1. Go to www.wcjc.myplan.com
2. Select “Create free account.”

3. Enter personal information using your WCJC student email address. Create a username and a password that you will easily remember. You will be emailed your username and password upon registration. Select “student” for occupational status. Read the terms of use and privacy policy and check box. Select “Continue.”

4. Select I am currently in “College (Community or Jr. College).” Select your specific Educational Ambition.

5. Enter License Code: XYHGF99U and make sure the box is selected to “Share results with career advisor.”

6. Select “Take an Assessment.”

7. Take the following 4 assessments:
   - Career Personality Test
   - Career Interest Inventory
   - Career Skills Profiler
   - Career Values Assessment

8. After completing an inventory, read and print the Summary Report (this is the first tab that will appear automatically immediately after you finish an assessment). To access tests you have already taken, click the Assessment tab and look in the “My Reports” folder.

9. Review the additional reports tabs within each inventory. Specifically look at the Career Match tabs and click on careers you want more information about. They will then appear in the “My Careers” folder on the left side of the screen. You can use this information as a source for your career research. You can also use the “Major” and “Colleges” tabs to learn more about the education path you need to pursue to achieve your career goal.

10. Meet with a counselor/academic advisor to create a degree plan and clarify your My Plan results as needed. Print your degree plan and have the counselor/advisor sign the degree plan. A degree evaluation is NOT the same as a degree plan. You may print both, but MUST have a degree plan signed by an academic advisor, indicating that they explained the plan to you. If you plan to transfer to another school you will need to print and turn in BOTH the transfer degree plan and the final degree plan (from your transfer school). You will turn in the signed degree plan and printed results for all 4 inventories and the first page of the composite score/results of the My Plan career assessment with your final paper.
Psychology 1300 – Learning Framework, Written Assignment: “My Plan” Review and Career Research

Professor Hutchinson

11. **The Written Assignment**: must be **typed**, 12-font, in Times New Roman, Calibri, or Cambria font; double-spaced, with 1 inch margins, and at least 3-4 pages in length

The body of your paper should include:

- An explanation/summary of your My Plan results. Specifically discuss results for each inventory: Personality, Interests, Skills, and Values. Identify areas you scored high in and areas you scored low in. Explain what these areas mean. Discuss the accuracy of these results and how they relate to your desired career path. This section of your paper should be multiple paragraphs and about 1-1.5 pages in length. You may use first person in this section of the paper. You will need to correctly cite My Plan in each paragraph.

- Your career choice (If you have not yet selected a career choice, choose a career that is of interest to you.) Please include:
  
  * Why did you choose this career? (This is your personal opinion so you may use first person in this paragraph). Elaborate and explain why this is your career goal (this should be ½ page).

  *Education and Training required*: What classes, degrees, licensures, and experience is required? If you have a specific school in mind (WCJC, University of Houston, etc.) explain that school’s requirements as well and use it as a source.

  *Duties/Responsibility Involved*: what does someone with this career do on a daily basis? What are their day to day activities and overall expectations?

  *Possible Places of Employment*: where are general and specific places they might work? Which place are you most interested in? Do not use first person- add additional info about the area that interests you most.

  *Salary Range & Demand for this career*: what is the range of income nationally and locally? What influences salary for this occupation? Where are the cities/states where employment is most likely to be found? Is job growth growing? Where?

12. Use at least 3 approved sources (show Mrs. Hutchinson your sources via email or in person) and follow APA format (see WCJC library’s Citation link for a reminder of APA rules). Cite your sources within the body of your paper and on the Reference page. Failure to cite = plagiarism. Plagiarism = Failure of the assignment and potential disciplinary actions from WCJC.

13. Staple/Paper clip and turn in the following order: title page, body of paper, references page, My Plan Inventories Reports and signed Degree Plan.

**Due Date**: _________________. Papers are due at the **beginning of class**. Late papers will **NOT** be accepted for any reason. Please have papers stapled, clipped, or in a folder before you come to class.