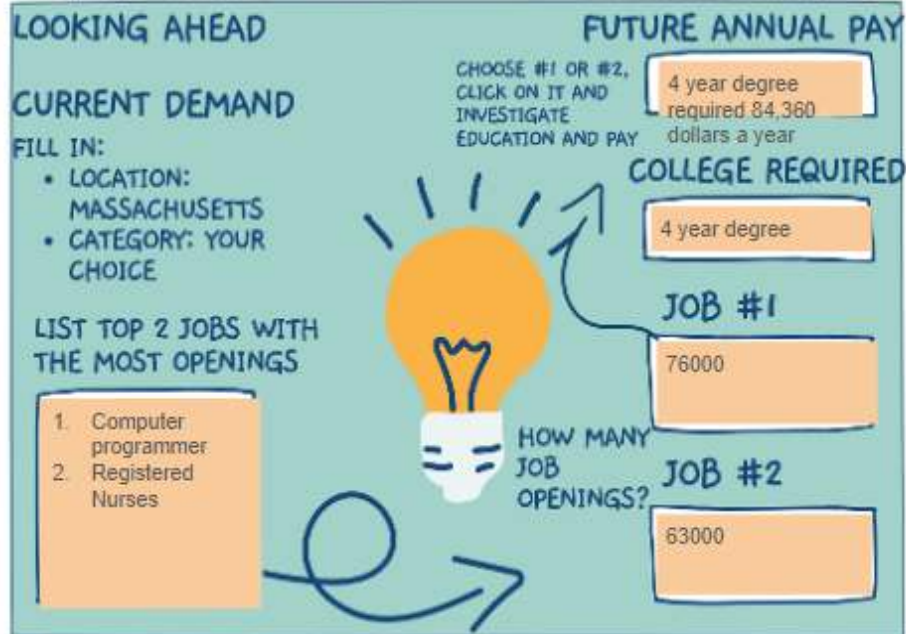
The Windows taskbar at the bottom shows the search bar with "Type here to search" and the system tray with the date and time: "9:11 PM 4/2/2025".

# Graphic Organizer - Student Samples

Click on Home, click on Favorite Subjects, choose your Favorite Subject, list 4 HS Classes, list 4 Careers



Click on Discover Careers, click on Investigate Your Future, click on Looking Ahead, Fill in Info Below



# Questions about MyCAP?

## Contact

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# Things To Do



Register for upcoming MEFA  
Institute webinars and  
complete lessons to earn  
PDPs.



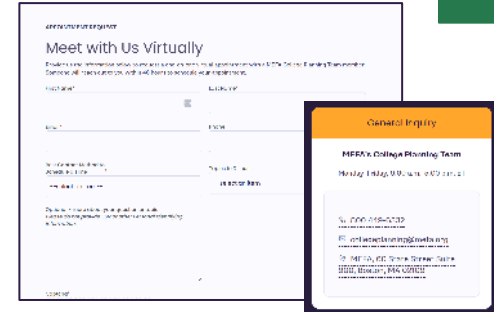
Register the upcoming  
***MyCAP Showcase***  
Thursday, May 7, 2026

# MEFA Guidance

MEFA's full catalogue of guidance outreach includes extensive expertise and content on college and career.



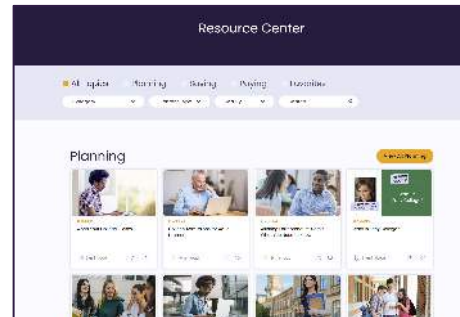
The MEFA Podcast  
Conversations  
on a range of topics



Customer Service  
Guidance via one-on-one requested appointments, phone calls, and emails



Live and On-Demand Webinars  
Presentations given by subject matter experts



Resource Center  
Articles, calculators, podcast episodes, videos, & webinars



Active Social Media Network  
Posts on [Facebook](#), [Twitter](#), [Instagram](#), and [LinkedIn](#)

# Connect with MEFA on Social Media

